REGULAR BOARD MEETING MINUTES
Tuesday, December 14, 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. Information
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; current litigation (a legal matter with attorney) and employment matters related to particular person(s) (related to two employees).

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

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 6:03 PM.
All members of the Board were present except Mr. Buscaglia.
Dr. Brown-Hall, Dr. McKenna, Ms. Cooper, and Mr. Swiatek (Hodgson Russ, LLP), were also present.
Mr. Swiatek left executive session at 6:26 PM.
Mr. Buscaglia entered executive session at 6:27 PM.
Dr. McKenna and Ms. Cooper left executive session at 6:47 PM.
Executive Session adjourned at 7:00 PM.

C. Return to Open Session - Return to Regular Board Meeting (7:03 PM)
Action: 2. C. Return to Open Session - Motion to return the Regular Board Meeting to Public Session 7:03 PM.
That the Board of Education comes out of Executive Session and returns to the Public Session of the Regular Board meeting.

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

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 7:03 PM by Mrs. Leatherbarrow.
All members of the Board were present.

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

E. Announcements
Information, Procedural: 2. E.

Mrs. Leatherbarrow requested to amend the Executive Session.

2. B. Amended - Executive Session
Action: 2. B. Amended - Executive Session
Amended adjournment of the Board of Education for the proposed executive session to discuss; current litigation (two legal matters with attorney) and employment matters related to particular person(s) (related to several employees).

Motion by Dr. McClary, second by Dr. Singh.

Final Resolution: Motion Carried Unanimously
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. Bieger, 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

3. RECOGNITION
A. Recognition - Board Acknowledgements
Information: 3. A.
The Board and Dr. Brown-Hall recognized East HS - Trauma Informed Care Supports/Resources group and the North HS Career Center as the spotlight schools.
Other Board members acknowledged the PTA Convention 2021 Poster Contest winners; Navansh Goel, Country Parkway Elementary PTA, Western Region-Primary Division Winner and Srishti Mulgund, Mill Middle School PTSA, Western Region-Intermediate Division Winner, North HS staff and administration for teacher conferences option to attend in-person or virtual, and the North DECA Installation, noting this is one of many co-curricular opportunities in our district.

4. PUBLIC EXPRESSION - PRESENTATION ENROLLMENT PROJECTIONS AND IMPACT ON OPEN ENROLLMENT
A. Pre-Registration Information - Public May Address the Board
Information: 4. A.
Mr. Tim Terrill, regarding vaccines.
Mr. Terry King, regarding budget.

B. Presentation - Enrollment Projections and Impact on Open Enrollment
Information, Presentation: 4. B.
Background Information:
Enrollment projections, as completed by Dr. Scott Shablak and Dr. Steven Grossman from the University College of Syracuse University Office of Research and Development and the Red Group L.L.C., respectively, cover a five-year period. The methodology used is detailed in the body of the report and is consistent with procedures employed in past analyses. Current projections are aligned with those prepared since 2006 and continue to offer confirmation of the reliability of the enrollment projections. The presentation and Board of Education comments start in video at 23:57 until 53:34.

Cost to District: $3400.00
Pertinent Information:
The projections are based upon a review of a number of factors including, but not limited to, the following: current and past (last 5 years) enrollment data for the District and each individual school; attendance areas by building; in and out migration by families; private, parochial and charter school attendance; open-enrollment patterns; live birth data, economic factors and housing trends (both new construction and sales of pre-existing homes), as well as proposed development in the Town of Amherst.

Timeline:
2022-2027

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.

