

Board of Education  
Starpoint Central School District  
Board of Education Conference Room  
Re-Organizational Meeting  
July 11, 2022

The meeting was called to order by the District Clerk at 6:00 p.m. with the following members in attendance: Gregory Brehm, Jeffrey Duncan, Michelle Leuer, Jason Madden, Beth Pyskaty, Shawn Riester, Chad Shepherd, Kelley Swann, and Michael Zimmerman.

Absent: None.

Also in attendance were: Dr. Sean Croft, Superintendent of Schools; Maureen Braunscheidel, Assistant Superintendent, Jonathan Andrews, Director of Administrative Services, Gretchen Cercone, Director of Human Resources; Dorothy Szpaicher, District Clerk; 5 in-person and 2 virtual attendees.

The District Clerk led the Pledge to the Flag.

The Oath of Office was administered by Dorothy Szpaicher, District Clerk, to newly elected Board of Education members Beth Pyskaty, Chad Shepherd and Michael Zimmerman.

The following additions and amendments were made to the agenda:

- Item G10 – Add new BOE member Chad Shepherd
- Item H23 – Amend to Starpoint Representative on Orleans/Niagara BOCES School Board – Janice Covell
- Item I29 – Appoint & Establish Pay Rates – Add – uncertified teachers - \$115/day

The District Clerk called for nominations for President of the Board of Education.

G. BREHM nominated Jeffrey Duncan, S. RIESTER seconded the nomination.

Hearing no other nominations, the nominations were closed and the District Clerk called for a vote.

Jeffrey Duncan was unanimously elected President of the Board of Education. The District Clerk administered the Oath of Office.

The District Clerk called for nominations for Vice President of the Board of Education.

M. LEUER nominated Kelley Swann, J. MADDEN seconded the nomination.

Hearing no other nominations, the nominations were closed and the District Clerk called for a vote.

Kelley Swann was unanimously elected Vice-President of the Board of Education. The District Clerk administered the Oath of Office.

Motion M. ZIMMERMAN, second J. MADDEN, unanimously carried, that the board approve the following appointments:

- District Clerk – Dorothy Szpaicher
- District Treasurer – Tracy Mullen
- Deputy District Treasurer – Gretchen Cercone
- Tax Collector – Mary Hillery - \$7,400
- External Auditor – Allied Financial Partners
- Internal Claims Auditor – Diane Martineau – \$7,400
- Audit Committee – Gregory Brehm, Andrea Wick
- Strategic Improvement Sub-Committee – Jeffrey Duncan, Kelley Swann, Michael Zimmerman
- Emergency Response Team Sub-Committee – Gregory Brehm, Chad Shepherd
- Niagara Orleans School Board Association (NOSBA) Representative – Michelle Leuer

Motion S. RIESTER, second J. MADDEN, unanimously carried to approve the following appointments:

- School Physician – Dr. Thomas Szalkowski - \$17,000/year
- Attendance Officer, Section 504 Coordinator, and McKinney-Vento (Homeless) Liaison – Brian Farrell or Designee
- Residency Officer – Brian Schnell
- Title 1 Coordinator – Maureen Braunscheidel or Designee
- District Wellness Coordinator – Vincent Dell'Oso or Designee
- Committee on Special Education and Committee on Preschool Special Education: Chairperson – Brian Farrell; Alternate Chairperson – Lauren Igo, Carrie Mansour, Jessica Plewinski, Stephanie Biggie, Heather Toscano; Niagara County Representative – Gayle Tilton; Early Intervention Representative for Transition Meeting – Pam McInnis; Physician – Dr. Thomas Szalkowski; Parent Members – Karyn Canestaro, Kasielynn Schultz, Alysia Lauffer, Sally Santor; Psychologist – Carrie Mansour, Jessica Plewinski, Heather Toscano, Stephanie Biggie

