

**Minutes of a Regular Meeting of the Dunkirk Board of Education held at The Reverend Roosevelt Haynes Large Group Instruction and Conference Room High School, February 14, 2023 at 5:30pm.**

**Members Present:**

Mrs. Claudia Szczerbacki; Ms Betsy Ramos; Mrs. Loretta Torain; Mr. Lucas Catalano; Mr. Stephen Helwig; Mr. Marcus Buchanan; Mr. Kyler Huels

**Members Absent:**

Mr. Kenneth Kozlowski

**Members Excused:**

None

**School Officials Present:**

Superintendent of Schools: Mr. Michael Mansfield  
School Business Administrator Assistant: Debra McAvoy  
Director of Buildings and Grounds: Timothy Abbey

**Present Also:**

Sixteen Administrators and Staff

**1.0 Regular Order of Business:**

Mrs. Szczerbacki called the meeting to order at 5:30

Ms. Ramos called roll.

**2.0 Written Communications:**

None

**3.0 Questions and Oral Communications of the Public Pertaining to this Evening's Agenda Items:**

None

**4.0 Report of the Superintendent of Schools:**

Mr. Mansfield started with the January Students of the Month.

School 3 - Dallas Mazany

School 5 - Ryan Carrears

School 7 - Mesiah Watts

Intermediate School - Brayden Gloniak

Middle School - Zaira Cooper

High School - Octavia Fred

High School - Tyler Karin.

**Executive Session:** Mrs. Szczerbacki **moved** to enter executive session, regarding personnel;

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**seconded** by Mrs. Torain at 5:41 PM

**Adjournment of Executive Session:** Ms. Ramos **moved** to adjourn; **seconded** by Mrs. Torain; Carried unanimously at 5:55 PM

Kyler Huels gave a report on the updates in the Secondary School. They did a valentines day sale with flowers and the Seniors had a tubing trip. They also started the regents boot camps.

Mr. Mansfield then spoke about the safety committee and that they are starting the Sandy Hook Say Something program training on March 13th. He also said they are working on a new communications app. He spoke about the upcoming Professional Development day for teachers and showed the schedules that the primary, intermediate, and secondary teachers will be following. He is excited that they are working on getting a strength and conditioning program set up for the student body. He then went over the budget calendar and said the finance committee will be meeting soon.

**5.0 Report of the Board of Education President: None**

**5.1 Report from Board of Education Building & Transportation Committee:**

None

**5.2 Report from the Board of Education Finance Committee:**

None

**6.0 Consensus Items:**

**A. Request Time for Comment:**

None

**B. Request to Add or Withdraw Consensus Item(s):**

Mr. Helwig **moved** the addition of consensus item 6.9.6 - Varsity Football Coach; **seconded** by Ms. Ramos; approved unanimously;

**C. Motion to Approve Consensus Item(s):**

Mr. Helwig **moved** the adoption of the consensus items; **seconded** by Mr. Buchanan; approved unanimously;

**RESOLVED**, upon the recommendation of the Superintendent of Schools, that the Board of Education approves the following:

**6.1 Financial Matters:**

**6.1.1 December 2022 Treasurer's Report**

**6.1.2 January 2023 Appropriation Status Report**

**6.1.3 January 2023 Revenue Status Report**

**6.1.4 January 2023 Journal Entry Report**

**6.1.5 January 2023 Budget Transfer Report**

**6.1.6 January 2023 Overtime Report**

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**6.1.7 January 2023 Warrant Report**

**6.1.8 January 2023 Claims Auditor Report**

**6.2 Approval - Resignations/Terminations/Retirements:**

<b>Item No.</b>	<b>Action</b>	<b>Name</b>	<b>Position &amp; Location</b>	<b>Effective Date</b>	<b>Bargaining Unit</b>
6.2.1	Resignation	Alan Gens	Coach Junior Varsity Softball, Girls Districtwide	February 13, 2023	DAA
6.2.2	Resignation	Deenah Simchick-Walkowski	Special Education Teacher Secondary School	March 8, 2023	DTA