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resignations</td>
<td>1</td>
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<tr>
<td>Probationary Appointments</td>
<td>2</td>
</tr>
<tr>
<td>Temporary Part-Time Appointments</td>
<td>2</td>
</tr>
<tr>
<td>Regular Substitute Appointments</td>
<td>2</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>5</td>
</tr>
<tr>
<td>Return from Leave of Absence</td>
<td>2</td>
</tr>
<tr>
<td>Change of Location - Date Correction</td>
<td>1</td>
</tr>
<tr>
<td>Change of Location - Correction</td>
<td>1</td>
</tr>
<tr>
<td>Mentor Teacher Assignments 2021-2022</td>
<td>3</td>
</tr>
<tr>
<td>Non-Williamsville Personnel</td>
<td>8</td>
</tr>
<tr>
<td>Active Substitute Teachers</td>
<td>10</td>
</tr>
<tr>
<td>Active Non-Certified Substitute Teachers</td>
<td>2</td>
</tr>
<tr>
<td>Inactive Substitute Teachers</td>
<td>3</td>
</tr>
<tr>
<td>Inactive Non-Certified Substitute Teachers</td>
<td>1</td>
</tr>
<tr>
<td>Active Home Instructors</td>
<td>7</td>
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<tr>
<td>Co/Extra-Curricular Activity Assignments</td>
<td>5</td>
</tr>
<tr>
<td>Winter Coaches - Additional</td>
<td>11</td>
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<tr>
<td>Winter Coaches - Resignation</td>
<td>1</td>
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<tr>
<td>Community Education Instructors 2021-2022</td>
<td>9</td>
</tr>
</tbody>
</table>

Detailed view also available in BoardDocs agenda item 6. A. Certified Staff Personnel.

B. Classified Support-Staff Personnel
Action (Consent), Information. 6. B.
7. CONSENT-BUSINESS ITEMS

A. Grants
Action (Consent), Information. 7. A.

Background Information:
The Williamsville Education Foundation is presenting $8,669.91 to be used for 19 projects.

Pertinent Information:
Click HERE for attachment and HERE to view agenda item.

Timeline:
Immediate

B. Bid Award - HVAC Filters - Opened 11/10/21
Action (Consent), Information. 7. B.

Background Information:
A Notice to Bidders was advertised in the Amherst Bee on October 27, 2021. Bid specifications were posted on the District website. The District also uses New York State contracts for additional miscellaneous filters. The 2021 cost to the District was $13,170.17 for 98 line items. The increase in cost is directly related to an increase in the cost of most line items on this years bid.

Pertinent Information:
7 Bid Notices Sent 3 Bids Received

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>LINE ITEMS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Niagara Filtration</td>
<td>47</td>
<td>$11,292.09</td>
</tr>
<tr>
<td>Brookaire Company</td>
<td>26</td>
<td>$2,196.24</td>
</tr>
<tr>
<td>J. W. Danforth</td>
<td>25</td>
<td>$4,291.55</td>
</tr>
<tr>
<td><strong>Total Bid Award</strong></td>
<td><strong>98</strong></td>
<td><strong>$17,779.88</strong></td>
</tr>
<tr>
<td>Items not bid upon</td>
<td>1</td>
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</tr>
<tr>
<td><strong>Total items bid</strong></td>
<td><strong>99</strong></td>
<td></td>
</tr>
</tbody>
</table>

Timeline:
Prices good through December 31, 2022.

C. Bid Award - Sheet Music - Opened 11/10/21
Action (Consent), Information. 7. C.

Background Information:
A Notice to Bidders was placed in the Amherst Bee on October 27, 2021. Bid specifications were posted on the District website. This is the second of three bids for sheet music during the 2021-2022 school year.

Pertinent Information:
12 Bid Notices Sent 4 Bids Received

<table>
<thead>
<tr>
<th>VENDOR</th>
<th>LINE ITEMS</th>
<th>AMOUNT</th>
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<tr>
<td>MusicTime</td>
<td>70</td>
<td>$1,833.60</td>
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<tr>
<td>Catalano Music</td>
<td>13</td>
<td>$310.50</td>
</tr>
<tr>
<td>Loser’s Music</td>
<td>2</td>
<td>$139.70</td>
</tr>
<tr>
<td>Luck’s Music</td>
<td>1</td>
<td>$24.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>86</strong></td>
<td><strong>$2,307.80</strong></td>
</tr>
</tbody>
</table>

Discounts are awarded to MusicTime for 27%, to Loser’s Music for 25%, to Catalano for 20%, and to Lucks Music for up to 10% off list price.

Timeline:
Bid prices good through March 31, 2022.

