REGULAR BOARD MEETING MINUTES  
Tuesday, November 9, 2021  
(not to be used for quotation purposes)

Meeting Place:  
Williamsville Central School District Board of Education  
105 Casey Road, E. Amherst, NY 14051

Present:  
Mrs. Teresa Leatherbarrow, President;  
Mrs. Suzanne Van Sice, Vice President;  
Mrs. Crystal Kaczmarek-Bogner, Parliamentarian;  
and other Board Members:  
Mrs. Mary Bieger, Mr. Michael Buscaglia, Dr. Michael Littman, Dr. Susan McClary, Ms. Maureen Poulin, and Dr. Swaroop Singh

Also present:  
Dr. Darren Brown-Hall, Superintendent of Schools;  
Dr. Marie Balen, Assistant Superintendent for Instruction;  
Mr. Thomas Maturski, Assistant Superintendent for Finance and Management Services;  
Dr. John McKenna, Assistant Superintendent for Human Resources;  
Mr. Anthony Scanzuso, Assistant Superintendent for Exceptional Education and Student Services;  
Mr. Nick Filipowski, Director of Communications;  
Mrs. Lynn Carey, District Clerk; and visitors.

1. REGISTRATION and LIVESTREAM INFORMATION  
Information:  1. A.  
Information  
The District will continue to livestream and record the meetings via WCSD YouTube channel.  
Livestream-WCSD YouTube Channel - Click link HERE.  
*Please Note: Erie County Department of Health (ECDOH) guidance and protocols will be in place for this meeting.  
( upon entry each person will need to complete COVID questionnaire and face coverings required for entry into the building)  
Public Expression: Please email the District Clerk, Lynn Carey - LCarey@williamsvillek12.org or call 716.626.8092 to pre-register for public expression noting topic.

2. OPENING OF MEETING  
A. Public Session Call to Order (6:00 PM)  
Information/Action:  2. A.  
The Public Session of the Regular Meeting of the Board of Education called to order at 6:00 PM by Mrs. Leatherbarrow.  
All members of the Board were present except Mr. Buscaglia.

B. Proposed Executive Session - Recess into Executive Session (6:00 PM)  
Action:  2. B. Proposed Executive Session - Recess into Executive Session  
The Board of Education adjourned for the purpose of conducting an executive session to discuss; contract negotiations for one collective bargaining unit and one individual and employment matters related to particular person(s).

Motion by Mrs. Van Sice, second by Mrs. Bieger.

Final Resolution: Motion Carried Unanimously  
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

Executive Session began at 6:05 PM.  
All members of the Board were present except Mr. Buscaglia.
Dr. Brown-Hall, Dr. McKenna, and Ms. Cooper were also present. 

Mr. Buscaglia entered executive session at 6:22 PM.
Mrs. Bieger left executive session at 6:55 PM and returned at 6:57 PM.
Executive Session adjourned at 6:58 PM.

C. Return to Open Session - Return to Regular Board Meeting (7:05 PM)
Action: 2. C. Return to Open Session - Motion to return the Regular Board Meeting to Public Session 7:05 PM.
That the Board of Education comes out of Executive Session and returns to the Public Session of the Regular Board meeting.

Motion by Mrs. Kaczmarek-Bogner, second by Dr. Littman.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

The Regular Meeting of the Board of Education was called to order at 7:05 PM by Mrs. Leatherbarrow. 
All members of the Board were present.

D. Pledge of Allegiance to the Flag - Dr. McClary will lead us in the Pledge
Information: 2. D.
Pledge of Allegiance to the Flag, Dr. McClary led those present in reciting the Pledge of Allegiance to the Flag.

E. Announcements
Information, Procedural: 2. E.

F. Agenda Review-Possible New Agenda Item, Reorder the Agenda or Approve Agenda
Action: 2. F. Agenda Review
It was recommended that the Board of Education accepts the agenda order as presented.

