

**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, March 14, 2023 at 5:30pm.**

**Members Present:**

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

**Members Absent:**

None

**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:**

Seventeen Administrators and Staff

**1.0 Regular Order of Business:**

Mr. Kozlowski 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 had each principal announce their February students of the month, and they are listed below.

School 3 - Jexhianna Hernandez

School 5 - Sebastian Gonzalez Soto

School 7 - Jayson Morales

Intermediate School - Zy'meek Maxwell

Middle School - Mike Torres

High School - Jeremy Gonzalez Ortiz

High School - Meegan Yerico

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Mrs. McAvoy and Dr. Richard Timbs then gave a presentation on the 2023-2024 school year budget. They went over which budget lines will have increases and talked about 2 upcoming bond anticipation notes. Dr. Timbs also talked about the Capital Project and why it's a good idea to do it now, since we just reorganized and are right-sizing and upgrading classrooms. This is also for a long term plan, not just current projects.

**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:**

Rescheduled the meeting from March 8 to March 15, 2023

**6.0 Consensus Items:**

**A. Request Time for Comment:**

None

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

None

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

Mr. Catalano **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 January 2023 - Treasurer's Report**

**6.1.2 February 2023 - Appropriation Status Report**

**6.1.3 February 2023 - Revenue Status Report**

**6.1.4 February 2023 - Journal Entry Report**

**6.1.5 February 2023 - Budget Transfer Report**

**6.1.6 February 2023 - Overtime Report**

**6.1.7 February 2023 - Warrant Report**

**6.1.8 February 2023 - Claims Auditor Report**

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

Item No.	Action	Name	Position & Location	Effective Date	Bargaining Unit
6.2.1	Resignation	Dillen Rodgers	Spring, Coach, JV Baseball, Boy's	February 15, 2023	DTA

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

Item No.	Action	Name	Position/Location	Effective Date	Bargaining Unit
6.3.1	Appointment	Paula Near	A.M. Supervision, School 7	2022-2023 School Year	CSEA
6.3.2	Appointment	Amy Piede	After School Learning Program, Substitute Teacher, Secondary School	2022-2023 School Year	DTA
6.3.3	Appointment	Bridgette Kurtz	After School Learning Program, Substitute Teacher, Secondary School	2022-2023 School Year	DTA
6.3.4	Appointment	Michele Dawley	After School Learning Program, Club Leader, Future Leaders of America, Secondary School	2022-2023 School Year	DTA

**6.4 Notification - Transfers:**

Item No.	Name	Former Position & Location	New Position & Location	Effective Date	Bargaining Unit
6.4.1	Rebecca Farwell	Secondary Principal, STEAM Coordinator, Secondary School	Director of Curriculum, Instruction, and Assessment, Districtwide	July 1, 2023	DAA

**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 to Resolution 5.3.6 from the February 28, 2023, Special Meeting, Michael Schultz is the Assistant Coach for Girls' Outdoor Track and Field, and not Boys' as listed.
6.6.2	Correction to Resolution 5.3.7 from the February 28, 2023, Special Meeting, Daniel Skinner is the Assistant Coach for Boys' Outdoor Track and Field, and not Girls' as listed

**6.7 Approval - Surplus and Donations:**

Item No.	Action
6.7.	Approval to dispose of equipment from the Buildings and

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1	Grounds Department as presented to the individual Board of Education Members
6.7. 2	Approval to dispose of surplus, outdated, Accounting textbooks from the Secondary School as presented to the individual Board of Education members
6.7. 3	Approval to accept a donation of \$9,000.00 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

#### 6.8 Approval - Create/Abolish Positions: None

Item No.	Action

#### 6.9 Approval - Athletics:

Item No.	Name	Title	Effective Date Range
6.9.1	Jason Porpiglia	Spring, Unpaid Assistant Coach, Modified Baseball, Boys'	March 15, 2023

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

Item No.	Action
6.10.1	First Read of the 2023-2024 Instructional Calendar

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

Item No.	Action
6.11.1	Approval of the update to Policy #6121 - Sexual Harassment in the Workplace
6.11.2	Approval of the update to Policy #6160 - Professional Growth/Staff Development
6.11.3	Approval of the update to Policy # 6212 - Certification and Qualifications
6.11.4	Approval read of the update to Policy #7521 - Students with Life-Threatening Health Conditions

