

Lackawanna City School District  
Board of Education  
Reorganization Meeting for 2018-2019  
Tuesday, July 2, 2018 at 7:00 PM

**Minutes of the Reorganization MEETING of the Lackawanna City School District's Board of Education held on Tuesday, July 2, 2018, at 7:00 PM, McKinley Administrative Building, Lackawanna, New York.**

**OPENING:**

Meeting called to order by School Board Clerk, Kimberly Rozwood-Jackson at 7:00 PM, McKinley Administrative Building, 245 South Shore Blvd. Lackawanna, New York.

All Present are asked to stand for the Pledge of Allegiance.

School Board Clerk, Kimberly Rozwood-Jackson swore in the New Board Members

Board Clerk administered Oath of Office to Mr. Leonard Kowalski and Dr. Mohamed Munassar.

Mr. Mark Kowalski was excused from the Reorganization Meeting; he will be sworn in at the Board Clerks Office.

**ROLL CALL:**

**BOARD MEMBERS:**

Mr. Leonard Kowalski, Dr. Mohamed Munassar, Mr. Nick Trifilo, Mr. Tony Catuzza, Ms. Mona Abdulla, and Mr. Nick Sobaszek.

Mr. Mark Kowalski was excused from the Reorganization Meeting.

**APPOINTMENT OF TEMPORARY CHAIRPERSON:**

School Board Member, Leonard Kowalski nominated Mr. Keith Lewis, Superintendent of Schools, as Temporary Chairperson and Mr. Leonard Kowalski moved to close nomination and appoint Mr. Lewis as Temporary Chairperson. Motion seconded by Dr. Mohamed Munassar.

**DULY PUT TO A VOTE  
ALL IN FAVOR / NONE OPPOSED.  
Passes 6-0.**

Temporary Chairperson, Mr. Keith Lewis opened the floor for nominations.

**1. ELECTION OF OFFICERS:**

**a. Nominations for President of the Board of Education**

Mr. Keith Lewis requested nominations for the Office of President of the Board of Education for the 2018-2019 school year.

Mr. Nick Trifilo nominated Board President Mr. Leonard Kowalski.

Motion was made by Mr. Nick Trifilo to close the nominations for the office of President of the Board of Education. Motion was seconded by Mr. Nick Sobaszek.

**DULY PUT TO A VOTE  
ALL IN FAVOR / NONE OPPOSED.  
Passes 6-0.**

Board Clerk to Administered Oath of Office to School Board President, Mr. Leonard Kowalski.

**b. Nominations for Vice President**

Board President Leonard Kowalski requested nominations for the Office of Vice President of the Board of Education.

Mr. Nick Trifilo nominated Mr. Nick Sobaszek.

Motion was made by Mr. Nick Trifilo to close the nominations for the Office of Vice President of the Board of Education. Motion was seconded by Mr. Tony Catuzza.

**DULY PUT TO A VOTE  
ALL IN FAVOR / NONE OPPOSED.  
Passes 6-0.**

Board Clerk administered the Oath of Office to Mr. Nick Sobaszek as the new Vice President of the Board of Education for the 2018-2019 School Year.

## **2. Nominations of Officers:**

### **Board Clerk**

Board President Leonard Kowalski requested nominations for the Office of School Board Clerk at an annual salary of \$37,000.00, plus annual vacation of Ten (10) days, five (5) carried over vacation days from the 2017/2018 school year, ten (10) sick days and ten (3) personal days, and an option of Health Insurance or \$1,000.00 yearly payment in lieu of Health Insurance for the 2018-2019 School Year.

Ms. Mona Abdulla nominated Kimberly A Rozwood Jackson.

Motion was made by Mr. Nick Sobaszek to close the nominations for the Office of School Board Clerk. Motion was seconded by Mr. Nick Trifilo.

### **RESOLUTION FOR THE APPOINTMENT OF BOARD CLERK**

**WHEREAS**, The Lackawanna City School District's Board of Education hereby appoints Kimberly Rozwood-Jackson for the position of Lackawanna City School District's School Board Clerk; and

**WHEREAS**, it is the judgement of the Lackawanna City School District's Board of Education that this appointment of Kimberly Rozwood-Jackson as Lackawanna City School Districts School Board Clerk best serves the interest of the District.

**NOW THEREFORE, BE IT RESOLVED**, PURSUANT TO NY EDUCATION LAW SECTION 2503, THE LACKAWANNA CITY SCHOOL DISTRICT HEREBY APPOINTS KIMBERLY ROZWOOD-JACKSON FOR THE POSITION OF SCHOOL BOARD CLERK AND AUTHORIZES THE SCHOOL BOARD PRESIDENT LEONARD F. KOWALSKI TO SIGN ON BEHALF OF THE DISTRICT.