Motion by Mrs. Van Sice, second by Ms. Poulin.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

3. RECOGNITION
A. Recognition - Board Acknowledgements
Information: 3. A.
The Board and Dr. Brown-Hall recognized the Mill MS Chamber Music Ensemble for performing at the meeting, Mr. Harry O’Malley, Casey MS Teacher, Presidential Awards for Excellence in Mathematics and Science, Elementary STEAM Labs, and Transit MS spotlight school, for the musical, "Moana Jr."

4. PUBLIC EXPRESSION
A. Pre-Registration Information - Public May Address the Board
Information: 4. A.
Ms. Darlene Maclay, regarding policy 7554 approval.
Ms. Suzanne Wagner, regarding students missing school unnecessarily due to quarantine procedures.
Mr. Tim Terrill, regarding mask breaks at school.
Ms. Deb Rogers, thanked Dr. Brown-Hall regarding advocacy for mask breaks.

5. CONSENT AGENDA APPROVAL
A. Approval of Consent Items 6 through 8
Action (Consent): 5. A. Approval of Consent Items 6 through 8
6. CONSENT - PERSONNEL
A. Certified Staff Personnel
Action (Consent), Information. 6. A.

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<th>Category</th>
<th>Count</th>
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<td>Request for Leave of Absence</td>
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<td>Active Home Instructors</td>
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<td>Team Leader Assignments 2021-2022</td>
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<td>Community Education Instructors</td>
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Detailed view also available in BoardDocs agenda item 6. A. Certified Staff Personnel.

B. Classified Support-Staff Personnel
Action (Consent), Information. 6. B.

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<tr>
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<tr>
<td>Leave of Absence</td>
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<tr>
<td>Active Substitute Aides/Clerical</td>
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<tr>
<td>Inactive Substitute Aides/Clerical</td>
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<td>Active Substitute Food Service Helpers</td>
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<tr>
<td>Student Workers</td>
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</table>

Detailed view also available in BoardDocs agenda item 6. B. Classified Support-Staff Personnel.

7. CONSENT-BUSINESS ITEMS
A. Bid Award - Lumber, Plywood and Laminates - Opened 10/13/21
Action (Consent), Information. 7. A.
Background Information:
A Notice to Bidders was advertised in the Amherst Bee on September 29, 2021. Bid specifications were posted on the District website. The vendor is contacted for quotes as needed at the time of purchase. This bid is for the Facilities Department and Technology class supplies.

Pertinent Information:
4 Bid Notices Sent 2 Bids Received

### SUMMARY OF BIDS

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>ITEMS AWARDED</th>
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<tbody>
<tr>
<td>Richelieu Hardware</td>
<td>52.0% off Lumber (Rough Cut)</td>
</tr>
<tr>
<td>Len-Co Lumber</td>
<td>45.0% off Lumber (Dimensional)</td>
</tr>
<tr>
<td>Len-Co Lumber</td>
<td>35.0% off Ply-woods</td>
</tr>
<tr>
<td>Len-Co Lumber</td>
<td>35.0% off Laminates</td>
</tr>
<tr>
<td>Len-Co Lumber</td>
<td>35.0% off Adhesives &amp; Sealants</td>
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</table>

Timeline:
Prices good through December 31, 2022

**B. Monthly Cash Report - September 2021**
Action (Consent), Information. 7. B.

**C. Claims Auditor Report - September 2021**
Action (Consent), Information. 7. C.

**D. General Fund Analysis - September 2021**
Action (Consent), Information. 7. D.

**E. Child Nutrition Budget and Revenue Status Report - September 2021**
Action (Consent), Information. 7. E.

**F. Extra-Classroom Activity Account Reports - September 2021**
Action (Consent), Information. 7. F.

**8. CONSENT – SPECIAL NEEDS AND STUDENT ACTIVITIES**

A. Committee on Special Education Board Report 2021-2022
Action (Consent), Information. 8. A.

**B. Committee on Pre-school Special Education Board Report for 2021-2022**
Action (Consent), Information. 8. B.
This motion approved agenda items 6 (Personnel), 7 (Business Items), and 8 (Special Needs and Student Activities) as listed in the agenda. However, items may be removed from those categories by a board member during this agenda item will be considered for individual action.