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6.11.5	Approval of the Athletic Policy
6.11.6	First Read of Policy #7133 - Education of Students in Foster Care
6.11.7	First Read of the update to Policy #7242 - Graduation Options/Early Graduation/Accelerated Programs
6.11.8	First Read of the update to Policy #7222 - Diploma or Credential Options for Students with Disabilities
6.11.9	First Read of the update to Policy #7440 - Student Voter Registration and Pre-Registration
6.11.10	First Read of the update to Policy # 7511 - Immunization of Students
6.11.11	First Read of the update to Policy #7540 - Suicide
6.11.12	First Read of the update to Policy #7551 - Sexual Harassment of Students
6.11.13	First Read of the update to Policy #7552 - Student Gender Identity

**6.12 Special Education Placements:**

**WHEREAS**, the Dunkirk Committee on Special Education met on various dates in January, February and March 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 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>Behavior Intervention Services</i>	900570570, 900570502
<i>Itinerant Services</i>	900570893,
<i>Related Service</i>	900570537, 900570549, 900570614, 900570228, 900570203, 900570369, 900570561
<i>Special Class</i>	900570550, 900570042, 900570236, 900570299,

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**6.12.2 Sub Committee on Special Education :**

Recommended Program	Student ID Number and Grade
<i>Integrated Co-Teaching</i>	

**6.12.3 Committee on Special Education:**

Recommended Program	Student ID Number and Grade
<i>Consultant Teacher Services</i>	900570945 (9), 900570419 (11), 900567625 (8), 900569621 (10), 900570864 (7), 900570882 (9), 110410000 (10), 100980005 (12), 900570911 (11), 900570971 (11), 900570218 (9), 900569517 (11)
<i>Integrated Co-Teaching</i>	900570813 (5), 900569465 (6), 900570360 (K), 900569402 (1), 900569717 (K), 900570956 (2), 900568981 (4), 900569252 (6), 900569245 (2), 900570393 (K), 900570649 (2), 900569083 (5), 900570809 (6), 900569264 (3), 900570768 (7), 900569894 (2), 900569774 (2), 900568441 (4), 900570138 (6), 900569618 (3), 900570740 (K)
<i>Psychological Counseling</i>	900568944 (3)
<i>Related Service</i>	900569709 (1), 900570574 (K), 900570889 (K), 900569728 (1)
<i>Special Class</i>	900569980 (K), 900566549 (8), 900569631 (1), 900570220 (UG), 900568748 (3), 900566654 (8), 900570622 (2), 900569651 (1), 900567127 (UG), 900568120 (5), 900568083 (6), 900569648 (4), 900567960 (5), 900570032 (K), 081770000 (12), 900569374 (1), 900567039 (UG), 900570215 (K), 900570014 (1)

**6.13 Approval of Minutes:**

**6.13.1 - February 14, 2023 - Regular Board of Education Meeting Minutes**

**6.13.2 - February 28, 2023 - Special Board of Education Meeting Minutes**

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

**A. Request to Add**

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): None**

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

**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): None**

Item No.	Name	Residence	Position Tenure Area & Location	Months Worked	Credits/ Step	Annual Salary	Effective Date

**7.1.4 Substitutes:**

Item No.	Name	Residence	Position/Location	Daily, Permanent Daily, or Long-Term	Rate
7.1.4a	Makenzy Chaikin	Fredonia, NY	Substitute Teacher, Non-Certified, Bachelor's Degree	Daily, 02/15/2023	\$125/day
7.1.4b	Stephanie Garcia Collett	Jamestown, NY	Substitute Teacher, Non-Certified, Bachelor's Degree	Permanent Daily, effective 02/13/2023	\$170/day
7.1.4c	Tracy Parker-Rivera	Dunkirk, NY	Substitute Cleaner	Daily, 02/22/2023	\$14.20/hour
7.1.4d	Olivia Pucciarelli	Fredonia, NY	Substitute Teacher, Certified	Daily, effective 02/14/2023	\$150/day
7.1.4e	Olivia Pucciarelli	Fredonia, NY	Substitute Teacher, Certified	Permanent Daily, effective 03/21/2023	\$220/day
7.1.4f	Daniel Skinner	Brocton, NY	Substitute Teacher, Certified	Permanent Daily, effective 02/28/2023	\$220/day

