

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.

Resignations	1
Probationary Appointments	5
Temporary Part-Time Appointments	4
Regular Substitute Appointments	4
Request for Leave of Absence	4
Return from Leave of Absence	2
Change of Location	4
Mentor Teacher Assignments 2021-2022	7
Active Substitute Teachers	13
Active Non-Certified Substitute Teachers	2
Active Home Instructors	2
Team Leader Assignments 2021-2022	4
Non-Williamsville Personnel	20
Co/Extra-Curricular Activity Assignments	456
Winter Coaches	67
Community Education Instructors	3

Detailed view also available in [BoardDocs agenda item 6. A. Certified Staff Personnel](#).

B. Classified Support-Staff Personnel

Action (Consent), Information. 6. B.

Appointments	22
Resignations (13) Retirement (4)	17
Change in Personnel Status	1
Temporary Assignments	1
Leave of Absence	1
Active Substitute Aides/Clerical	3
Inactive Substitute Aides/Clerical	2
Active Substitute Food Service Helpers	1
Student Workers	2

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	
VENDOR	ITEMS AWARDED
Richelieu Hardware	52.0% off Lumber (Rough Cut)
Len-Co Lumber	45.0% off Lumber (Dimensional)
Len-Co Lumber	35.0% off Ply-woods
Len-Co Lumber	35.0% off Laminates
Len-Co Lumber	35.0% off Adhesives & Sealants

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

Information: 10. B.

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.

Meeting Date and Time	District Policies	District Policy Count	Section Title	Board Member Committee
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		per Section		
November 1, 2021 - 9:30 AM	1000	29	Bylaws	Mrs. Leatherbarrow, Dr. Littman, Mrs. Kaczmarek-Bogner
November 15, 2021 - 2:00 PM				
December 1, 2021 - 5:00 PM	2000	7	Internal Operations	Mrs. Bieger, Mr. Buscaglia, Mrs. Van Sice
November 16, 2021 - 4:15 PM	3000	30	Community Relations	Ms. Poulin, Dr. McClary, Dr. Singh
	4000	10	Administration	
	5000	68	Non-Instructional/Business Operations	
	6000	44	Personnel	
	7000	83	Students	
	8000	31	Instruction	

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. WCSSD - 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