Motion was made by Mr. Nick Sobaszek to accept the Resolution of the School Board Clerk. Motion was seconded by Mr. Tony Catuzza.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

### **School Internal Claims Auditor:**

School Board Clerk, Kimberly Rozwood-Jackson requested nominations for the Office Internal Claims Auditor at an hourly rate of \$18.647/Hour, 10 hours per week.

Mr. Leonard Kowalski nominated Laura Kowalczyk.

Motion was made by Mr. Nick Sobaszek to close the nominations for the Office of Internal Claims Auditor. Motion was seconded by Mr. Nick Trifilo.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

**School Attorney:**

Board Clerk, Kimberly Rozwood-Jackson requested nominations for the office of School Attorney at an annual retainer of \$63,000.00 to be paid in a monthly amount of \$5,250.00 upon submitting an invoice. Not a member of ERS.

Mr. Nick Trifilo nominated Mr. Louis Violanti, Esq.

Motion was made by Mr. Nick Trifilo to close the nominations for the office of School Attorney/Special Education Attorney for the 2018-2019 School Year. Motion was seconded by Mr. Nick Sobaszek.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

**Special Education Attorney:**

School Board Clerk, Kimberly Rozwood-Jackson requested nominations for the Office of School Attorney/Special Education Attorney at an annual retainer of \$63,000.00 to be paid in a monthly amount of \$5,250.00 upon submitting an invoice. Not a member of ERS.

Ms. Mona Abdulla nominated Mr. Carl Morgan, Esq..

Motion was made by Mr. Nick Sobaszek to close the nominations for the office of School Attorney/Special Education Attorney for the 2018-2019 School Year. Motion was seconded by Ms. Mona Abdulla.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

**Watchperson Coordinator:**

School Board Clerk, Kimberly Rozwood-Jackson requested nominations for the Office of Watchperson Coordinator to do scheduling and monitor budgetary parameters of Watchpersons for the 2018-2019 School year at the hourly rate of \$ 20.78/hour, 6 Hours per week (can work an additional 12 hours per week with a max of 18 hours per week).

Mr. Tony Catuzza nominated Jason Szentesy, of the Lackawanna Police Department, for the position of Watchperson Coordinator.

Motion was made by Mr. Nick Sobaszek to close the nominations for the position of Watchperson Coordinator. Motion was seconded by Mr. Nick Trifilo.

Jason Szentesy is the Watchperson Coordinator for the 2018-2019 school year.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

**3) APPOINTMENTS:**

Board President Leonard Kowalski requested the Board Clerk to read the following:

- ❖ Appointment of Hamburg Primary Care as School Health Services for the 2018-2019 School Year. Services are provided as needed and billed as services are rendered.
- ❖ Appointment of Patricia Sprecker as School District Treasurer. The Salary for District Treasurer, at an annual salary of \$11,650 for the 2018-2019 school year; an equivalent to a daily rate of \$44.64.
- ❖ Appointment of Shirley Pauley as School District Treasurer in the absence of Patricia Sprecker at an annual salary of \$11,650 for the 2018-2019 school year; an equivalent to a daily rate of \$44.64.
- ❖ Appointment of Joyce Warthling, City Treasurer, for the City of Lackawanna, as School Tax collector for the amount of \$14,750.00 to be paid to the City of Lackawanna.
- ❖ Appointment of Kim Rozwood Jackson as Freedom of Information Officer (board clerk).

- ❖ Appointment of Peter Mendez as Asbestos (LEA) Designee
- ❖ Appointment of Louis P. Violanti, ESQ., as Title IX Officer/Harassment Officer (school attorney)
- ❖ Appointment of Julie Andreozzi as Section 504 Officer
- ❖ Appointment of Daniel Grant as Medicaid Compliance Officer
- ❖ Appointment of Barclay Damon, LLP. as Bonding Attorney.
- ❖ Appointment of Capital Markets as Financial Advisor

Motion was made by Mr. Nick Sobaszek and seconded by Mr. Tony Catuzza to accept the Appointments.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

#### **4. DESIGNATIONS**

Board President Leonard Kowalski requested the Board Clerk to read the following:

Designation of JP Morgan Chase Bank as the School District's Official Bank to deposit all District funds for the 2018-2019 school year and designation of JP Morgan Chase Bank for School tax collection and deposits.

Designate the School Treasurer to invest School District funds in Certificate of Deposits (CD) and Money Market Accounts at JP Morgan Chase, and the New York State Liquid Asset Fund (NYLAF) for the 2018-2019 school year.

Designation of the Buffalo News, Front Page Group Inc. and the Am-Pol Eagle as our official newspapers for the District.

Designation of Meeting dates and times as:

Board Work Session: 2<sup>nd</sup> Monday of each month at

6:00 P.M., Room 202, McKinley Administration Bldg.

July's Work Session is Monday, July 9, 2018 at 6:00 p.m.