**7.1.5 Other: None**

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

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**7.2 Approval of Occasional Drivers:**

**Resolved**, upon the recommendation of the Superintendent of Schools, that the following individual is hereby approved as an occasional driver for the 2022-2023 school year:

Item No.	Name	Bargaining Unit
7.2.1	Chelsea Gray	DTA

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

**7.3 A Resolution, dated March 14, 2023, of the Board of Education (the “Board”) of the City School District of the City of Dunkirk, Chautauqua County, New York (the “District”) (1) calling for a vote on the establishment and initial funding of a new Capital Improvements Reserve Fund of the District in the ultimate amount of \$7,000,000.00 and (2) providing for certain additional details with respect thereto:**

**Resolved**, by the Board of Education (the “Board”) of the City School District of the City of Dunkirk, Chautauqua County, New York (the “District”), as follows:

**Section 1** - The Board has determined that it is appropriate and in the best interest of the District to seek from the voters of the District their approval for the establishment and initial funding of a new Capital Improvements Reserve Fund of the District (the “Fund”).

**Section 2** - The Fund is to be established for the purpose of financing, in whole or in part, the acquisition, construction, reconstruction, expansion, renovation, alteration and improvement of buildings, facilities, sites and real property by the District, or the District’s share of the cost of any Capital Improvement project undertaken by the Board of Cooperative Education Services, Second Supervisory District, Erie, Chautauqua and Cattaraugus Counties (a.k.a Erie 2 BOCES) or any other BOCES of which the District may become a component district, including, in all cases, the acquisition of original furnishings, equipment, machinery and apparatus required in connection therewith.

**Section 3** - The Board wishes to set the ultimate amount of the Fund at \$7,000,000.00 (plus earnings thereon), and the probable term of the Fund at ten (10) years.

**Section 4** - The Board wishes to seek voter approval of the initial financing plan for the Fund, which shall involve the immediate transfer to the Fund of (i) the entire balance (approximately \$302,404.00) that is currently on hand in the District’s Repair Reserve Fund, with the Repair



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Reserve Fund then to be terminated, and (ii) \$3,675,770.00 from the District's Unemployment Reserve Fund (leaving a balance of approximately \$100,000.00 in the Unemployment Reserve Fund, which the Board deems to be a more appropriate figure going forward, given the purposes for which the Unemployment Reserve Fund was established).

**Section 5** - The Board wishes to submit to the voters of the District a proposition with respect to the establishment, initial funding and operation of the Fund, with such proposition to be voted upon at the Annual Meeting and Vote of the District that is to be conducted Tuesday May 16, 2023.

**Section 6** - The Fund shall be deemed approved for further action by the Board upon the approval thereof by a majority of the qualified voters of the District voting on the duly presented proposition at such Annual Meeting and Vote.

**Section 7** - The proposition to be submitted shall be in substantially the following form:

**Proposition No. 2**

**Establishment and Initial Funding of a Capital Improvements Reserve Fund, 2023**

**Shall the following resolution be adopted to-wit**

**Resolved**, that the Board of Education (the "Board") of the City School District of the City of Dunkirk, Chautauqua County, New York (the "District") is hereby authorized to establish a new Capital Improvements Reserve Fund pursuant to Section 3651 of the Education Law of the State of New York (the "Fund"); that the Fund shall be known as the "Capital Improvements Reserve Fund, 2023" of the District; that the Fund shall be established for the purpose of financing in whole or part, the acquisition, construction, reconstruction, expansion, renovation, alteration and improvement of buildings, facilities, sites and real property by the District, or the District's share of the cost of any Capital Improvements Project undertaken by a Board of Cooperative Educational Services ("BOCES") of which the District is (or may become) a component district, including, in all cases, the acquisition of necessary furnishings, equipment, machinery and apparatus; that the ultimate amount of such Fund shall not be greater than 7,000,000.00 (plus interest earned thereon); that the probable term of such Fund shall be not longer than ten (10) years; and that the permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the immediate transfer of (i) the entire balance (approximately \$302,404.00) that is currently on hand in the District's Repair Reserve Fund, with the Repair Reserve Fund then to be terminated, and (ii) \$3,675,770.00 from the District's Unemployment Reserve Fund (leaving behind a balance of \$100,000.00 in the Unemployment Reserve Fund, which the Board deems to be a more appropriate figure going forward, given the purposes for which the Unemployment Reserve Fund was established, (b) budgetary appropriations of the District; (c) unappropriated fund balance of the District; (d) State aid received as

