

## **ORGANIZATIONAL BOARD MEETING**

**July 6, 2021**

**(Not to be used for quotation purposes)**

### **1. LIVESTREAM INFORMATION-OPENING OF MEETING-PUBLIC SESSION CALL TO ORDER 7:00 PM**

Meeting Place:

Boardroom, District Offices, 105 Casey Road, E. Amherst, NY 14051-5000

#### **Present:**

Mrs. Mary Bieger, Mr. Michael Buscaglia, Mrs. Crystal Kaczmarek-Bogner, Mrs. Teresa Leatherbarrow, Dr. Michael Littman, Dr. Susan McClary, Ms. Maureen Poulin, Dr. Swaroop Singh, and Mrs. Suzanne Van Sice

#### **Also present:**

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

### **A. Information for Board of Education Meeting**

Information: 1. A.

Please email the District Clerk, Lynn Carey - LCarey@williamsvillek12.org or call 716.626.8092 to pre-register for public expression.

\*Please Note: New York State and Erie County guidance and protocols will be in place for this meeting.

(pre-registration - if addressing the Board during Public Expression please note topic. Face coverings and social distancing will be in effect in Boardroom.)

Livestream-WCSD YouTube Channel

Click link [HERE](#).

### **B. Organizational Meeting Call to Order and Roll Call (7:00 PM)**

Procedural: 1. B.

The meeting was called to order by the District Clerk, Mrs. Carey. All members of the Board were present.

### **C. Announcements**

Information: 1. C.

Please be advised that, in the event of a fire emergency and an evacuation should be necessary, an alarm will sound. Please note all marked emergency exits and evacuate well away from the building. At this time we request that everyone turn their cell phones and other electronic devices to silent.

### **D. Agenda Review-Possible New Agenda Item, Reorder the Agenda or Approve Agenda**

Action: 1. D. Agenda Review

It was recommended that the Board of Education accepts the Agenda Order as presented.

Motion by Mrs. Leatherbarrow, 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

## **2. INSTALLATION OF NEWLY ELECTED BOARD MEMBERS**

### **A. Oath of Office**

Information: 2. A.

The District Clerk administered the Oaths of Office on July 1, 2021 at 4:00 PM, to the Superintendent of Schools, Dr. Brown-Hall, and to the three elected Board Members, Dr. Littman, Ms. Poulin, and Dr. Singh.

## **3. PUBLIC SESSION**

### **A. Second Roll Call**

Procedural: 3. A.

All the members of the Board were present and officially seated at the Board table.

### **B. Pledge of Allegiance to the Flag**

Procedural: 3. B.

Dr. Brown-Hall lead in reciting the Pledge of Allegiance to the Flag.

### **C. Appointment by the Chair of a Temporary Non-Board Member as the Timekeeper and Parliamentarian**

Information: 3. C.

Mrs. Carey appointed Mr. Matuski as the temporary non-board member timekeeper and parliamentarian.

## **4. RECOGNITION**

### **A. Recognition - Board Acknowledgements**

Information: 4. A.

Mrs. Leatherbarrow acknowledged Dr. McKenna who received a legislative proclamation from Senator Rath for his incredible work and service as Acting Superintendent during a critical time in the District.

Mr. Buscaglia congratulated all high school graduates and acknowledged the wonderful job with all ceremonies that took place. Dr. Littman, thanked the parents, grandparents, young people, legislators, who were out in front of building at the "unmask student" rally.

## **5. PUBLIC EXPRESSION**

### **A. Public May Address the Board (Three minute limit per person.)**

Information: 5. A.

Ms. Molly Armbruster, regarding masks in the District.

Ms. Marcella Picone, regarding masks in the District.

Mr. Jonathan Rich, regarding board policy and communication.

## **6. ADOPTION OF ELECTION PROCESS and ELECTION of OFFICERS**

### **A. Adopt Election Process**

Action: 6. A. Adopt Election Process

It was recommended that the Board of Education adopt the Election Process as presented.

#### **Adoption of an Election Process:**

1. The district Clerk will state, "Nominations are now in order for the office of President of the Board of Education." Ed. Law. Sec. 1701 (Nominations **do not require a SECOND** - Per Robert's Rules of Order-Newly Revised. No one is able to nominate more than one person for a given office at one time.)
2. A nominee must accept or decline the nomination.
3. The District Clerk will declare the nominations closed when no further nominations are brought forth.
4. Each of the nominated candidates will be allowed to give a brief statement-a **three-minute limit will be strictly enforced.**
5. Endorsements or comments by **fellow board members ONLY** will follow-a **three-minute limit will be strictly enforced.**
6. In compliance with the Open Meetings Law, a **PUBLIC** Vote will be taken on each candidate in the order in which they were nominated.
7. If no candidate receives **FIVE** votes, the nominee receiving the least number of votes will be asked if they wish to withdraw and another vote will be taken with the process repeated until a nominee receives the required **FIVE** votes.
8. A motion can be MOVED and SECONDED to **reopen nominations**. This requires a majority vote-**FIVE** votes. In the alternative, the District Clerk may declare the nominations reopened.
9. Procedures 2-8 will follow.
10. Following the election of the President, The District Clerk will state, "Nominations are now in order for the office of Vice President of the Board of Education."
11. Procedures 2-8 will follow.

12. The District Clerk will administer the oath of office to the newly elected officers.
13. The elected President will be presented with the gavel and will take control of the meeting and continue with the Organizational Meeting Agenda.

Motion by Ms. Poulin, 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

#### **B. Election of President for the Board of Education**

Action: 6. B. Election of President for the Board of Education

The following nomination was made for the office of President of the Board of Education for the 2021-2022 calendar year:

Mrs. Kaczmarek-Bogner nominated Mrs. Leatherbarrow.

Mrs. Leatherbarrow accepted the nomination.

There were no other nominations for the office of President.

The District Clerk declared the nominations closed.

A Roll Call Vote was taken for the election of the nominee Mrs. Leatherbarrow.

Mrs. Bieger - Yes, Mr. Buscaglia - Yes, Mrs. Kaczmarek-Bogner - Yes, Mrs. Leatherbarrow - Yes, Dr. Littman - No, Dr. McClary - Yes, Ms. Poulin - Yes, Dr. Singh - No, Mrs. Van Sice - Yes

Mrs. Leatherbarrow was elected President of the Board of Education to serve a one-year term from July 1, 2021 to June 30, 2022.

#### **C. Election of Vice-President for the Board of Education**

Action: 6. C. Election of Vice-President for the Board of Education

The following nomination was made for the office of Vice-President of the Board of Education for the 2021-2022 calendar year:

Dr. McClary nominated Mrs. Van Sice.

Mrs. Van Sice accepted the nomination.

There were no other nominations for the office of Vice-President.

The District Clerk declared the nominations closed.

A Roll Call Vote was taken for the election of the nominee Mrs. Van Sice.