Motion by Dr. Littman, second by Ms. Poulin.

Discussion:
Mrs. Leatherbarrow inquired regarding the awareness for school community as to when clubs are taking place, especially at the elementary level. Dr. Brown-Hall noted that the principals will be communicating through WITS and weekly updates.
Final Resolution: Motion carried unanimously on all consent agenda items.
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

On behalf of the Board of Education, Mrs. Leatherbarrow thanked the following retirees for their service to the District:
Lynn Graap, Transit MS, for 44 years of service;
Jeanne Hallock, East HS, for 37 years of service;
Anna Sacco, Child Nutrition, for 12 years of service; and
Cheryl Wood, South HS, for 21 years of service.

9. MINUTES
A. Approve Minutes of the Regular Board Meeting October 12, 2021
Action: 9. A.
It was recommended that the Board of Education approve the Regular Board Meeting minutes from October 12, 2021 as presented.

Motion by Mrs. Bieger, second by Dr. Singh.

Final Resolution: Motion carried unanimously.
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

10. PRESIDENT’S REPORT
A. Events
Information: 10. A.
Community Forum
Was held on October 16th, East High School Commons 9:00 AM-12:00 PM
Board members attended: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

Next Community Forum
March 22, 2022, after the Budget Work Session Meeting which begins at 7:00 PM. (approximate start of Community Forum 8:00 PM)

After School with Staff - Conversations with the Board of Education - *3:30 PM
Was held on October 18, 2021 - North High School Auditorium
Attended: Mrs. Leatherbarrow, Mrs. Kaczmarek-Bogner, Mrs. Van Sice, Mrs. Bieger, Dr. McClary, Ms. Poulin, and Dr. Singh
Thursday, January 27, 2022 – South High School Auditorium
Attending:
Wednesday, April 6, 2022 – East High School Auditorium
Attending:
*Mrs. Leatherbarrow noted - may need to look into adjusting the time of the "After School with Staff".

Harris Beach - Fall Special Education Client Seminar
Virtual Event was held on October 29, 2021
Attended: Ms. Poulin

School Visit - Wednesday, October 20, 2021
North HS 8:15 AM-9:00 AM
AIM 9:00 AM-9:15 AM
Casey MS 9:30 AM-10:15 AM
Board Members Attended: Mrs. Leatherbarrow, Mrs. Bieger (North HS), Ms. Poulin, Mrs. Kaczmarek-Bogner, and Dr. Littman

Upcoming School Visit - Tuesday, November 16, 2021 (change to original visit)
Forest ES 8:30 AM-9:15 AM
South HS 9:30 AM-10:15 AM
Transit MS 10:35 AM-11:20 AM
Board Members Attending: Mrs. Leatherbarrow, Dr. Singh, Mrs. Kaczmarek-Bogner, and Dr. Littman

B. Erie County Association of School Boards-ECASB

Erie County Association of School Boards-ECASB
ECASB Upcoming Event Calendar

Legislative Breakfast
Saturday, November 13, 2021 8:30 AM-11:30 AM
Erie 1 BOCES, 355 Harlem Road, West Seneca
Attending: Dr. Singh and Dr. Brown-Hall

Speed Boarding
December 2, 2021 6:30 PM-8:30 PM
Erie 1 BOCES - 355 Harlem Road, West Seneca
Attending: Dr. McClary, Ms. Poulin, and Dr. Singh

ECASB-Upcoming Meeting Date
Legislative Team
November 18, 2021 6:30 PM-8:30 PM, Room B2A
Attendee: Mrs. Leatherbarrow