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reimbursement for expenditures by the District in connection with District capital improvements (whether or not such improvements were financed in whole or in part from the Fund); (e) the proceeds from the sale of unneeded real or personal property owned by the District, if permitted by law and if so directed by the Board; (f) one of more other reserve funds of the District; and/or (g) such other sources as the Board or the voters of the District may direct from time to time, all as may be permitted by law.

**Section 8** - This resolution shall take effect immediately.

Ms. Ramos **moved** the approval of the following resolution; **seconded** by Mrs. Torain; approved unanimously;

**7.4     Approval of Budget Hearing and Annual Meeting and Vote:**

**Whereas**, it is necessary to schedule the City School District of the City of Dunkirk's Annual Meeting and Vote (and the Budget Hearing for the 2023-2024 fiscal year) and to provide for publication of the notice of the Budget Hearing and Annual Meeting and Vote; now, therefore be it

**Resolved**, by the Board of Education (the "Board") of the City School District of the City of Dunkirk (the "District"):

1. That the provisions of this resolution shall be effective regardless of anything to the contrary in the Board Policy Manual or the previous minutes of this Board, or otherwise;
2. That is is hereby determined, pursuant to Section 2601-a.2 of the NYS Education Law, that the election of Board members and vote upon the appropriation of necessary funds to meet the District's estimated expenditures for the fiscal year commencing on July 1, 2023 and ending on June 30, 2024, and on all propositions involving the expenditure of money and authorizing the levy of taxes (collectively, the "Annual Meeting and Vote") shall be held on Tuesday, May 16, 2023 from 12:00 P.M. prevailing time to 9:00 P.M. prevailing time;
3. That it is hereby further determined that the public hearing on the 2023-2024 budget (the "Budget Hearing") shall be held on May 9, 2023 beginning at 6:00 P.M. prevailing time at the Reverend Roosevelt Haynes Large Group Instruction and Conference Room, 75 West Sixth Street, Dunkirk, New York;
4. That the District Clerk is hereby directed to publish a copy of the Notice of Budget Hearing and Annual School District Meeting and Vote in substantially the form as presented below (with such minor variations as may be approved by District officials, working in tandem with the District's legal counsel to effect the wishes of the Board), in the OBSERVER, such newspaper having a general circulation in this District, on four (4)

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dates within seven (7) weeks preceding May 16, 2023, the first such date to be at least forty-five (45) days before May 16, 2023;

5. That the District Clerk is hereby directed to arrange with the Chautauqua County Board of Elections for the use of one (1) Opti-Scan voting machine, election inspectors and all necessary materials for such School District vote;
6. That the Board of Registration will meet for the purpose of registering all qualified voters of the District, at the Administration Building, 620 Marauder Drive, Dunkirk, New York, on Monday May 1, 2023 between the hours of 9:00 A.M. and 4:30 P.M. prevailing time;
7. That the District Clerk is hereby directed to public a copy of the Notice of Registration for the Annual Meeting and Vote in substantially the form as presented below (with such minor variations as may be approved by District officials, working in tandem with the District's legal counsel to effect the wishes of the Board), in the OBSERVER, such newspaper having a general circulation in this District, at least once in each of the two (2) weeks preceding the date on which the Board of Registration will meet; and
8. That the District Clerk is hereby directed to publish a copy of the Notice of Filing of Registers for Annual Meeting and Vote in substantially the form as presented below (with such minor variations as may be approved by District officials, working in tandem with the District's legal counsel to effect the wishes of the Board), in the OBSERVER, such newspaper having a general circulation in this District, at least once in each of the two (2) weeks preceding the date of the annual meeting of the District.