Mrs. Bieger - Yes, Mr. Buscaglia - Yes, Mrs. Kaczmarek-Bogner - Yes, Mrs. Leatherbarrow - Yes, Dr. Littman - No, Dr. McClary - Yes, Ms. Poulin - Yes, Dr. Singh - No, Mrs. Van Sice - Yes

Mrs. Van Sice was elected Vice-President of the Board of Education to serve a one-year term from July 1, 2021 to June 30, 2022.

### **7. OATH OF OFFICE - OFFICERS**

#### **A. Administer Oath of Office for President of the Board of Education**

Procedural: 7. A.

Mrs. Carey administered the oath of office to Mrs. Leatherbarrow for President of the Board of Education.

#### **B. Administer Oath of Office for Vice-President of the Board of Education**

Procedural: 7. B.

Mrs. Carey administered the oath of office to Mrs. Van Sice for Vice-President of the Board of Education.

At this time the Board President, Mrs. Leatherbarrow, presided the meeting.

### **8. ANNUAL APPOINTMENTS**

#### **A. Board President Appoints Parliamentarian/Timekeeper 2021-2022**

Procedural: 8. A.

Per Policy 1320, the Board President appointed Mrs. Kaczmarek-Bogner to serve as the Parliamentarian/Timekeeper for the 2021-2022 fiscal year.

#### **B. Annual Appointments Approval**

Action: 8. B. Annual Appointments Approval

It was recommended that the Board of Education approve the Annual Appointments as presented.

1. District Clerk - Lynn Carey
2. District Treasurer - Tracey Sullivan
3. Deputy District Treasurer - Zulfiqar Jaffri
4. Tax Collectors - (Town of Amherst, Town of Clarence, and Town of Cheektowaga)
5. Appointing Officer for Civil Service Appointments - Dr. John McKenna

#### **6. Extra Classroom Activities Treasurers**

Student Activity Treasurers for 2021-2022:

South High School	Carol Jackson
North High School	Cindy Wolfe
East High School	David Mellerski
Mill Middle School	Norma Jean Jacobs
Heim Middle School	Chuck Miller
Casey Middle School	Harry O'Malley and Mary Scalzi
Transit Middle School	Joesph Gennaro

7. District Faculty Auditor for Extra-Classroom School Activity Funds - Zulfiqar Jaffri, Business Office Manager

#### **8. School District Attorneys**

Bond, Schoeneck & King, PLLC

General Legal Counsel and SEQR

\$220 per hour Partner

\$200 per hour Senior Counsel

\$190 per hour Associate

\$210 per hour Of Counsel

\$110 per hour Trainee

\$165 per hour Paralegal/Law Clerk

Goldberg Segalla

General Legal Counsel

\$215 per hour Partner

\$200 per hour Associate

\$115 per hour Paralegal/Law Clerk

(Legal services pertaining to 3020a case and federal lawsuit.)

Hawkins, Delafield & Wood LLP

Bond Counsel

(Legal fees are based on borrowing.)

Hodgson Russ, LLC

General Legal Counsel  
\$274 per hour Partner  
\$260 per hour Senior Associate  
\$236 per hour Associate  
\$182 per hour Law Clerk  
\$124 per hour Legal Assistant  
\$333 per hour for Specialized Tax & Security Matters

Harris Beach PLLC

General Legal Counsel  
\$278 per hour Partners and Legal Counsel  
\$258 per hour Associate  
\$135 per hour Paralegal/Librarians

9. Purchasing Agent - Ronald Bowser
10. Deputy Purchasing Agent - Thomas Maturski
11. Attendance Officer - Anthony Scanzuso

12. **School District Auditors**

Claims Auditor

EFPR Group LLC  
6390 Main Street  
Williamsville, NY  
\$31,150 estimated for 100% claims audit process. (Fee changes may occur pending audit field work or special auditing requests made by the District.)

External Auditor

Drescher & Malecki, LLP  
3083 William Street, Suite 5  
Cheektowaga, NY  
\$20,025 estimated. (Fee changes may occur pending audit field work or special auditing requests made by the District.)

Internal/Cyber Auditor

Freed Maxick  
One Evans Street  
Batavia, NY  
\$32,500.00 estimated. (Fee changes may occur pending audit field work or special auditing requests made by the District.)

13. Census Enumerator - Paula Colburn
14. Records Access Officer - Laurie Coccionitti
15. Records Management Officer - Lynn Carey

16. **School Physicians**

It is recommended that the Board of Education extend the current School Physicians appointments effective July 1, 2021 through June 30, 2022

Dr. Jason Matuszak: District Physician, Advisory to the Committee on Special Education, Committee on Preschool Special Education and General Consultant.  
Salary: per contract for consultant services

Dr. Stuart Dorfman: General Consultant, Fitness for Duty Exams, Section 913 Evaluations.  
Salary: per contract for consultant services

Dr. RP Singh: General consultant, Section 913 Evaluations.  
Salary: per contract for consultant services

Dr. Mark Costanza as General Consultant, Fitness for Duty Exams, Section 913 Evaluations.  
Salary: per contract for consultant services

17. School Medical Director - Christine Harding, NP
18. Medicaid Compliance Officers - Thomas Maturski
19. EAP Specialist - Employee Resources, Inc.
20. Occupational Health Services - Healthworks
21. Asbestos Hazard Emergency Response ACT (AHERA) Designee - Keith Langlotz
22. Integrated Pest Management Designee - Keith Langlotz
23. Chemical Hygiene Officer - Thomas Bird
24. Reviewing Official, Hearing Official, and Verification Official for Participation in the Federal Child Nutrition Program - Dr. Rosa D'Abate
25. Education Official Designated to Receive Court Notification Regarding a Student's Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings - Dr. Rosa D'Abate
26. Title IX/Section 504/ADA Compliance Officer(s) - Students: Anthony Scanzuso; Staff: Dr. John McKenna
27. Liaison for Homeless Children and Youth - Dr. Rosa D'Abate
28. District's Security Monitoring Service - Amherst Security Professionals, Inc.
29. District's Athletic Trainer(s) - Excelsior (reference agenda item 24.A.)
30. Chief Emergency Officer - Anthony Scanzuso

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

Final Resolution: Motion Carried 8-0-1

Yes: Mrs. Leatherbarrow, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh  
Abstain: Mrs. Van Sice

**9. ANNUAL DESIGNATIONS**

**A. Annual Designations - Official Newspaper(s), Certifier of Payrolls, and Bank Signatory(s)**

Action: 9. A. Annual Designations - Official Newspaper(s), Certifier of Payrolls, and Bank Signatory(s)

It was recommended that the Board of Education approve the Annual Designations - Official Newspaper(s), Certifier of Payrolls, and Bank Signatory(s) as presented.

Official Newspaper(s) - Amherst Bee and Business First

Certifier of Payrolls - Dr. John McKenna

Bank Signatory(s) - Tracey Sullivan, School District Treasurer; Thomas Maturski, Assistant Superintendent for Finance and Management Services; Zulfiqar Jaffri, Business Manager

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

**B. Annual Designations - Bank Depositories**

Action: 9. B. Annual Designations - Bank Depositories

It was recommended that the Board of Education approve the Annual Designations - Bank Depositories as presented.