Regular Board Meetings: The Thursday immediately following the second Monday at 7:00 p.m. in the High School Library at 550 Martin Road.

The July Regular Business Meeting will be held on July 12, 2018 at 7:00 p.m.

Designation for Special Meeting: Any member of the Board may call a Special Meeting of the Board of Education. The Board Clerk will give written notice 24 hours in advance of the meeting and shall ensure that such notice is given to the Superintendent of Schools, School Attorney and School Business Official within the same time frame. In the absence of the Board Clerk, the Office of the Superintendent of Schools will give such notice. Public notice shall be given via District Website. Special meetings will be held at a time designated by the Board's President or Board's Vice President, unless a District Emergency warrants otherwise.

Motion to accept Designations by Mr. Nick Sobaszek, seconded by Mr. Tony Catuzza.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

## **5) AUTHORIZATIONS**

Board President, Mr. Leonard Kowalski requested the Board Clerk to read the following:

Authorization for the Superintendent to certify payroll.

Authorization for fixed assets threshold to be established at \$5,000.00

Authorization for the District to participate in all Boces Cooperative and County Bids for the 2018-2019 School Year.

Authorization for the Superintendent to apply for State and Federal Grants in Aid.

Authorization for the President or Vice President of the Board of Education to independently appoint an Impartial hearing Officer as necessary for any impartial hearing regarding the placement of a special education student.

Authorization for the Board of Education Members and School Attorney to attend conferences, convention and workshops with expenses paid by the School District within budgetary limits.

Authorization for the Superintendent of Schools to sign Civil Service Reports of Personnel change, The Payroll Register and TRS and ERS Monthly Reports.

Motion to accept Authorizations by Mr. Nick Sobaszek and seconded by Tony Catuzza.

**DULY PUT TO A VOTE**

**ALL IN FAVOR / NONE OPPOSED.**

**Passes 6-0.**

**6) Official Undertakings (Bonds)**

Board President Leonard Kowalski requested the Board Clerk to read the following:

- The following officers will be bonded as per our District Insurance Policy: District Treasurer, District Clerk, Internal Claims Auditor and Tax Collector.
- Adoption by the Board of Education of all District policies, Code of Ethics and Safety Plan, as previously established, for the 2016-2017 School year
- Establishment of the following substitute rates for the 2016-2017 School Year for the following positions:

Sub Administrator (substitute-certified)	\$195.00/day
Sub Teacher (substitute-non-certified)	\$85.00/day
Preferred Sub Teacher	\$125.00/day
Sub Teacher (substitute-certified)	\$100.00/day
Sub Teacher (leave teacher-term sub-pay after 20 days)	\$150.00/day
Sub Teacher-certified (more than one semester) Step 1 Bachelor's Plus Health Benefits	\$44,912/yr.
Nurse-Substitute	\$100.00/day
Cleaners-Substitute	\$11.00/hr.
Clerical/Secretary	\$14.00/hr.
Substitute Teachers Aide	\$12.00/day
Substitute Custodian	\$15.00/hr.



Substitute Maintenance

\$15.00/hr.

- Conduct of Board Meetings-Rules of Procedures-Robert's Rules of Order.

Motion to accept Official Undertakings by Mr. Tony Catuzza and seconded by Mr. Nick Trifilo.

**DULY PUT TO A VOTE**  
**ALL IN FAVOR / NONE OPPOSED.**  
**Passes 6-0.**

**7) ECASB 2018-2019 Team Appointments:**

Board President Leonard Kowalski requested the Board Clerk to read the following:

**Voting Delegate for NYSSBA Convention October 25-27**

**Representative: Leonard F. Kowalski**

**Alternate: Nicholas Sobaszek**

**ECASB Delegate Assembly Representative**

**Representative: Dr. Mohamed Munassar**

**Alternate: Nicholas Trifilo**

**ECASB Budget & Finance Team Representative**

**Representative: Mona Abdulla**

**Alternate: Anthony Catuzza**

**ECASB Legislative Team Representative**

**Representative: Nicholas Trifilo**

**Alternate: Mark Kowalski**

Motion to accept ECASB 2018-2019 Team Appointments by Mr. Tony Catuzza and seconded by Mr. Nick Trifilo.

**DULY PUT TO A VOTE**  
**ALL IN FAVOR / NONE OPPOSED.**  
**Passes 6-0**

Board President Leonard Kowalski requested a Motion to Adjourn Reorganization Meeting of Monday July 2, 2018.

Moved by Mr. Nick Sobaszek, seconded by Mr. Tony Catuzza.

**DULY PUT TO A VOTE**  
**ALL IN FAVOR / NONE OPPOSED.**  
**Passes 6-0.**

**Meeting Adjourned at 7:20 PM**

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Kimberly Rozwood Jackson, Board Clerk