**Notice of Budget Hearing and Annual School District Meeting and Vote**

**Notice is hereby given** that the Annual School District Meeting and Vote ("Annual Meeting and Vote") of the City School District of the City of Dunkirk, Chautauqua County, New York (the "District"), will be held on Tuesday May 16, 2023 from 12:00 P.M. prevailing time to 9:00 P.M. prevailing time, for the purposes of voting on the budget for the 2023-2024 fiscal year, and transacting such other business as is authorized by law. The Annual Meeting and Vote will be held at the Dunkirk High School Auxiliary Gymnasium, 620 Marauder Drive, Dunkirk, New York.

**And further notice is hereby given** that the election of members for the Board of Education shall be held to fill three (3), three-year terms commencing on July 1, 2023 and terminating on June 30, 2026. The three-year terms are to fill the vacancies created by the expiration on June 30, 2023 of the terms of Lucas Catalano, Kenneth Kozlowski and Betsy Ramos. The three (3) candidates receiving the three (3) highest number of votes will fill each of the three (3), three-year terms.

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**And further notice is hereby given** that petitions nominating candidates for the office of member of the Board of Education must be filed with the District Clerk at her office in the Administration Building, 620 Marauder Drive, Dunkirk, New York, which office is typically open between 9:00 and 4:30 prevailing time. Such petitions must be filed not later than 5:00 P.M. on April 26, 2023. Candidates run at large. Petitions must be signed by at least one hundred (100) qualified voters of the District, must state the name and residence of each signer, and must state the name and residence of the candidate

**And further notice is hereby given** that the Board of Education of the District will have prepared and completed a detailed statement in writing of the amount of money which will be required during the ensuing 2023-2024 fiscal year for school purposes, specifying the several purposes and the amount for each. In such statement, the amount of each purchase estimated necessary for payments to the Board of Cooperative Educational Services shall be set forth in full with no deduction of the estimated state aid. Such statement will be available to District taxpayers on the District's website at [www.dunkirkcsd.org](http://www.dunkirkcsd.org) and at each of the public schoolhouses of the District from May 1, 2023 until May 16, 2023 (exclusive of Saturdays, Sundays, and holidays) during the hours of 8:30 A.M. prevailing time to 4:00 P.M. prevailing time.

**And further notice is hereby given** that the Public Hearing on the 2023-2024 budget (the "Budget Hearing") will be held on May 9, 2023 at 6:00 P.M. prevailing time at the Reverend Roosevelt Haynes Large Group Instruction and Conference Room, 75 West Sixth Street, Dunkirk, New York.

**And further notice is hereby given** that voting shall consist of the election of Board members; voting on the following proposition, and voting on such other propositions as may be authorized by law to be voted on at the same time:

**Proposition No. 1**  
**2023-2024 Basic Budget**

**Shall the following resolution be adopted to wit:**

**Resolved**, that the basic budget for the City School District of the City of Dunkirk (the "District") for the fiscal year commencing July 1, 2023 and ending June 30, 2024 as presented by the Board of Education is hereby approved and adopted and the required funds are hereby appropriated and necessary real property taxes required shall be raised by a tax on the taxable property in the District to be levied and collected as required by law.