The following depositories are designated for 2021-2022 District and Student Funds:

District Funds - M&T Bank - Checking Accounts	
Worker's Comp Checking	5357
IHA Claims Health Insurance Checking	5365
Payroll Checking	5373
NOVA HCP Checking	5381
Capital Project Checking	5399
Child Nutrition Checking	5415
Federal Fund Checking	5423
General Fund Checking	5431
Flex Plan Checking	1340

District Funds - M&T Bank - Savings Accounts	
Tax Certior Savings	7396
Scholarship Fund Savings	7403
General fund Savings	7411
Debt Service Savings	7429
Child Nutrition Savings	7445
Capital Project Savings	7453
Savings	8279

Students Funds - Citizen's Bank - South Senior Student Activities	
Checking	466-9
Savings	458-8

Students Funds - Key Bank - Heim Middle Student Activities	
Checking	3340

Students Funds - Key Bank - Mill Middle Student Activities	
Checking	0570

Students Funds - M&T Bank - Casey Middle Student Activities	
Checking	0796

Students Funds - M&T Bank - Transit Middle Student Activities	
Checking	7824

Students Funds - M&T Bank - North Senior Student Activities	
Checking	1851

Students Funds - M&T Bank - East Senior Student Activities	
Checking	7051
Savings	2897

Community Education Funds - M&T Bank - Community Education	
Checking	5407
Savings	7437

Banks to be contacted for Certificate of Deposit Bids

M & T Bank  
JPMorgan Chase  
Bank of America/Merrill Lynch  
Citizens Bank  
Key Bank  
Evans Bank

Motion by Dr. Littman, second by Dr. McClary.

Final Resolution: Motion Carried 7-0-2

Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mr. Buscaglia, Dr. Littman, Dr. McClary, and Ms. Poulin

Abstain: Mrs. Bieger and Dr. Singh

#### **10. ANNUAL AUTHORIZATION - POLICY MANUAL and RECORD RETENTION ED-1**

##### **A. Adopt Policy Manual - BoardDocs Policies**

Action: 10. A. Adopt Policy Manual - BoardDocs Policies

Williamsville Central School District Policies will be available to all in BoardDocs.

The binders at buildings with hard copies may be returned to District Office, District Clerk.

##### **B. New York State Archives Record Retention and Disposition Schedule LGS-1**

Action: 10. B. Adopt New York State Archives Record Retention and Disposition Schedule LGS-1

Policy # 5670 Records Management

The Superintendent will designate a Records Management Officer, subject to the approval of the Board of Education, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other Districts officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

##### Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

##### Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

##### Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

It was recommended that the Board of Education approve the adoption of policy manual as presented in agenda item 10.A. and LGS-1 Retention schedule in agenda item 10.B as presented.

Motion by Mrs. Bieger, 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

**11. ANNUAL AUTHORIZATION - FINANCES**

**A. Annual Authorization - Finances**

Action: 11. A. Annual Authorization - Finances

Investment of Funds

It is recommended that the Board of Education authorize the Assistant Superintendent for Finance and Management Services to invest temporarily idle funds of the District in accordance with Board Policy #5520.

Authorization to Make Credit Applications

It is recommended that the Board of Education authorize the Assistant Superintendent for Finance and Management Services to sign credit applications as necessary.

Travel Authorization

It is recommended that the Board of Education authorize the Board President to approve the Superintendent of Schools or his/her designee to approve travel requests within the limits of the approved budget for 2021-2022.

Travel reimbursement for 2021-2022

Maximum lodging expense cannot exceed the 2021 and 2022 GSA per diem rates.

Maximum meal expense cannot exceed the 2021 and 2022 GSA per diem rates.

*Within the maximum daily rate, reimbursement will only be provided up to the GSA's breakfast, lunch, and dinner amounts. The underspending of one category does not allow for an increased reimbursement in another category.*

It is also recommended that the Board of Education authorize the Superintendent of Schools or their designee to approve employee travel requests within the limits of the approved budget for 2021 and 2022, in accordance with board policy.

Authority During Absence of the Superintendent

It is recommended that the Board of Education, in accordance with Board Policy #4220, designate the Assistant Superintendent for Finance and Management Services to act in place of Superintendent during his temporary absence from the District. Also, the Assistant Superintendent's for Instruction, Human Resources, and then Exceptional Education and Student Services in turn, to act in place of the Superintendent in the absence of the Assistant Superintendent for Finance and Management Services.

**12. ANNUAL AUTHORIZATION - RATES**

**A. Annual Authorization-Rates**

Action: 12. A. Annual Authorization - Rates

Mileage Reimbursement Rate

IRS Rate 56 cents per mile (rate changes yearly)

Cell Phone Annual Rate

50% Based on prior year calculation.

Facilities Usage Policy 3280

Fees for Use of Building for Each Session (AM, PM or Evening) listed below:

General Purpose Classroom \$40

Pool Secondary Building\*

\$65<1.5 hours used, \$125>1.5 hours used

Gymnasium\*

Elementary Building \$75

Secondary Building \$80

Kitchen \$70

Auditorium\*

Elementary Building \$75

Secondary Building \$125

Cafeteria\*

Elementary Building \$55

Secondary Building \$60

Planetarium - Space Lab \$55

\*Plus surcharge per hour for electricity for lighting. (The lighting per hour rate will be calculated semi-annually.)

**Fees for Use of Outdoor Facilities\*\***

A separate permit must be written for the use of each typed of outdoor facility by each user for each season. This permit is required for organized tournaments and organized team use. The fee charged will be thirty dollars (\$30) per day per permit.

Fees for additional work necessary for the use of baseball, football or soccer fields, or tracks, requested by permit holders will be as follows:

- Grass Mowing \$100
- Field Marking \$125
- Policing (at cost)
- Repairs to Pitcher's Mound (labor and materials)
- Use of Press Box, Scoreboard \$65
- P.A. System \$65
- Use of Stadium Lights (at cost)

Additional charges for the after-event repair of fields and facilities, and cleaning of building areas or policing of grounds, will be at the rate of thirty dollars (\$30) per hour.

If an organization is affiliated with the Town of Amherst and they are recognized as being included in the Inter-Municipal Agreement, the above fee schedule is superseded by the terms and conditions of the Agreement.

\*\*Fees for the usage of the artificial athletic fields follow a separate user and fee schedule.

**Williamsville Central School District Turf Field Usage Fee Schedule**

Fee Structure for the North, East and South High School's Artificial Turf Fields

Group	Turf Field Usage Rate w/o Lights (1)	Turf Field Usage Rate with lights (1)	Qualifying Groups (1)
Unorganized/neighborhood use	No Charge, availability is based on fields not being in use.	Not Available.	Unorganized, local neighborhood event.
Town of Amherst - Inter-Municipal Agreement	Current Agreement	Current Agreement	Current Agreement
School District, Town of Amherst affiliated sport programs	\$200 per hour	Not Available unless there is a special circumstance that justifies the need for the use of lights.	Qualifying Town of Amherst affiliated sport programs will be listed in the Inter-Municipal Agreement.
Organized sport programs that with to use the field for formal games including the use of officials. This group may require that their athletes be charged registration fees or that they must pay the organizer other fees to participate in the sporting event. It includes sport camps and any athletic organizations not covered by a prior classification.	\$450 per hour	Not Available unless there is a unique circumstance that benefits the Williamsville Central School District and its community.	Approval is contingent on the time, date of use of the field being in compliance with district standard as well as being available for use.