D. Monthly Cash Report - October 2021
Action (Consent), Information. 7. D.

E. Claims Auditor Report - October 2021
Action (Consent), Information. 7. E.

F. General Fund Analysis - October 2021
G. Child Nutrition Budget and Revenue Status Report - October 2021
Action (Consent), Information. 7. G.

H. Extra-Classroom Activity Account Reports - October 2021
Action (Consent), Information. 7. H.

I. Sale and Disposal of District Property
Action (Consent), Information. 7. I.

Background Information:
The governing policy for this request is Board Policy #5250. The District has certain assets that have been used to their fullest potential. These assets have been identified as surplus by our Technology department and other areas of our administration.

Pertinent Information:
The District will follow the above Board policy regarding disposition. The District will attempt to sell or recycle the equipment when it is possible to do so. All of our computers are recycled through a BOCES contract with a recycler.

Timeline:
Process to dispose of items begins on December 15, 2021. Click HERE to view the agenda item.

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.
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

Mrs. Leatherbarrow thanked the Williamsville Education Foundation for their mini grant donation which will be used to fund 19 projects that support student learning throughout our District.

On behalf of the Board of Education, Mrs. Leatherbarrow thanked the following retirees for their service to the District:
Linda Gowans, District Office, for 15 years of service; and
Margaret Singleton, Heim MS, for 14 years of service.

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

Motion by Mrs. Kaczmarek-Bogner, 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

10. PRESIDENT’S REPORT
A. Events
Action, Information: 10. A.

After School with Staff - Conversations with the Board of Education - 3:30 PM
Thursday, January 27, 2022 – South High School Auditorium

Motion by Mrs. Van Sice to move start time to 3:00 PM, second by Mrs. Kaczmarek-Bogner.

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

NYSED - Review of Graduation Measures in New York State
Virtual event January 27, 2022 2:00 PM-4:30 PM
Registration link click HERE.

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)

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 10:30 AM-11:15 AM
Board Members Attended: Mrs. Leatherbarrow, Dr. Littman, Ms. Poulin, Dr. Singh and Mrs. Kaczmarek-Bogner

Upcoming School Visit - Thursday, January 20, 2022
East HS 8:15 AM-9:00 AM
Mill MS 9:15 AM-10:00 AM
Country Parkway ES 10:15 AM-11:00 AM
Board Members Attending: Mrs. Bieger, Mrs. Kaczmarek-Bogner, Dr. Littman, Ms. Poulin, Dr. Singh

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
Attended: Dr. Singh and Dr. Brown-Hall

In regard to the Legislative Breakfast, Mrs. Leatherbarrow noted several districts spoke about being in favor of and supporting the "Test to Stay" initiative. Senator Edward Rath sent correspondence to Governor Hochul urging NYSDOH develop guidelines for schools. As a Board we will be sending thank you correspondences to the Senator and Legislators for their advocacy.

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

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

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
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

2022 Legislative and State Budget Preview Webinar
Location: Webinar accessible via computer, tablet or mobile phone
Date: Thursday, December 9th 12:00 p.m. – 1:30 p.m.
Cost: Free for NYSSBA Members

2022 Virtual Capital Conference
Date: February 2, 2022
Time: 9:00 am - 12:30 pm
Accessible via computer, phone or tablet. More information to follow.

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. District Policy Review Committee
Information: 10. D.

The District policies are grouped by number, title, and Board members reviewing the policies according to below chart. Policy Committee meetings and notes 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 per Section</th>
<th>Section Title</th>
<th>Board Member Committee</th>
</tr>
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<tbody>
<tr>
<td>November 1, 2021 - 9:30 AM</td>
<td>1000</td>
<td>29</td>
<td>Bylaws</td>
<td>Mrs. Leatherbarrow, Dr. Litman, Mrs. Kaczmarek-Bogner</td>
</tr>
<tr>
<td>November 15, 2021 - 2:00 PM</td>
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<tr>
<td>December 13, 2021 - 3:00 PM</td>
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<tr>
<td>December 1, 2021 - 5:00 PM</td>
<td>2000</td>
<td>7</td>
<td>Internal Operations</td>
<td>Mrs. Bieger, Mr. Buscaglia, Mrs. Van Sice</td>
</tr>
</tbody>
</table>
November 16, 2021 - 4:15 PM 3000 30 Community Relations Ms. Poulin, Dr. McClary, Dr. Singh

December 7, 2021 - 4:15 PM

January 4, 2022 - 4:00 PM

4000 10 Administration

5000 68 Non-Instructional/Business Operations

6000 44 Personnel

7000 83 Students

8000 31 Instruction


Discussion, Information: 10. E.