**Proposition No. 2**  
**Establishment and Initial Funding of a**  
**Capital Improvements Reserve Fund, 2023**

**Shall the following resolution be adopted to-wit**

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**Resolved**, that the Board of Education (the “Board”) of the City School District of the City of Dunkirk, Chautauqua County, New York (the “District”) is hereby authorized to establish a new Capital Improvements Reserve Fund pursuant to Section 3651 of the Education Law of the State of New York (the “Fund”); that the Fund shall be known as the “Capital Improvements Reserve Fund, 2023” of the District; that the Fund shall be established for the purpose of financing in whole or part, the acquisition, construction, reconstruction, expansion, renovation, alteration and improvement of buildings, facilities, sites and real property by the District, or the District’s share of the cost of any Capital Improvements Project undertaken by a Board of Cooperative Educational Services (“BOCES”) of which the District is (or may become) a component district, including, in all cases, the acquisition of necessary furnishings, equipment, machinery and apparatus; that the ultimate amount of such Fund shall not be greater than 7,000,000.00 (plus interest earned thereon); that the probable term of such Fund shall be not longer than ten (10) years; and that the permissible sources from which the Board is authorized to appropriate monies to such Fund from time to time shall be (a) the immediate transfer of (i) the entire balance (approximately \$302,404.00) that is currently on hand in the District’s Repair Reserve Fund, with the Repair Reserve Fund then to be terminated, and (ii) \$3,675,770.00 from the District’s Unemployment Reserve Fund (leaving behind a balance of \$100,000.00 in the Unemployment Reserve Fund, which the Board deems to be a more appropriate figure going forward, given the purposes for which the Unemployment Reserve Fund was established, (b) budgetary appropriations of the District; (c) unappropriated fund balance of the District; (d) State aid received as reimbursement for expenditures by the District in connection with District capital improvements (whether or not such improvements were financed in whole or in part from the Fund); (e) the proceeds from the sale of unneeded real or personal property owned by the District, if permitted by law and if so directed by the Board; (f) one of more other reserve funds of the District; and/or (g) such other sources as the Board or the voters of the District may direct from time to time, all as may be permitted by law.

**And further notice is hereby given** that applications for absentee ballots for purposes of budget and election voting will be obtainable during the school business hours from the District Clerk beginning April 27, 2023. Completed applications must be received by the District Clerk at least seven (7) days before the Annual Meeting and Vote if the ballot is to be mailed to the voter, or the day before the Annual Meeting and Vote if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the District Clerk no later than 5:00 P.M. prevailing time on May 16, 2023.

A list of the persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk on and after May 9, 2023 between the hours of 9:00 A.M. and 4:30 P.M. on weekdays prior to the day set for the Annual Meeting and Vote and on May 16, 2023, the day set for the Annual Meeting and Vote. Any qualified voter then present in the polling place may object to the voting of the ballot upon

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appropriate grounds by making his/her challenge and the reasons therefore known to the Inspectors of Election before the close of polls.

**And further notice is hereby given** that military voters who are not currently registered may apply to register as a qualified voter of the District by requesting and returning a military voter registration application to the District Clerk. Completed military registration application forms must be received in the office of the District Clerk no later than 5:00 P.M. on April 29, 2023. A military voter may indicate his or her preference for receiving the registration application by mail, facsimile, or electronic mail.

**And further notice is hereby given** that military voters who are qualified voters of the District may apply for an military ballot by requesting an application from the District Clerk. For a military ballot, the District Clerk must have received a valid ballot application no later than 5:00 P.M. prevailing time on May 1, 2023. As part of such military ballot application, a military voter may indicate his or her preference for receiving the military ballot by mail, facsimile, or electronic mail.

**And further notice is hereby given** that the Board of Registration will meet for the purpose of registering all qualified voters of the District, at the District Administration Building, 620 Marauder Drive, Dunkirk, New York, on Monday May 1, 2023 between the hours of 9:00 A.M. and 4:30 P.M. prevailing time, to add any additional names to the Register of the District to be used at the Annual Meeting and Vote to be held on May 16, 2023, and any special District meeting that may be held after the preparation of such register, at which time any person will be entitled to have his/her name placed on such register provided that at such meeting of such Board of Registration, he/she is known or has proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the Annual School Board Vote for which such register is prepared.

**And further notice is hereby given** that the register so prepared will be filed in the District Clerk's office located in the Administration Building, 620 Marauder Drive, Dunkirk, New York, and will be open for inspection by any qualified voter of the District at such office between the hours of 9:00 A.M. and 4:30 P.M. prevailing time, beginning on May 2, 2023 and continuing each day prior to the date set for the Annual Meeting and Vote, except Saturdays, Sundays, and holidays, and at the polling place on the day of the vote.

**And further notice is hereby given** that, unless otherwise prescribed by law, any propositions to be submitted for voting at the Annual Meeting and Vote must be filed with the Board of Education at the Administration Building, 620 Marauder Drive, Dunkirk, New York, on or before April 17, 2023 at 4:30 P.M. prevailing time; must be typed or printed in the English language; must be directed to the District Clerk; must be signed by at least twenty-five (25) qualified voters of the District, and must state the name and residence of each signer.