Special Use

\$550 per hour

\$800 per hour

Special use may include any infrequent and unusual request from a college, university or other similar group or organization. This may also include tournament requests from any group including those that may be included in another classification that is applicable to normal use.

(1) Lease agreements for field use may supersede the hourly rate schedule.

Please note: Annual authorizations in effect July 1, 2021 - June 30, 2022

### 13. ANNUAL AUTHORIZATION - DESIGNEE(S)

#### A. Annual Authorization-Designee(s)

Action: 13. A. Annual Authorization - Designee(s)

#### Resolution Permitting Partial Payment of School Taxes

WHEREAS, The State of New York has authorized the County of Erie to amend the Erie County Property Tax Act to permit partial payment of 2021-2022 School Taxes, and

WHEREAS, with passage of such legislation a property owner will be allowed the opportunity to make partial payment of at least 50% of the tax bill, and

WHEREAS, with passage of such legislation would assist and benefit property owners experiencing great financial burdens; now therefore be it

RESOLVED: That, the Williamsville Central School Board of Education, hereby authorizes the Receiver of Taxes to accept partial payments as prescribed by Local Law 17 of 1993 amending the Erie County Tax Act and that copies of this resolution be filed with all Town Clerks and Tax Receivers in the Williamsville Central School District.

#### Authority to Act in Absence of District Clerk - Thomas Matuski

#### Authority to Act in Absence of Records Access Officer - Lynn Carey

#### Authorization for the Superintendent or his Designee to Sign Contracts

Purchasing Agent: Ronald Bowser

Deputy Purchasing Agent: Thomas Matuski

Additional authority to bind the district in service contracts for district business and student activities is extended to Superintendent, Assistant Superintendents and Principals.

#### Audit Committee Charter

##### Audit Committee Authority

Pursuant to a resolution enacted originally December 13, 2005, and updated April 3, 2012, the Board of Education of the Williamsville Central School District has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c(4), the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.

##### Mission

The Board of Education of the Williamsville Central School District has established an audit committee to provide independent advice, assistance, and recommendations to the Board in the oversight of the internal and external audit functions of the district.

##### Composition and Requisite Skills

The Williamsville Central School District Audit Committee is comprised of no less than three members.

The Committee members collectively should possess the knowledge in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit and the district's internal audit activities. Accordingly, the Audit Committee's members, collectively, should:

- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers and the school board.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.

##### Duties and Responsibilities

The duties and responsibilities of the Williamsville Central School District Audit Committee include the following:

##### External Audit Focus

- Provide recommendations regarding the selection of the external auditor to the Board of Education.
- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter.
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.
- Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and working directly with the external auditor, assist the Board of Education in interpreting such documents.
- Make a recommendation to the Board of Education on accepting the annual audit report.
- Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plans.

##### Internal Audit Focus

- Make recommendations to the Board of Education regarding the appointment of the internal auditor.
- Assist in the oversight of the internal audit function, including reviewing the internal annual audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
- Review significant recommendations and findings of the internal auditor.
- Monitor implementation of the internal auditor's recommendations by management.
- Participate in the evaluation of the performance of the internal audit function.

##### Administrative Matters

- Hold regularly scheduled meetings.
- Review and revise the Audit Committee Charter, as necessary.

##### Membership

The membership duties of the Williamsville Central School District Audit Committee include the following:

**Good Faith** - Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.

**Independence** - An individual, other than members of the Board of Education, may not serve on an audit committee constituted as an advisory committee if he or she:

- Is employed by the district.
- Currently provides, or within the prior two years, has provided, goods or services to the district.
- Is an immediate family member (spouse, spouse equivalent or dependent [whether or not related]) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing services to the district.
- Is the owner of or has a direct and material interest in a company providing goods or services to the district.

**Confidentiality** - During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the district to maintain the confidentiality of such information.

##### Meetings and Notification

The Williamsville Central School District Audit Committee shall meet a minimum of two times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. Any member of the Board of Education, who is not a member of the Audit Committee, may attend audit committee meetings if authorized by a resolution of the Board.

The Audit Committee shall give notice and prepare minutes of each meeting. At a minimum, the minutes will include the following:

- The meeting agenda
- Date, attendance and location of the meeting
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed, and all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the committee.
- As appropriate, copies of materials discussed or presented at the meeting.

#### **Decision-Making Process**

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

#### **Reporting Requirements**

The Williamsville Central School District Audit Committee has the duty and responsibility to report its activities to the Board of Education as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Board on key decisions and responsibilities. The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
- Report on their review of the District's draft annual audit report and accompanying management letter and their review of significant findings.
- Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that the committee believes should be disclosed to the Board of Education.

#### **Review of the Charter**

The Williamsville Central School District Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action. The Audit Committee Charter will be adopted by the Board of Education annually at its Organizational Meeting.

### **14. ANNUAL AUTHORIZATION - BID AGREEMENT**

#### **A. Cooperative Bid Agreement with Amherst and Sweet Home Schools and to Participate in State, Local, and Federal Bids**

Action: 14. A. Cooperative Bid Agreement with Amherst and Sweet Home Schools and to Participate in State, Local, and Federal Bids

It was recommended that the Board of Education approve the Cooperative Bid Agreement with Amherst and Sweet Home Schools and to Participate in State, Local, and Federal Bids as presented.

#### **Resolution Cooperative Bid Agreement**

**Whereas**, the Williamsville Central School District Wishes to enter a joint purchase agreement with the following municipal entities and

**Whereas**, It is in the best interests of the District from a cost and convenience aspect to do the same, it is therefore

**Resolved** that pursuant to the General Municipal Law of the State of New York a joint purchasing agreement between Sweet Home Central School District, Amherst Central School District and Williamsville Central School district be approved and placed into effect for the District's use in the next school year as convenience and cost determine and it is

**Resolved** that the Assistant Superintendent of Finance is hereby authorized to make such purchases covered by this Agreement.

#### **Resolution to Participate in State, Local, and Federal Bids**

**Whereas**, the Williamsville Central School District wished to participate in cooperative purchasing/bidding processes with a program administered by Erie 1 BOCES. Additionally, the District wishes to participate in bids authorized by General Municipal Law, Section 199-0 and §103, which may include but not be limited to Erie County bids, New York State Office of General Services and other State, Local and Federal Bids.

It was recommended that the Board of Education approve the Annual Authorization - Finances in agenda item 11.A., Annual Authorization - Rates in agenda item 12.A., Annual Authorization - Designee(s) in agenda item 13.A., and Annual Authorization - Bid Agreement in agenda item 14.A., as presented.