Background Information:

At the work session of the Board of Education meeting held on August 10, 2021, the Board developed and adopted Board Goals for the 2021-2022 school year. Implementation Plans-Measures to carry out those goals are presented for review. Additional goal activities/actions and measures may be added as efforts to address each goal develop with staff.

The Board reviewed the progress report on the Implementation Plans at the this Board meeting (moved from January 11, 2022 Board meeting) and a year-end report will be at the June 14, 2022 Board Meeting. Click HERE to view the agenda item.

F. Resolution Regarding "Test to Stay"

Action: 10. F.

This motion, that the Williamsville Central School District Board of Education resolve to approve the Test to Stay resolution for the Williamsville Central School District as presented. Click HERE to view the agenda item.

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

11. SUPERINTENDENT'S REPORT

A. Community Update

Information: 11. A.

Dr. Brown-Hall updated the community regarding health and safety, strategic planning, academic supports, NYSED graduation measures, and several reminders for the New Year. (community update and Board comments start in video at 1:28:07 until 1:38:59)

B. 2021-2022 Staffing and Class Size Report

Information: 11. B.

This report is prepared annually. It is used to review professional staffing during the present school year. It also serves as a resource in the development of staffing models and projections for the following year. Considering the total number of sections in grades kindergarten through twelve, there are few exceptions to the class size Budget Development guidelines.

C. Staffing Projections Report for 2022-2023

Information: 11. C.

The Board of Education reviewed the 2022-2023 budget information per the Budget Development Calendar. This December budget development item presents information regarding Staffing Guidelines and Student Programs, Projections, and Recommendations for 2022-2023. Click HERE to view agenda item 11.C.

D. Approve Resolution Determining Open Enrollment Schools

Action, Information: 11. D.

The Board of Education reviewed enrollment projections and after discussion will vote to table the action item to accept the recommendations of schools designated as "open" or "closed" at a future Board meeting.

Motion by Dr. Littman to table agenda item 11.D., Resolution Determining Open Enrollment Schools, 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

E. Policy Updates - First Reading #1230 Resignation and Dismissal, #1337 Duties of the School Attorney(s), #1530 Minutes, #1540 Executive Sessions, #1610 Annual District Meeting and Election/Budget Vote, #1650 Submission of Questions and Propositions at Annual Elections and Special District Meetings

Action, Information: 11. E.

It was recommended that the Board of Education motion for the first reading and motion to table the following policies; #1230 Resignation and Dismissal, #1337 Duties of the School Attorney(s), #1530 Minutes, #1540 Executive Sessions, #1610 Annual District Meeting and Election/Budget Vote, #1650 Submission of Questions and Propositions at Annual Elections and Special District Meetings, for a second reading and adoption at the January 11, 2022 Regular Board meeting as presented.

Motion for the first reading by Mrs. Bieger, second by Mrs. Kaczmarek-Bogner.

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

Motion by Ms. Poulin to table policies for the second reading and adoption at the January 11, 2022 meeting, 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

12. FINANCE
A. Annual Claims Auditor Report
Information: 12. A.
Background Information:
The 2005 school district financial accountability law required public school districts to utilize a Claims Auditor to verify that all accounts payable invoices had appropriate supporting documentation for payments. Appropriate documentation includes a purchase order detailing the specific item or service to be purchased, authorized approvals, documentation on receipt of items or service, receipt of an invoice requesting payment, and an authorized signature approving the payment.

Pertinent Information:
The District’s claims auditor is EFPR Group, LLP. Every two weeks this auditing firm assigns two people to review every accounts payable claim that has been processed for payment by the Business Office. No payments are released until they have been reviewed and approved by the Claims Auditor.