Prior Meeting/Event
Speed Boarding
October 14, 2021 6:30 PM-8:30 PM
Erie 1 BOCES, 355 Harlem Road, West Seneca
Attended: Mrs. Leatherbarrow and Ms. Poulin

Legislative Team
October 21, 2021 6:30 PM-8:30 PM, Room B1

ECASB - Remaining Meeting Dates
Legislative Team
January 20, 2022 6:30 PM-8:30 PM, Room B1
March 17, 2022 6:30 PM-8:30 PM, Room B1
April 21, 2022 6:30 PM-8:30 PM, Room B2B
Attendee: Mrs. Leatherbarrow

Executive Board
December 9, 2021 6:00 PM-7:30 PM, Room B1
January 13, 2022 6:00 PM-8:00 PM, Room B1
March 10, 2022 6:00 PM-8:00 PM, Room B1
June 16, 2022 Retreat 5:30 PM-8:30 PM, TBD
Attendee: Dr. McClary

Budget and Finance Team
January 6, 2022 6:30 PM-7:30 PM, Room B1
February 17, 2022 6:30 PM-7:30 PM, Room B1
Attendee: Mrs. Leatherbarrow
Delegate Assembly
January 27, 2022 6:30 PM-8:30 PM, Room B1
April 7, 2022 6:30 PM-8:30 PM, Room B1
Attendee: Dr. McClary

C. New York State School Boards Association - NYSSBA
Information: 10. C.
New York State School Boards Association-NYSSBA

Prior Event and Annual Business Meeting
2021 - NYSSBA Event-Virtual Event October 25, 2021
Information Sessions:
A Message of Cohesion and Hope – Juju Chang, Co-anchor of ABC News’ "Nightline"
Toward Wellness: Emerging from a Pandemic – Scott LoMurray, Executive Director, Sources of Strength
Academic Learning Loss – Susanna Loeb, Director of the Annenberg Institute and Professor of Education, Brown University
A Conversation with the State Education Department
Government in the Sunshine – Kristin O’Neill, Assistant Director, NYS Committee on Open Government
Attended: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Dr. Littman, Ms. Poulin

October 18, 2021 – NYSSBA’s Annual Business Meeting, Virtual
The 2021 Annual Business Meeting took place in a virtual format, much like last year’s business meeting.
Attended: Dr. Littman

Save the dates:
2022 – 103rd Annual NYSSBA Convention and Education Expo - Syracuse
Thursday, October 27, 2022 - Saturday, October 29, 2022

2023 - 104th Annual NYSSBA Convention and Education Expo – Buffalo
Thursday, October 26, 2023- Saturday October, 28, 2023

D. New York State School Boards Association- NYSSBA Membership Dues
Action: 10. D.
It was recommended that the Board of Education approve and authorize the renewal of membership and authorize payment of dues for 2022 in the amount of $12,971.00 as presented.

Motion by Dr. McClary, second by Mrs. Van Sice.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

E. District Policy Review Committee
Information: 10. E.
The District policies are grouped by number, title, and Board members reviewing the policies according to below chart. Policy Committee meetings will be posted on the District website Board of Education page and in BoardDocs.

<table>
<thead>
<tr>
<th>Meeting Date and Time</th>
<th>District Policies</th>
<th>District Policy Count</th>
<th>Section Title</th>
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</table>
F. Policy Update - Review 8290 Community Service Component of the Participatory Government Course
Discussion, Information: 10. F.
The Board discussed and reviewed policy 8290 Community Service Component of the Participatory Government Course. The discussion in video starts at 55:46 until 1:05:45.

11. SUPERINTENDENT'S REPORT
A. Community Update
Information: 11. A.
Dr. Brown-Hall updated the community regarding the digital equity survey, after school programming, strategic planning committee, health and safety, Western Region PTA honors, and Veterans Day. (community update starts in video at 1:05:48 until 1:18:43)

12. FINANCE
A. 2022-2023 Budget Development - Audit Recap and Historical Budget Information
Information: 12. A.
The 2022-2023 budget development calendar provides for the review of the 2020-2021 audit at the November Board of Education meeting. Click HERE for agenda item information. (presentation starts in video at 1:19:04 until 1:34:16)

B. Budget Transfer
Action: 12. B.
It was recommended that the Board of Education approve the budget transfer between special education budget codes as presented.