Motion by Mrs. Bieger, 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

### **15. BOARD OF EDUCATION APPOINTMENTS**

#### **A. Board of Education Liaison Guidelines and Appointments for 2021-2022**

Action, Discussion: 15. A. Board of Education Liaison Guidelines and Appointments for 2021-2022

#### **2021-2022**

##### **DISTRICT WIDE LIAISON GUIDELINES and ASSIGNMENTS**

1. Introduce and establish contact with the school building principal and PTA/PTSA President at the start of the school year.
2. Commit to attend a minimum of 3 PTA/PTSA meetings and 2 school events between September 1 and June 30.
3. Listen and answer questions by speaking to BOE procedures, actions, and upcoming events/issues.
4. Use a disclaimer when speaking as an individual.
5. Complete a School Liaison Report after each school visit.

##### **DISTRICT WIDE LIAISONS, ECASB and OTHER ASSIGNMENTS**

###### **ELEMENTARY**

Country Parkway - Ms. Maureen Poulin  
Dodge - Dr. Michael Littman  
Forest - Ms. Maureen Poulin  
Heim - Mrs. Mary Bieger  
Maple East - Dr. Michael Littman  
Maple West - Mr. Michael Buscaglia

###### **MIDDLE SCHOOLS**

Casey - Mrs. Suzanne Van Sice  
Heim - Mrs. Mary Bieger  
Mill - Mr. Michael Buscaglia  
Transit - Dr. Swaroop Singh

###### **HIGH SCHOOLS**

East - Dr. Swaroop Singh  
North - Mrs. Suzanne Van Sice  
South - Mrs. Crystal Kaczmarek-Bogner

###### **OTHER**

PTSA Council - Mrs. Suzanne Van Sice  
District Shared Decision Making Team - Mrs. Mary Bieger  
Education Foundation - Mrs. Teresa Leatherbarrow  
Inter-High Council - Dr. Susan McClary  
SEPTSA - Mrs. Crystal Kaczmarek-Bogner  
Superintendent's Community Council - Mrs. Teresa Leatherbarrow

#### **A. ERIE COUNTY ASSOCIATION OF SCHOOL BOARDS (ECASB) DELEGATE ASSEMBLY**

The Delegate Assembly is the "policy making body of the Association."

Each member district appoints a school board member, alternate to serve. Delegates play a key role in advancing ECASB's Goals & Mission.

Board Delegate - Dr. Susan McClary

#### **B. ECASB LEGISLATIVE TEAM**

The Legislative Team links ECASB to lawmakers and the NYS Board of Regents. They lobby and sponsor activities that support the need for school boards to anticipate trends and present recommendations before legislative issues escape local influence.

Team Members educate ECASB member boards and their constituents about pending issues of concern to public education. Some members serve on NYSSBA State Legislative & National School Boards Federal Relations Networks.

Board Representative - Mrs. Teresa Leatherbarrow Alternate -

#### **C. ECASB BUDGET & FINANCE TEAM REPRESENTATIVE**

The Budget & Finance Team assists with budget development, conducts a regular review of the membership dues structure and seeks alternate revenue sources.

Meeting dates for 2021-2022: September 13th – 6:30pm-7:30pm, January 6th – 6:30pm-8:00pm, February 17th – 6:30pm-8:00pm (only if Needed)

Board Representative - Mr. Michael Buscaglia or Mrs. Teresa Leatherbarrow Alternate -

#### **D. ECASB EXECUTIVE COMMITTEE**

Board Representative - Dr. Susan McClary

#### **E. VOTING DELEGATE TO NEW YORK SCHOOL BOARDS ASSOCIATION ANNUAL CONFERENCE**

OCTOBER 2021 NEW YORK, NEW YORK

Board Delegate - Dr. Michael Littman Board Alternate - Ms. Maureen Poulin

#### **F. IMPARTIAL HEARING BOARD MEMBER AND ALTERNATE TO APPROVE THE ASSIGNMENT OF SPECIFIC IMPARTIAL HEARING OFFICERS FROM THE BOARD APPROVED LIST**

Designee - Mrs. Crystal Kaczmarek-Bogner

#### **G. AUDIT COMMITTEE**

##### **APPOINT (MINIMUM OF THREE) BOARD MEMBERS**

Committee Members - Mr. Michael Buscaglia, Mrs. Crystal Kaczmarek-Bogner, and Dr. Michael Littman

Appoint Chairperson -

#### **H. STRATEGIC PLANNING COMMITTEE**

##### **APPOINT BOARD MEMBERS**

Designee(s) - Dr. Susan McClary, Mrs. Crystal Kaczmarek-Bogner, and Dr. Swaroop Singh

#### **I. NYSSBA – ADVOCACY REPRESENTATIVE**

##### **APPOINT BOARD MEMBER**

Designee - Ms. Maureen Poulin

### **16. BOARD OF EDUCATION OPERATIONS**

#### **A. Work of the Board of Education for 2021-2022**

Action, Discussion: 16. A. Work of the Board of Education for 2021-2022

##### **THE WORK OF THE BOARD 2021-2022**

The purpose of the Board of Education is to enable the District to realize its mission, as articulated in the Strategic Plan. The Board, as the elected voice of the community, guides the District by establishing policy and allocating resources consistent with that Mission. In keeping with its purpose and its responsibility to the community, the **Board of Education hereby affirms its commitment to the following Joint Code of Conduct, Operating Principles and Board Guidelines:**

#### **1. Joint Code of Conduct**

##### **JOINT CODE OF CONDUCT FOR SCHOOL BOARDS AND SUPERINTENDENTS**

(From NYSSBA and NYSCOSS)

The success of every school system depends on an effective working relationship between the school board and the superintendent. This code emphasizes the most important goals and obligations of that relationship.

**ASSURE** the opportunity of high quality education for every student and make the well-being of the students the fundamental principle in all decisions and actions.

**HONOR** all national, state, and local laws and regulations pertaining to education and public agencies.

**REPRESENT** the entire community without fear or favor, while not using these positions for personal gain and accepting all responsibilities as a means of unselfish service.

**UPHOLD** the principles of due process and individual dignity, and protect the civil and human rights of all.

**ADHERE** to the principle that the board shall confine its role to policymaking, planning, and appraisal while the superintendent shall implement the board's policies.

**ACT** as part of an educational team with mutual respect, civility, and regard for each other's respective responsibilities and duties, recognizing that the strength of a school board is in acting as a board, not as individuals; and that the strength of the Superintendent is in being the educational leader of the school district.

**PRACTICE** and **PROMOTE** ethical behavior in the boardroom and in the classroom.

**MAINTAIN** high standards and the effectiveness of education through research and continuing professional development.

**CONSIDER** and **DECIDE** all issues fairly and without bias.

**INSTILL** respect for community, state, and nation.

**PROTECT** the spirit and letter of all contracts until fulfillment or modification by mutual agreement.

**INSPIRE** and **NURTURE** the highest level of ethics and integrity.

This Joint Code of Conduct was developed cooperatively by the New York State Council of School Superintendents and the New York State School Boards Association and was adopted by their respective governing bodies in spring 1983 and amended in 1994.