- Records Access Officer – Gretchen Cercone
- Records Management Officer – Gretchen Cercone
- Data Protection Officer – Joseph Flegal - \$6,000 plus 4 vacation days
- Treasurer Extra classroom Activities Account – Holly Varney - \$6,068
- Community Education Supervisor – Michael Moran - \$10,930
- Secretary to the Community Education Supervisor – Marcia Brogan - \$5,134
- Attendance/Door Greeters – Tina Marin, Julie Parsons, Rose Gorman, Suzanne Urbanski - \$1,200/yr. each greeter
- ADA Compliance Officer, Integrated Pest Management Coordinator (IPM) & Emergency Response Act (AHERA) Local Educational Agency (LEA) Designee – David Ciurczak, Jr.
- Title IX Compliance Officer and Civil Rights Compliance Officers – Jonathan Andrews, Maureen Braunscheidel, Gretchen Cercone, Brian Farrell, Vincent Dell’Oso
- Harassment/Discrimination Liaisons: Adrienne Cohan, Monica Daigler, Corey Gray, Alan Ingraham, Carrie Mansour, Brandee Norwood, Christine Page, MaryBeth Passanese, Jessica Plewinski, J. Ben Scaffidi, Denielle Toth, Liz Tower
- Dignity for All Students Act – Coordinators – Melissa Bundrock, Brenda Angelucci, Andrea Bove, Adrienne Cohan, Clement Smith, Liz Tower
- ADA Compliance Officer – David Ciurczak, Jr.
- School Attorneys – Sargent & Collins, LLP and Harris Beach, PLLC, Webster Szanyi, LLP
- Bond Counsel – Hawkins, Delafield & Wood LLP
- Notary Public – Sheryl Schupp & Dorothy Szpaicher
- Financial Advisor – Bernard P. Donegan Inc.
- Petty Cash Treasurer – Dorothy Szpaicher
- Starpoint Representative on Orleans/Niagara School Board of Education – Janice Covell
- Area 1 Director and Liaison to NYSSBA – Linda Hoffman
- Official Newspapers - Wheatfield Tribune and Lockport Journal
- Bank Depositories: M & T Bank, JP Morgan Chase Bank, Key Bank, Citizens Bank and New York Liquid Asset Fund
- Tax Collector: M & T Bank
- Bank Signatories: Jonathan Andrews, Gretchen Cercone, Tracy Mullen
- Purchasing Agent – Jonathan Andrews
- Deputy Purchasing Agent – Dorothy Szpaicher
- Designated Educational Official (DEO to receive court notification regarding a student’s sentence/adjudication in certain criminal cases and juvenile delinquency proceedings) – Brian Farrell
- Reviewing official (for participation in the Federal Child Nutrition Program) – Dr. Sean M. Croft
- Verification Official (for participation in the Federal Child Nutrition Program) – Tracy Mullen
- Chemical Hygiene Officer – Joseph Anastasi

Motion K. SWANN, second M. LEUER, unanimously carried to approve the following authorizations:

- Superintendent to Certify Payroll
- School Business Administrator to Certify Payrolls in Superintendent’s Absence
- Board to Approve Attendance to Conferences, Conventions, Workshops, etc. for School Board Members
- Superintendent to Approve Attendance at Conferences, Conventions, Workshops, etc. for District Staff
- Authorization for Superintendent and Assistant Superintendent to Employ Instructional and Non-Instructional Substitutes and Temporary Employees, consistent with Existing Policies, for up to thirty days prior to official board appointment
- Authorization to Establish Petty Cash Funds
- Superintendent Authorized to Approve Budget Transfers as Defined by Board Policy with All Transfers Over \$2,500 To Be Approved by the Board of Education
- President and Clerk to Borrow Money as Authorized by Board of Education Action When Necessary to Cover Payroll and Current Expenses during the School Year, If Needed
- Authorize the Superintendent of Schools to Sign Applications for Title Programs to Which the District is entitled by Federal Law
- Authorize the Director of Administrative Services/District Treasurer of the Board to Invest Idle Funds
- Signature Authorization – Treasurer (Authorize Signature or Signature Facsimile on all School District Checks)
- Authorize Honesty Blanket Position Bond (All Employees, Including Extra Coverage on Treasurer, Tax Collector, and Internal Claims Auditor)
- Authorization for Board President and/or Superintendent to Sign Health Service Contracts
- Authorization for the Integrated Pest Management Coordinator to Apply Herbicides/ Pesticides to Alleviate Safety Hazards, insect infestations and to prevent the growth of hazardous weed conditions that create unsafe playing conditions for student athletes in Accordance with NYS Law
- Approval of Resolution to Participate in BOCES Cooperative Bids
- Authorization for Board Vice President to Sign Documents in Absence of Board President
- Authorization for Director of Administrative Services, Treasurer, and Payroll Clerk to Enter Into Banking Transactions Such as Opening Accounts, Wire Transfers and Investments
- Authorization for Superintendent to Require Employee Physicals for Initial Employment and to Determine Fitness for Continued Employment