Motion by Mrs. Bieger, second by Dr. Singh.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

13. LIAISON REPORTS
A. WCSD - Wellness Committee Board of Education Liaison
Action: 13. A.
It was recommended that the Board of Education approve Dr. Singh as a member and Board liaison to the Williamsville Central School District Wellness Committee.

Motion by Dr. Littman, second by Dr. McClary.
Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

**B. 2021-2022 PTA/PTSA/Building(s) and Other Meeting - Board Liaison Assignments**
Information: 13. B.
Liaison assignments are in BoardDocs [agenda item 13.B.](#)

### 14. LEGISLATIVE MATTERS
### 15. CURRICULUM
No matters under 14. and 15.

### 16. PERSONNEL
**A. Per Diem Substitute Teacher Pay Rate Increase**
Action: 16. A.
It was recommended that the Board of Education resolve and approve the per diem substitute teacher pay rate increase as presented.

Motion by Mrs. Van Sice, second by Mrs. Bieger.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

### 17. DISTRICT FACILITIES AND SUPPORT SERVICES
**A. Facilities Improvement and Preservation Update**
Information: 17. A.
Background and pertinent information regarding the Security Improvement and Infrastructure Capital Project and District-Wide School Building Air Conditioning Capital Project may be found in [agenda item 17. A.](#)

**B. Award Construction Manager Services for the 2022 District-Wide Air Conditioning Capital Project and Authorize for Future Capital Projects**
Action: 17. B.
It was recommended that the Board of Education resolve to award the construction manager services for the 2022 district-wide air conditioning capital project and authorize for future capital projects as presented.

Motion by Ms. Poulin, second by Mrs. Bieger.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

### 18. SPECIAL NEEDS AND STUDENT ACTIVITIES
No matters were discussed.

### 19. COMMITTEE OF THE WHOLE
Dr. Singh brought up modification of start time of school. The subject matter of school start time and homework was discussed in video starting at 1:43:04 until 1:54:11.

Motion by Dr. Singh to continue discussion of school start times at future meeting, second by Dr. Littman.

Final Resolution: Motion did not pass.
Yes: Dr. Singh and Dr. Littman
No: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Bieger, Mr. Buscaglia, Dr. McClary, and Ms. Poulin
Abstain: Mrs. Kaczmarek-Bogner
20. CORRESPONDENCE
A. Correspondence
Information: 20. A.
Correspondence was received from community regarding; school start time, quarantine rules, and after school program option for students with disabilities.

21. PROPOSED SECOND EXECUTIVE SESSION/ADJOURNMENT AND INFORMATION (9:01 PM)
A. Proposed Second Executive Session
Action: 21. A. Proposed Executive Session - Recess into Second Executive Session
The Board of Education adjourned for the purpose of conducting a second executive session to discuss contract negotiations.

Motion by Mrs. Van Sice, second by Mrs. Bieger.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

Executive Session began at 9:09 PM.
All members of the Board were present.
Dr. Brown-Hall was also present.
Executive Session adjourned at 9:32 PM.

B. Return to the Regular Board Meeting - Public Session (9:34 PM)
Action: 21. B.
That the Board of Education comes out of second executive session and returns to the regular Board meeting.

Motion by Mrs. Kaczmarek-Bogner, second by Mr. Buscaglia.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

C. Adjourn Meeting (9:34 PM)
Action: 21. C. Adjournment
That the Regular Meeting of the Board of Education adjourns.

Motion by Mrs. Bieger, second by Mr. Buscaglia.

Final Resolution: Motion Carried Unanimously
Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

Respectfully submitted,

Lynn Carey
District Clerk

Approved: December 14, 2021