#### **2. Operating Principles**

##### **Board Members will:**

- a. Work as a team.
- b. Respect the perspectives and contributions of others.
- c. Appreciate the value of diverse opinions and opposing views.
- d. Honor and support the results of the decision-making process.
- e. Welcome humor in personal and team interactions.

#### **3. Board Guidelines**

##### **Board Members will:**

- a. Observe the latest edition of Robert's Rules of Order.
- b. Come to meetings prepared and willing to contribute.
- c. Seek clarification of Board materials prior to the meeting.
- d. Raise substantive questions at the Table.
- e. Use time wisely; listen carefully, speak clearly and concisely, avoid unnecessary repetition of ideas.
- f. Appoint a Parliamentarian/timekeeper to be responsible to keep the Board on schedule.
- g. Respect the confidentiality of Executive Session discussions.
- h. Create ad hoc committees as needed.

#### **4. Individual Board Member Responsibilities**

- a. Notify the District Clerk and President when unable to attend a meeting.
- b. Assume responsibility for gathering information about a meeting not attended.
- c. Honor assignments received and commitments made.
- d. Work to increase understanding of educational issues and to improve leadership skills.
- e. Seek the advice and consent of the Board before participating in public meetings as a representative of the Board.
- f. State clearly when not participating as private citizen in a public meeting, district-related discussion on social media, or any public writing.

**5. At the organizational meeting each year the Board will:**

- a. Elect officers. (See Policy 1320)
- b. The board president will appoint a parliamentarian.
- c. Review and approve:
  - 1.) The structure of the Agenda for regularly scheduled Board meetings.
  - 2.) The format of minutes and audio/video records of meetings.
  - 3.) All appointments, designations and authorizations required by law, regulation and Board policy, Code of Conduct, and Operating Principals.
- d. Affirm its intent to continue the school visitation program.
- e. Assign District-wide liaison responsibilities for the following school year.
- f. Set a date and establish a plan for annual self-evaluation.

**6. Authority**

- a. See Policy 1110-School District and Board Of Education Legal Status and Authority

**7. Media Relations**

- a. The President of the Board of Education serves as official spokesperson for the Board only as related to official Board of Education decisions. (See Policy 1320)

**8. Plan for Self-Evaluation**

The Board will formally evaluate its work in work sessions designated for that purpose periodically throughout the year.

**9. Stakeholder communication Guidelines**

Individual Board Members will:

- a. Be open to feedback and information received from all stakeholders.
- b. Remain impartial when responding to complaints and refer complainants to the appropriate board policy or to the person in authority closest to the source of the concern. (See Policy 3230)
- c. Distribute written correspondence regarding district-related matters to all other Board members, the Superintendent, Executive Assistant to the Superintendent, and District clerk. Then the Board President, in coordination with the District Clerk, will respond to correspondence on behalf of the Board.
- d. Fulfill the role of Board Liaison by reporting on Board Actions and sharing district information that has been previously announced or made public at Board meetings.
- e. State clearly when participating as a private citizen in a public meeting, district-related discussion on social media, or any public writing.
- f. Have no special authority except when at a legally convened meeting of the Board or vested in special authority by Board action.
- g. Have the option to acknowledge written communication addressed to the Board or to him/her as an individual Board member and when doing so will refer to applicable Stakeholder Communication Guidelines above.

**B. Principles for Order of Controversial Meetings**

Action, Discussion: 16. B. Principles for Order of Controversial Meetings

Principles for Order of Controversial Meetings

- 1. Assign a timekeeper for public expression.
- 2. All speakers must sign their name and address in order to speak to the Board.
- 3. Speakers will recite their name prior to speaking to the Board.
- 4. Students must recite their name and the name of the school they attend prior to speaking to the Board.
- 5. The Timekeeper/Parliamentarian will monitor to maintain a three (3) minute limit for each speaker.
- 6. Extension of public expression must be moved by the Board and agreed upon a majority vote.
- 7. After two verbal warnings, the President has the ability to order anyone causing a disturbance to leave the boardroom.
- 8. The President has the ability to order a brief (15 minute) recess until order is restored.
- 9. The President has the ability to adjourn the meeting and reconvene at a time and place selected by a majority vote.

It was recommended that the Board of Education approve the Board of Education Liaison Guidelines and Appointments for 2021-2022 in agenda item 15.A., Work of the Board of Education for 2021-2022 in agenda item 16.A., and Principles for Order of Controversial Meetings Annual in agenda item 16.B., 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

**C. Board of Education Purpose and Expectations for Board School Visitations/Guidelines for 2021-2022**

Action, Discussion: 16. C. Board of Education Purpose and Expectations for Board School Visitations/Guidelines for 2021-2022

Mrs. Leatherbarrow motioned to table 16.C. for approval at the next meeting on August 10, 2021, 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

**D. Board of Education Meeting Calendar for 2021-2022**

Action: 16. D. Board of Education Meeting Calendar for 2021-2022

<p><b>BOARD OF EDUCATION CALENDAR 2021-2022</b>  <b>WILLIAMSVILLE CENTRAL SCHOOL DISTRICT</b></p>
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<p><b>105 Casey Road, P.O. Box 5000, E. Amherst, NY 14051-5000</b>  <b>2021-2022 Board of Education Meetings</b></p>
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**Meetings are held on Tuesday (unless otherwise noted) beginning at 7:00 PM, in the District Boardroom**  
**Regular Board meetings may be preceded by an Executive Session beginning at 6:00 PM**

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**Tuesday, July 6, 2021 - Organizational Meeting for 2021-2022**

**August 10, 2021 - Regular Board Meeting - Issue 2021 Property Tax Warrant - Goal Setting Workshop**

**September 14, 2021 - Regular Board Meeting**

**October 12, 2021 - Regular Board Meeting**

<p><b>October 24-26, 2021 - 102nd ANNUAL NYSSBA Convention &amp; Education Expo, NYC</b></p>
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**November 9, 2021 - Regular Board Meeting**

**December 14, 2021 - Regular Board Meeting**

**January 11, 2022 - Regular Board Meeting**

**February 8, 2022 - Regular Board Meeting - Budget Work Session**

**March 8, 2022 - Regular Board Meeting - Repair Reserve Hearing - Budget Forum**

March 22, 2022, 7:00 PM - Budget Work Session

April 19, 2022 - Regular Board Meeting and Erie 1 BOCES Budget Adoption and Erie 1 BOCES Board Member Election  
(19 component Districts vote on third Tuesday in April annually)

May 5, 2022, Thursday, 6:00 PM - Special Board Meeting & Budget Hearing

\*\*\*May 17, 2022, Annual District Vote, North High School Gymnasium, 7:00 AM - 9:00 PM\*\*\*  
(vote held annually third Tuesday in May)

May 24, 2022 - Regular Board Meeting

June 14, 2022 - Regular Board Meeting

July 5, 2022, Tuesday - Organizational Meeting for 2022-2023  
(Organizational Meeting held annually first Tuesday in July policy [#1620](#))

Note: Additional Board Work Sessions and Special Board Meetings (as necessary) may be added to the calendar at the discretion of the Board of Education.