**6.3 Approval - Extracurricular/Stipend Appointments:**

<b>Item No.</b>	<b>Action</b>	<b>Name</b>	<b>Position/Location</b>	<b>Effective Date</b>	<b>Bargaining Unit</b>
6.3.1	Appointment	Carlos Morales Torres	After School Learning Program, Teacher Aide, School 7 (shared with Lory Gifford)	2022-2023 School Year	CSEA
6.3.2	Appointment	Elyann Garcia Sanchez	After School Learning Program, Teacher Aide, Intermediate School	2022-2023 School Year	CSEA
6.3.3	Appointment	Heidi Bates	A.M. Supervision, Grades K-2, 7:30-8:00 a.m., School 7	2022-2023 School Year	DTA
6.3.4	Appointment	Carlos Morales Torres	A.M. Supervision, Grades K-2, 7:30-8:00 a.m., School 7	2022-2023 School Year	CSEA
6.3.5	Appointment	Julie Lawrie	After School Learning Program, School Nurse, Districtwide	2022-2023 School Year	DTA
<b>Item No.</b>	<b>Action</b>	<b>Name</b>	<b>Position/Location</b>	<b>Effective Date</b>	<b>Bargaining Unit</b>
6.3.6	Appointment	Alan Gens	Secondary Alternative Education Program, Substitute Administrator, Secondary School	2022-2023 School Year	DAA
6.3.7	Appointment	Michele Dawley	Secondary Alternative Education Program, Substitute Administrator, Secondary School	2022-2023 School Year	DTA

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6.3.8	Appointment	Adam Woelfle	Science Department, Chemical Hygiene Officer, Secondary School	2022-2023 School Year	DTA
6.3.9	Appointment	Brian Crawford	Intramurals, Floor Hockey, Grades 3-6, Intermediate School	2022-2023 School Year	DTA
6.3.10	Appointment	Carla McCracken	Special Education Teacher, Unified Sports Supervision, Basketball, Secondary School	2022-2023 School Year	DTA
6.3.11	Appointment	Carla McCracken	Special Education Teacher, Unified Sports Supervision, Bowling, Secondary School	2022-2023 School Year	DTA
6.3.12	Appointment	Michele Dawley	Ski Club, Co-educational (shared with Daniel Skinner)	2022-2023 School Year	DTA
6.3.13	Appointment	Daniel Skinner	Ski Club, Co-educational (Shared with Michele Dawley)	2022-2023 School Year	N/A

### 6.4 Notification - Transfers: None

Item No.	Name	Former Position & Location	New Position & Location	Effective Date	Bargaining Unit

### 6.5 Approval - Leave of Absence/Return from Leave of Absence: None

Item No.	Type & Action	Name/Employee Number	Position & Location	Effective Date Range	Bargaining Unit

### 6.6 Approval - Amendments and Corrections:

Item No.	Action
6.6.1	Correction of Resolution 7.1.3a, New Hire Appointment of Chester Sobotka, from the January 10, 2023 Regular meeting, Employee holds Permanent New York State certification as a School Counselor, therefore not subject

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	to APPR ratings. The probationary period is January 30, 2023 to January 29, 2027
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### 6.7 Approval - Surplus and Donations:

Item No.	Action
6.7.1	Approval to accept a donation of \$19,700 from a parent group to be deposited in the extra-curricular Student Council fund to help defray costs of the upcoming leadership conference in Disney
6.7.2	Approval to dispose of surplus textbooks, library books and cassette tapes from the Secondary School as presented to the individual Board of Education members
6.7.3	Approval to dispose of surplus library books from the Intermediate School as presented to the individual Board of Education members

### 6.8 Approval - Create/Abolish Positions:

Item No.	Action
6.8.1	Create DAA position of Director of Curriculum, Instruction, and Assessment
6.8.2	Create exempt position of Executive Director of Leadership and Human Resources

### 6.9 Approval - Athletics:

Item No.	Name	Title	Effective Date Range
6.9.1	Connor Aitcheson	Coach, Varsity Softball, Girls (shared with Salvador Flores)	February 15, 2023
6.9.2	Salvador Flores	Coach, Varsity Softball, Girls (shared with Connor Aitcheson)	February 15, 2023
6.9.3	Eric Gloss	Unpaid Assistant Coach, Varsity Baseball, Boys	February 15, 2023
6.9.4	Kyle Jarrell	Assistant Coach, Unified Basketball, Co-educational	February 15, 2023
6.9.5	Benjamin Tarnowski	Game Supervision	2022-23 School Year
6.9.6	Edwin Gomez	Coach, Varsity Football, Boys	February 15, 2023

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**6.10 Approval - Calendar, Contracts, Clubs, Memorandum of Agreement or Understanding, & Trips:**