Each year the Claims Auditor provides an annual report to the Board of Education that summarizes their claims audit work from the past year. This comprehensive report is in addition to the monthly claims audit reports that are provided to the Board of Education. The report is for the last school year, July 1, 2020 - June 30, 2021.
Click HERE to view agenda item 12.A.

B. Long-Range Financial Plan Applicable to the 2022-2023 Budget Development Cycle
Information: 12. A.
Background Information:
The purpose of the District’s Long-Range financial plan is to project annual District operating expenses against the projected revenues over a five-year period of time. The financial report provides a realistic look at how future budgets are impacted by expense increases from employee contracts, employee benefits, energy costs, and other operational expenses. The economic impact of COVID-19 on the District’s financial budget will continue to affect the 2022-23 budget. The current year plan includes the expiration of the Federal grant programs in 2023-24. These grant programs were meant to replace lower revenues that were the result of the economic impact of COVID-19 on school districts.

Pertinent Information:
This Long-Range plan is composed of two major sections. The first section provides a summarized overview of the District’s financial budget process that includes explanations on financial oversight, budget methods, and major budget issues that must be reviewed during each budget development cycle. The second section is the financial forecast for the long-range plan. The forecast is completed by major budget category. The revenue and expense forecasts begin with the current year as the basis for determining each future budget year projection. The expense budget is largely driven by salary and benefits. However, this year’s forecast considers the impact of inflation on energy and other areas of the budget. The revenue budget is based on receiving a two percent increase in state aid and our levy increase being under the tax cap in each year of the forecast. The financial increases are based on historical information pertaining to each budget line item. The forecast does not include new programs. It also does not include a general inflation increase for all budget codes. This forecast replicates only the continuation of our current instructional programs.
Click HERE to view agenda item 12.B.

C. Approve Property Tax Settlement and Transfer Amount from Tax Reserve (31 Stonham Way)
Action, Information: 12. C.

D. Approve Property Tax Settlement and Transfer Amount from Tax Reserve (61 Aspenwood Drive)
Action, Information: 12. D.

It was recommended that the Board of Education resolve to approve the property tax settlements in agenda items 12.C. and 12.D. 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. 2021-2022 PTA/PTSA/Building(s) and Other Meeting - Board Liaison Assignments
Information: 13. A.
Liaison assignments are in BoardDocs agenda item 13.A.

14. LEGISLATIVE MATTERS
No matters under 14.

15. CURRICULUM
A. Curriculum Council Recommendations
Action, Information: 15. A.

It was recommended that the Board of Education resolve and approve the curriculum council recommendations as presented.

Motion by Mrs. Kaczmarek-Bogner, 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

16. PERSONNEL
No matters under 16.

17. DISTRICT FACILITIES AND SUPPORT SERVICES
A. Facilities Update Including Information on the New Capital Project
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. Approve Capital Project Bids Pertaining to the District-Wide Security Improvement Project
Action: 17. B.

C. State Environmental Quality Review Act - District-Wide School Building Air Condition Capital Project
Action: 17. C.

It was recommended that the Board of Education resolve and approve the capital project bids pertaining to the district-wide security improvement project in agenda item 17.B. and the state environmental quality review act - district-wide school building air conditioning capital project in agenda item 17.C. as presented.
Motion by Mr. Buscaglia, 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 under 18.

19. COMMITTEE OF THE WHOLE
Dr. Singh brought up correspondence from the Board to the Town of Amherst regarding recreational (adult-use) cannabis dispensaries. This is a correspondence that would need to be sent by the individual and not on behalf of the Board of Education.

20. CORRESPONDENCE
A. Correspondence
Information: 20. A. Correspondence was received from community regarding; notification for illness in the classroom, homeschooling, PE swim program, school nurse position (Forest ES letter from staff), and masking protocols.

21. ADJOURNMENT AND INFORMATION (9:30 PM)
A. Adjourn Meeting (9:30 PM)
Action: 21. A. Adjournment
That the Regular Meeting of the Board of Education adjourns.

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

Respectfully submitted,

Lynn Carey
District Clerk

Approved: January 11, 2022