#### E. Board of Education Retreat

Action, Discussion: 16. E. Board of Education Retreat

The Board retreat will be held on July 8, 2021 3:00pm-7:00pm in the Casey Middle School Library. (location changed to HR Conference Room)

Attending from the Board: Mrs. Bieger, Mr. Buscaglia, Mrs. Kaczmarek-Bogner, Mrs. Leatherbarrow, Dr. Littman, Dr. McClary, Ms. Poulin, Dr. Singh, Mrs. Van Sice

#### F. Board of Education Community Forum Date for 2021-2022

Action, Discussion: 16. F. Board of Education Community Forum Date for 2021-2022

The Board will set tentative dates for the Community Forum(s).

March 22, 2022 - Community Forum will be held after the Special Board Meeting-Budget Work Session

It was recommended that the Board of Education approve the Board of Education Calendar for 2021-2022 in agenda item 16.D., Board of Education Retreat in agenda item 16.E., and Board of Education Community Forum Date for 2021-2022 in agenda item 16.F., as presented.

Motion by Mrs. Bieger, 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

#### G. Media Guidelines

Action: 16. G. Media Guidelines

It was recommended that the Board of Education approve the Media Guidelines as presented.

[Media Guidelines](#)

Motion by Dr. Littman, 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

#### 17. OTHER MATTERS - CONSENT AGENDA

##### A. Approval of Consent Items 18 through 20.

Action (Consent): 17. A. Approval of Consent Items 18 through 20

It was recommended that the Board of Education accepts the Consent Agenda items 18 Consent - Personnel, 19 Consent - Business Items, and 20 Consent - Special Needs and Student Activities as presented.

#### 18. CONSENT - PERSONNEL

##### A. Certified Staff Personnel

Resignations	3
Probationary Appointments	14
Temporary Part-time Appointments	5
Regular Substitute Appointments	4
Regular Sub Appointment - Correction	1
Change in Location or Assignment	6
Request for Leave of Absence	2
Return from Leave of Absence	7
Annual Appointments	2
Non-Williamsville Personnel	1
Active Substitute Teachers	5
Inactive Substitute Teachers	9
Inactive Non-certified Substitute Teachers	8
Summer Coaches	3
Summer School Appointments	4
Summer School - Music Program	1
Summer School Appointments - FTE Correction	1
Summer School Appointments - Correction	1
Summer Day Allotment by Title	1
Community Education	4
Team Leader Appointments 2021-22	67

Detailed view also available in [BoardDocs](#) agenda item 18.A. Certified Staff personnel.

##### B. Classified-Support Staff Personnel

Appointments	11
Resignations/Retirements/Terminations	32
Change in Personnel	2
Leave of Absence	1
Active Sub Aides/Clerical	5
Inactive Sub Aides/Clerical	4
Inactive Sub Cleaners	2
Summer School Appointments	9

Detailed view also available in [BoardDocs](#) agenda item 18.B. Classified-Support Staff Personnel.

#### 19. CONSENT - BUSINESS ITEMS

##### A. Donations / Grants

Action (Consent), Information. 19. A.

It was recommended that the Board of Education accept donations for the 2021-2022 school year on behalf of the Williamsville Central School District as presented.

[Background Information:](#)

The following organizations donate a portion of their sales to the schools that participate in their fundraising programs:

Tops In Education  
Southwest Fundraising

Timeline:  
July 6, 2021

**B. Bid Award – Music Instrument Repair - Opened 5/12/21**

Action (Consent), Information. 19. B.

Background Information:

A Notice to Bidders was advertised in the Amherst Bee on April 28, 2021. Bid specifications were posted on the District website. There are various levels of service and repairs in this bid including minor frequent repairs, re-padding and complete overhauls specific to strings, woodwinds and brass resulting in over 180 line item prices.

Pertinent Information:

7 Bid Notices Sent 4 Bids Received

SUMMARY OF BIDS		
VENDOR	SERVICE TYPES	
Brass Monkey Music	Woodwind & Brass Instruments	AWARD
Monaco's Violin Shop	String Instruments	AWARD
Twin Village Music	Woodwind & Brass Instruments	
Socha Enterprise	Woodwind & Brass Instruments	

Timeline:  
Prices good through June 30, 2022

**C. Bid Award – Athletic Supplies - Opened 6/2/21**

Action (Consent), Information. 19. C.

Background Information:

A Notice to Bidders was placed in the Amherst Bee on May 19, 2021. Bid specifications were posted on the District website. This bid includes protective wear, training equipment and supplies for baseball, basketball, field hockey, football, lacrosse, soccer, tennis, track and field, volleyball and wrestling. Due to the COVID-19 pandemic and the uncertainty of being able to offer sports programs to students, invitations to bid on Athletic and Physical Education Supplies were not offered by the District for the 2020-2021 school year. All Athletic and Physical Education Supplies were purchased on an as needed basis through NYS contracts or other competitively bid cooperative contracts such as National IPA. The 2019-2020 cost to the District was \$51,015.40 for 137 line items.

Pertinent Information:

17 Bid Notices Sent 13 Bids Received

SUMMARY OF BIDS		
VENDOR	LINE ITEMS	AMOUNT
Sportsman's	41	\$18,549.79
BSN Sports	55	\$13,846.15
Pyramid School Products	14	\$7,295.37
Partac Peat Corp.	18	\$3,509.92
Scholastic Sports	3	\$2,029.60
Jostens	1	\$1,680.00
Riddell	2	\$1,120.00
Plaques & Such	1	\$285.00
School Specialty		\$0.00
Great Skate		\$0.00
East Bay		\$0.00
A.A.E.		\$0.00
MF Athletic		\$0.00
No Bid/No Award	6	\$0.00
Total	141	\$48,315.83

The following discount bids are awarded: School Specialty 35.5%, Pyramid 20%, Scholastic Sports 10%, BSN Sports 10%, and Riddell 10%, for minor catalog purchases.

Timeline:  
Bid prices good through June 30, 2022.

**D. Bid Award – Fire Safety Inspection and Repair Services – Opened 6/2/21**

Action (Consent), Information. 19. D.

Background Information:

A Notice to Bidders was advertised in the Amherst Bee on May 19, 2021. Bid specifications were posted on the District website. This is a new bid to provide required annual/semi-annual fire safety inspections and repair services to the District. The bid was broken up into five separate sections; A. Backflow/Fire Hydrants, B. Fire Extinguishers, C. Fire Suppression & Spark System, D. Fire Sprinklers/Wet System and E. Fire Alarm System & Fire Doors. These services were purchased through a combination of Erie County Bids and individual quotes in previous years.