<b>Item No.</b>	<b>Action</b>
6.10.1	Approval for 12 sophomores from the Honors Program to travel to Washington, DC for the dates of March 10 - 13, 2023 for the Holocaust and Social Justice Educational Program
6.10.2	Approval for Spanish students in grades 9-12 to travel to Costa Rica, Panama, and Colombia in July 2024 *Parent meeting will be scheduled after board approval to see how many students and parents will attend

**6.11 Approval - Internships or Plans/Policies:**

<b>Item No.</b>	<b>Action</b>
6.11.1	Approval of Policy #5413 - Procurement: Uniform Grant Guidance for Federal Awards
6.11.2	Approval of the update to Policy #5640 - Smoking, Tobacco, and Cannabis (Marijuana) use
6.11.3	Approval of the update to Policy #5660 - Meal Charging and Prohibition Against Meal Shaming
6.11.4	Approval of the update to Policy #5670 - Records Management
6.11.5	First Read of the update to Policy #6121 - Sexual Harassment in the Workplace
6.11.6	First Read of the update to Policy #6160 - Professional Growth/Staff Development
6.11.7	First Read of the update to Policy # 6212 - Certification and Qualifications
6.11.8	First read of the update to Policy #7521 - Students with Life-Threatening Health Conditions
6.11.9	First read of the Athletic Policy

**6.12 Special Education Placements:**

**WHEREAS**, the Dunkirk Committee on Special Education met on various dates in November and December 2022, and January 2023 to review and evaluate the condition and placement of students who have been identified as having physical, mental, or emotional disability, and

**WHEREAS**, the documentation and evidence presented at these meetings indicate that the Committee on Special Education made the below-listed recommendations to the Board of

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Education; now therefore, be it

**RESOLVED**, that the recommendation for placement or change in placement of the children listed below be approved as follows:

**6.12.1 Committee on Pre-School Education:**

<b>Recommended Program</b>	<b>Student ID Number(s)</b>
<i>Itinerant Services</i>	900570763
<i>Related Service</i>	900570853, 900570556, 900570852, 900570548, 900570795, 900570854, 900570256
<i>Special Class</i>	900570216, 900570523, 900570851, 900570687, 900570300, 900570631

**6.12.2 Sub Committee on Special Education :**

<b>Recommended Program</b>	<b>Student ID Number and Grade</b>
<i>Integrated Co-Teaching</i>	900570052 (K)

**6.12.3 Committee on Special Education:**

<b>Recommended Program</b>	<b>Student ID Number and Grade</b>
<i>Consultant Teacher Services</i>	900567728 (7), 090410000 (11), 900568770 (4), 900570140 (8), 101120006 (12), 072530002 (12), 900567720 (7), 091120000 (12), 900568499 (8), 900567479 (8), 900570837 (12), 100980012 (12), 900566811 (9), 900566975 (9), 900566700 (7), 100610000 (10), 900570586 (6), 100060000 (10), 900569247 (11), 900570799 (10), 900570248 (8), 900567265 (7), 900568391 (7), 900567666 (8), 082690000 (9), 900566982 (9)
<i>Integrated Co-Teaching</i>	900567889 (6), 900570924 (7), 900570944 (4), 900569674 (1), 900570185 (1), 900570418 (K)
<i>Psychological Counseling</i>	900568021 (5), 900569727 (1), 900569013 (8), 900570014 (1)
<i>Related Service</i>	900570888 (1), 900570431 (K), 900569820 (1)
<i>Special Class</i>	900570520 (K), 900569928 (K), 900569377 (2), 900570283 (4), 091730000 (11), 900568370 (5), 111220003 (9), 900569647 (1), 900567472 (11), 900570001 (2), 900570733 (UG), 900570052 (K)

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**6.13 Approval of Minutes:**

**6.13.1 - January 10, 2022 - Regular Board of Education Meeting**

**7.0 Presentation of Items for Board Action (Resolutions):**

**A. Request to Add**

Mr. Helwig **moved** the addition of resolutions 7.6, 7.7, and 7.8, (all resolution of respect); **seconded** by Mr. Buchanan; approved unanimously

Mrs. Torain **moved** the approval of the following resolution; **seconded** by Mr. Buchanan; approved unanimously;

**7.1 New Hire Appointments**

**Resolved**, upon the recommendation of the Superintendent of Schools, that the following individuals are hereby appointed to the listed positions below:

**7.1.1 Civil Service Employees' Association (CSEA):**

Item No.	Name	Residence	Position & Assignment Location	Step	Grade	Months Worked	Hourly Salary	Annual Salary	Effective Date
7.1.1a	Patrick LaMattina	Dunkirk, NY	Clerk II	5		12	\$15.45	\$32,259.60	January 30, 2023
Due to Mr. LaMattina successfully passing the Civil Service Examination, his 12 month probationary period will start on January 30, 2023 and end on January 29, 2024									
7.1.1b	Nicole Perez Diaz	Dunkirk, NY	Clerk II	6		12	\$15.60	\$32,572.80	January 30, 2023
Due to Ms. Perez Diaz successfully passing the Civil Service Examination, her 12 month probationary period will start on January 30, 2023 and end on January 29, 2024									
7.1.1c	Nilda Vazquez	Dunkirk, NY	Cleaner	5		11	\$14.55	\$20,952.00	February 15, 2023

**7.1.2 Dunkirk Administrators' Association (DAA): None**

Item No.	Name	Residence	Position & Assignment Location	Months Worked	Annual Salary	Effective Date

**7.1.3 Dunkirk Teachers' Association (DTA):**

Item No.	Name	Residence	Position Tenure Area & Location	Months Worked	Credits/ Step	Annual Salary	Effective Date
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7.1.3a	Catherine Rivera Rodriguez	Jamestown, NY	School Counselor School Counseling Secondary School	10	B+60M Step 10	\$57,580	February 27, 2023
Employee holds Permanent New York State certification as a School Counselor. The probationary period is February 27, 2023 through February 26, 2027.							

**7.1.4 Substitutes:**

Item No.	Name	Residence	Position/Location	Daily, Permanent Daily, or Long-Term	Rate
7.1.4a	Kendall Derisley	Fredonia, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day
7.1.4b	Amanda Fenger	West Seneca, NY	Substitute Teacher, Non-Certified, Associates Degree, Intermediate School	Permanent Daily	\$150/day
Item No.	Name	Residence	Position/Location	Daily, Permanent Daily, or Long-Term	Rate
7.1.4c	Cameron Forster	Fredonia, NY	Substitute Teacher, Non-Certified, Bachelor's Degree	Daily	\$125/day
7.1.4d	Amber Gaitan	Fredonia, NY	Substitute Teacher, Certified	Daily	\$150/day
7.1.4e	Rachel Glowniak	Dunkirk, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day
7.1.4f	Reuben Hernandez	Dunkirk, NY	Substitute Teacher, Non-Certified, Associates	Daily	\$100/day
7.1.4g	Lillian Markley	Fredonia, NY	Substitute Teacher, Non-Certified, Bachelor's Degree, Secondary School	Permanent Daily	\$170/day
7.1.4h	Bridget Murphy	Cattaraugus, NY	Substitute Teacher, Non-Certified, Bachelor's Degree	Daily	\$125/day
7.1.4i	Kennedy Neckers	Lakeville, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day
7.1.4j	Amber Nellett	Fredonia, NY	Substitute Teacher, Certified	Daily	\$150/day
7.1.4k	Jennifer Palaszynska-Mellott	West Seneca, NY	Substitute Teacher, Certified, Secondary School	Permanent Daily	\$220/day
7.1.4l	Dennis Palmer	Silver Creek, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day
7.1.4m	Mary Parker	Silver Creek, NY	Substitute Registered Nurse	Daily	\$25/hour
7.1.4n	Maryanne Panfil	Dunkirk, NY	Substitute Teacher Aide	Daily	\$14.20/day

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7.1.4o	Brinn Shaughnessy	Fredonia, NY	Substitute Teacher, Certified	Daily	\$150/day
7.1.4p	Helen Smit	Fredonia, NY	Substitute Teacher, Certified	Daily	\$150/day
7.1.4q	Kristen Tasselmyer	Fredonia, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day
7.1.4r	Abbigail Woolcott	Fredonia, NY	Substitute Teacher, Non-Certified, Associates Degree	Daily	\$100/day

#### 7.1.5 Other:

Item No.	Name	Residence	Position Location	Effective Date	Rate
7.1.5a	Anabel Valentin Horta	Fredonia, NY	School Monitor, School 7	January 26, 2023	\$14.20/hour

Mr. Buchanan **moved** the approval of the following resolution; **seconded** by Mr.Catalano; approved unanimously;

#### 7.2 Approval of Budget Transfer:

**Resolved**, upon the recommendation of the Superintendent of Schools to transfer \$325,000.00 from the School Lunch Fund Balance code as directed by New York State Child Nutrition Auditors to be spent as follows:

\*All funds are to be spent on upgrading and repairing cafeteria equipment in all schools