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**And further notice is hereby given** that all District residents are encouraged to closely monitor the District's website for any updated information regarding the District's Budget Hearing and Annual Meeting and Vote.

Dated: March 14, 2023

Dunkirk, New York

By Order of the Board of Education  
The City School District of the City of Dunkirk  
Tara Jakse, District Clerk  
716-366-9300 Ext. \*2013  
[tjakse@g.dunkirkcsd.org](mailto:tjakse@g.dunkirkcsd.org)

### **Notice of Registration for Annual Meeting and Vote**

**Notice is hereby given** pursuant to Section 2606, Subdivision 5 of the Education Law of the State of New York, that the Board of Registration of the City School District of the City of Dunkirk, Chautauqua County, New York (the "District"), will meet for the purpose of registering all qualified voters of the District, at the District Administration Building, 620 Marauder Drive, Dunkirk, New York, on Monday, May 1, 2023 between the hours of 9:00 A.M. prevailing time and 4:30 P.M. prevailing time to add any additional names to the Register of the District to be used at the Annual Meeting and Vote to be held on May 16, 2023, and any special District meeting that may be held after the preparation of such Register, at which time any person will be entitled to have his/her name placed on such Register provided that at such meeting of such Board of Registration, he/she is known or has proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the Annual Meeting and Vote for which such Register is prepared.

Dated: March 14, 2023

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### **Notice of Filing of Registers for Annual Meeting and Vote**

**Notice is hereby given** pursuant to Section 2606, Subdivision 6 of the Education Law of the State of New York, that the register of voters prepared for the May 16, 2023 Annual Meeting and Vote of the City School District of the City of Dunkirk, Chautauqua County, New York (the "District") will be filed in the office of the District Clerk in the District's Administration Building, 620 Marauder Drive, Dunkirk, New York, and will be open for inspection by any

**March 14, 2023**

qualified voter of the District at such office between the hours of 9:00 A.M. prevailing time and 4:30 P.M. prevailing time, beginning on May 2, 2023 and continuing each day prior to the day set for the Annual Meeting and Vote, except Saturdays, Sundays, and holidays, and at the polling place on the day of the vote.

Dated: March 14, 2023

Dunkirk, New York

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The City School District of the City of Dunkirk

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Ms. Ramos **moved** the approval of the following resolution; **seconded** by Mrs. Szczerbacki; approved unanimously;

**7.5     Approval of the Amendment of the Contract of Employment with the Superintendent of Schools:**

**Resolved**, that the Dunkirk City School District's Board of Education hereby approves the Amendment to the Contract of Employment with Michael Mansfield, Superintendent of Schools, effective March 15, 2023, on the terms set forth in the Amendment to the Contract of Employment between the District and Mr. Mansfield, and

**Be it further resolved**, that the Board of Education, hereby gives the President of the Board of Education authorization to execute said document.

Mrs. Torain **moved** the approval of the following resolution; **seconded** by Ms. Ramos; approved unanimously;

**7.6     Appointment of Executive Director of Leadership and Human Resources:**

**Resolved**, upon the recommendation of the Superintendent of Schools, that the Employment Agreement between the Dunkirk City School District and the Executive Director of Leadership and Human Resources, Dr. Mark Frazier, who is not represented by any bargaining unit in this position, be established as presented to the Board of Education, effective March 16, 2023 through June 30, 2026.

The Superintendent and the Board of Education President are hereby authorized to execute said Employment Agreement.

**8.0     Other Matters for Consideration:**



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**8.1 Old Business:**

None

**8.2 New Business:**

Next meeting will be held on April 19, 2023 due to Spring Break

**9.0 Questions and Oral Communications of the Public:** None

**10.0 Executive Session:** Mr. Helwig **moved** to enter executive session, regarding personnel;  
**seconded** by Mr. Buchanan at 5:57 PM

**Adjournment of Regular Meeting:**

Mrs. Szczerbacki **moved** to adjourn; **seconded** by Mrs. Torain ; carried unanimously at 5:58 PM.

**Adjournment of Executive Session:** Mr. Helwig **moved** to adjourn; **seconded** by Mr. Buchanan;  
Carried unanimously at 6:35 PM