- Authorization for Superintendent to Send Reasonable Assurance Letters to Substitutes, 10-Month and 11-Month Employees
  - Authorization for Superintendent to Determine A Child's Eligibility to Attend the Schools in the District
  - Authorization for Board of Education President to Appoint the Next Impartial Hearing Officer on the School District's Hearing Officer List If an Impartial Hearing is Requested, When Necessary
  - Authorization for Board President to Approve CSE and CPSE Recommendations, When Necessary
  - Authorization for Superintendent to Sign Agreements for all Early Field Experiences, Clinical Practices and Student Teaching Placements for Local Colleges and Universities
  - Authorization for Board of Education President and Superintendent to Sign APPR Agreement
  - Re-adoption of All Board of Education Policies – Specifically the following policies: #5220 – District Investments, #5410 – Purchasing: Competitive Bidding and Offering, #5411 – Procurement of Goods and Services, #5412 – Alternative Formats for Instructional Materials, #8260 – Title 1 Parent Involvement Policy
  - Re-adoption of Code of Conduct
  - Establish Mileage Reimbursement Rate – 62.5 cents
  - Authorization to Purchase Materials and Services Using a "Best Value" Determination
- WHEREAS, the District's purchases of materials and services are made in accordance with General Municipal Law Article 5-A;
- WHEREAS, General Municipal Law §103(16) allows the District, as a municipal entity, to purchase certain materials and services at a price determined to be "best value," rather than lowest responsible bidder, by the Board of Education;
- WHEREAS, "best value" is defined by New York State Finance Law §163 as "the basis for awarding contracts for services to the offerer which optimizes quality, cost and efficiency, among responsive and responsible offerers. Such basis shall reflect, wherever possible, objective and quantifiable analysis. Such basis may also identify a quantitative factor for offerers that are small businesses, certified minority- or women-owned business enterprises as defined in subdivisions one, seven, fifteen and twenty of section three hundred ten of the executive law or service-disabled veteran-owned business enterprises as defined in subdivision one of section three hundred sixty-ninth of the executive law to be used in evaluation of offers for awarding of contracts for services.
- WHEREAS, the District, as a municipal entity, may purchase, in accordance with General Municipal Law §103(16), through bids solicited by the United States government, the New York State government, and New York's political subdivisions, including school districts; through bids let in a manner consistent with or materially equivalent to New York State requirements for bidding; or may piggyback on any contract or bid approved for piggybacking through the New York State Office of General Services.
- NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Starpoint Central School District hereby authorizes the purchase of materials and services using a "best value" determination, as an option to "lowest responsible bidder," in accordance with General Municipal Law §103(16), and in compliance with all District purchasing policies and procedures, with Board approval;
- BE IT FURTHER RESOLVED, that this resolution shall take effect immediately on adoption.
- Appoint and Establish Pay Rates for Non-Instructional Substitutes, Instructional Substitutes, Administrative Substitutes, and Election Officials for Annual Budget Vote and Board Member Election as follows:  
Pay rates effective 7/1/22 – 6/30/23:
    - Teacher (uncertified) - \$115/day
    - Teacher (certified) – Up to 20 days - \$130/day; 21-90 days -\$150/day; 91+ days - \$194.50/day (BA Step 1) or \$214.50/day (MA Step 1)
    - Teacher – (certified – Building Based) – Up to 90 days - \$150/day; 91+ days - \$194.50/day (BS Step 1) or \$214.50 (MA Step 1)
    - Teacher (30+ consecutive days in the same position – LTS) – Days 1-29 - \$150/day; Days 30+ - \$194.50/day (BA Step 1) or \$214.50/day (MA Step 1)
    - Teacher (DEFT) (Developing Future Teachers) - \$80/day
    - Laborer - \$17.00/hr.
    - School Nurse - \$25.00/hr.
    - Clerical - \$17.00/hr.
    - Teacher Aide - \$17.00/hr. (full-time per diem teacher aides increase to 1/200 Step 1 after 20 consecutive days in same assignment)
    - Retired Clerical - \$19.00/hr.
    - Administrative – Will be determined based upon experience level
    - Student Worker – 1<sup>st</sup> year - \$15.00/hr.; 2<sup>nd</sup> year - \$15.30/hr.; 3<sup>rd</sup> year - \$15.50/hr.; 4<sup>th</sup> year and beyond - \$15.60/hr.
    - District Election Officials:
      - Machine Custodian - \$350.00/flat rate
      - Election Official - \$17/hr.
      - Election Chairperson - \$22/hr.
      - Election Inspector - \$22/hr.

Motion J. MADDEN, second S. RIESTER, unanimously carried, to adjourn the meeting at 6:10 p.m.

Respectfully submitted,

Dorothy Szaicher  
District Clerk