Mrs. Torain **moved** the approval of the following resolution; **seconded** by Mr.Buchanan; approved unanimously;

#### 7.3 Approval of Change Orders for Construction:

**Resolved**, that the following Single Prime change order for the Digital Signage Project be approved:

Ahlstrom Shaeffer Electric                      EC-003                      \$2,838.00

Mr. Helwig **moved** the approval of the following resolution; **seconded** by Mr. Catalano; approved unanimously;

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**7.4 Approval of Teacher Salary Advancement:**

**Whereas**, the teacher listed below has submitted evidence of having satisfactorily completed indicated graduate work. Therefore, be it

**Resolved**, that the following teacher be placed on the proper step and column as indicated, effective February 1, 2023:

Item No.	Teachers	Tenure Areas	Step	From	To
7.4.1	Rachael Clark	Elementary Education	2	B \$43,750.00	B+24 \$45,022.00
7.4.2	Jennifer Hill	English as a New Language	5	B+30 \$46,590.00	B+36M \$47,608.00

Mrs. Torain **moved** the approval of the following resolution; **seconded** by Mr. Helwig; approved unanimously;

**7.5 William T. Colman Award Recipient:**

**Whereas**, at the the regular meeting of the Dunkirk Board of Education held on Tuesday evening, November 13, 1973, the Dunkirk Board of Education established a trust fund in accordance with the terms of the last will and testament of Mr. William T. Colman, and

**Whereas**, in accordance with the terms of Mr. Colman's will, it was further established that the Precedes of this trust fund will be given on a yearly basis to a deserving certified, retired teacher Who must have had at least 10 years minimum teaching in the Dunkirk City School District, and

**Whereas**, at the same November meeting, selection procedures and criteria were established from the language stipulated in the will, and

**Whereas**, upon recommendation of the Selection Committee, the Board of Education designates Denise Griggs as the forty-ninth recipient of the Colman Award for 2022, in the amount of \$12,000.00; now, therefore, be it

**Resolved**, that the heartiest congratulations be extended to Denise Griggs from the Board of Education for having been selected to receive this award.

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Denise Griggs received a standing ovation, stood up and thanked everyone and the committee for selecting her. She was “verklemt” as she kept saying. She taught for 30 years and loved it.

Mr. Helwig **moved** the approval of the following resolution; **seconded** by Mrs. Torain; approved unanimously;

**7.6     Resolution of Respect:**

**Whereas**, the Dunkirk Board of Education is saddened to learn of the death of one of its former employees, Shirley J Scott, and

**Whereas**, it recognizes the eighteen years of service Mrs. Scott rendered as an Elementary Teacher at School 4, now, therefore be it

**Resolved**, that a notice of her passing is entered into the official minutes of this Board and a copy of this resolution is transmitted to her family, with the message of heartfelt sympathy of the Board of Education.

Mr. Catalano **moved** the approval of the following resolution; **seconded** by Mr. Buchanan; approved unanimously;

**7.7     Resolution of Respect:**

**Whereas**, the Dunkirk Board of Education is saddened to learn of the death of one of its former employees, Ronald Graham, and

**Whereas**, it recognizes the five years of service Mr. Graham rendered as a track and field coach, now, therefore be it

**Resolved**, that a notice of his passing is entered into the official minutes of this Board and a copy of this resolution is transmitted to his family, with the message of heartfelt sympathy of the Board of Education.

Mr. Helwig **moved** the approval of the following resolution; **seconded** by Mrs. Torain; approved unanimously;

**7.8     Resolution of Respect:**

**Whereas**, the Dunkirk Board of Education is saddened to learn of the death of one of its former employees, Aida Rosas , and

**Whereas**, it recognizes the five years of service Mrs. Rosas rendered as a Teacher Aide, now, therefore be it

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**Resolved**, that a notice of her passing is entered into the official minutes of this Board and a copy of this resolution is transmitted to her family, with the message of heartfelt sympathy of the Board of Education.

**8.0 Other Matters for Consideration:**

**8.1 Old Business:**

None

**8.2 New Business:**

None

**9.0 Questions and Oral Communications of the Public:**

Mr. Edwin Gomez stood up to say thank you to the board for appointing him as the new head football coach. They are going to hit the ground running and work really hard to get the program up to where it needs to be.

**10.0 Adjournment of Regular Meeting:**

Mr. Helwig **moved** to adjourn; **seconded** by Mr. Buchanan; carried unanimously at 6:11 PM.