Pertinent Information:

9 Bid Notices Sent 4 Bids Received

SUMMARY OF BIDS						
VENDOR	SECTION A	SECTION B	SECTION C	SECTION D	SECTION E	AWARD
Allstate Fire & Security	\$5,948.60	\$4,020.50	\$10,098.60	\$4,323.60	\$21,103.64	
Haier's Fire Extinguishers	No Bid	\$2,156.45	No Bid	No Bid	No Bid	Section B
Johnson Controls	\$5,195.00	\$2,375.75	\$8,945.00	\$4,130.00	\$23,108.00	
Parkside Fire & Security	\$5,079.25	\$3,655.00	\$6,360.00	\$4,030.00	\$15,779.40	Sections A, C, D and E

Notes: The bid pricing reflects year 1 of a three-year contract with Haier's Fire Extinguishers and Parkside Fire & Security for 2021-22. The District recommends the award of a three-year contract with the legal stipulation that states that the contract is for three single years and each new school year's contract is dependent on budget funding from the Board of Education. There are no contract increases for year 2 (2022-23) or year 3 (2023-24) of the contract.

**Timeline:**

Prices effective upon Board of Education approval through the end of each fiscal year ending on June 30, 2024.

**E. Bid Award – Milk and Dairy Products - Opened 6/2/21**

Action (Consent), Information. 19. E.

**Background Information:**

A Notice to Bidders was advertised in the Amherst Bee on May 19, 2021. According to General Municipal Law 103(9)(10): 8 NYCRR 114.3 school districts may purchase milk and dairy products without competitive bidding. However, by competitively bidding these products the District receives lower pricing. The 2020-2021 cost to District was \$215,039.85.

**Pertinent Information:**

3 Bid Notices Sent 2 Bids Received

SUMMARY OF BIDS	
VENDOR	AMOUNT
Instantwhip Buffalo	\$218,670.50
Upstate Niagara Cooperative	\$224,941.10

**Timeline:**

Bid prices good through June 30, 2022.

**F. Bid Award – Paper Bid - Opened 6/2/21**

Action (Consent), Information. 19. F.

**Background Information:**

A Notice to Bidders was advertised in the Amherst Bee on May 19, 2021. Bid specifications were posted on the District website. This bid includes copy and letterhead paper, cardstock and envelopes. The price per case for 8 1/2 x 11 white copy paper is \$29.12 on NYS contract. The District bid price per case is \$28.42. The previous bid resulted in a semi-annual cost to the District of \$88,097.76 for 31 line items.

**Pertinent Information:**

6 Bid Notices Sent 2 Bids Received

SUMMARY OF BIDS		
VENDOR	LINE ITEMS	AMOUNT
W.B. Mason Co.	19	\$83,993.06
Bickford Paper	12	\$6,116.25
Total	31	\$90,109.31

**Timeline:**

Prices good through December 31, 2021.

**G. Bid Award – Sheet Music - Opened 6/23/21**

Action (Consent), Information. 19. G.

**Background Information:**

A Notice to Bidders was placed in the Amherst Bee on June 9, 2021. Bid specifications were posted on the District website. This is the first of three bids for sheet music during the 2021-2022 school year.

**Pertinent Information:**

8 Bid Notices Sent 5 Bids Received

SUMMARY OF BIDS		
VENDOR	LINE ITEMS	AMOUNT
MusicTime	109	\$2,908.05
Catalano Music	33	\$1,936.03
Loser's Music	18	\$923.82
Book Revue	1	118.00
Luck's Music	2	\$36.00
Total	163	\$5,922.80

Discounts are awarded to MusicTime for 27%, to Loser's Music for 25%, and to Catalano Music for 21% off list price.

**Timeline:**

Bid prices good through December 30, 2021.

**H. Monthly Cash Report - May 2021**

Action (Consent), Information. 19. H.

**I. General Fund Analysis - May 2021**

Action (Consent), Information. 19. I.

**J. Child Nutrition Budget Status Report - May 2021**

Action (Consent), Information. 19. J.

**K. Child Nutrition Revenue Status Report - May 2021**

Action (Consent), Information. 19. K.

**L. Extra-Classroom Activity Account Reports - May 2021**

Action (Consent), Information. 19. L.

**M. Claims Auditor Report - May 2021**

Action (Consent), Information. 19. M.

**20. CONSENT - SPECIAL NEEDS and STUDENT ACTIVITIES**

**A. Committee on Special Education Board Report 2021-2022**

Action (Consent), Information. 20. A.

**B. Committee on Pre-School Special Education Board Report for 2021-2022**

Action (Consent), Information. 20. B.

This motion approved all items in Categories 19 (Personnel), 20 (Business Items), and 21 (Special Needs and Student Activities) as listed in the agenda. However, items may be removed from those 3 Categories by a board member during this agenda item will be considered for individual action.

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

Mrs. Leatherbarrow welcomed and congratulated the newly appointed assistant principal for North High School, Ms. Kristen Rizzo, and congratulated Ms. Heidie Buffomante for her appointment to the position of assistant principal at Heim Middle school.

Mrs. Leatherbarrow thanked the following retirees for their service to the District:  
Karen Baker, Teacher Aide at Transit Middle for 25 years of service;  
Sheila Bordonaro, Clerk Typist at Casey Middle for 32 years of service;  
Barbara Boyd, Teacher Aide at North High School for 36 years of service;  
Sharon Fiegl, Teacher Aide at Maple East Elementary for 24 years of service;  
Marianna Giambanco, Teacher Aide at North High School for 23 years of service;  
Marilyn Haumesser, Teacher Aide at Maple East Elementary for 26 years of service;  
Richard Kulinski, Custodian at Country Parkway for 7 years of service;  
Karen Milbrandt, Teacher Aide at Dodge Elementary for 15 years of service;  
Eileen O'Neil, Teacher Aide at South High School for 25 years of service; and  
Deborah Rybarczyk, PT Clerk Typist at Community Education for 22 years of service.

## **21. MINUTES**

### **A. Minutes of Regular Board Meeting June 8, 2021**

Action: 21. A.

Approve Minutes from the June 8, 2021 Regular Board Meeting

It was recommended that the Board of Education approve the June 8, 2021 Regular Board Meeting Minutes as presented.

Motion by Mrs. Kaczmarek-Bogner, second by Mrs. Bieger.

Final Resolution: Motion Carried 6-0-3

Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, and Dr. McClary

Abstain: Dr. Littman, Ms. Poulin, and Dr. Singh

## **22. PRESIDENT'S REPORT**

### **A. Events**

Information: 22. A.

High School Graduations

Mrs. Leatherbarrow thanked the many staff members who planned for the three ceremonies and the facilities and grounds crew for making everything look fantastic for the graduates.

### **B. Erie County Association of School Boards-ECASB**

Information: 22. B.

Virtual WNY Law Conference

Will be held on August 10th and 12th. Registration information will be out soon.

### **C. Membership Dues Erie County Association of School Boards-ECASB**

Action: 22. C.

Resolve to renew the Board's membership in the Erie County Association of School Boards and authorize payment of dues.

It was recommended that the Board of Education resolve to renew the Board's membership in the Erie County Association of School Boards and authorize the payment of \$9,489.00 for the 2021-2022 annual membership dues as presented.

Erie County Association of School Boards-ECASB

Renewal of Board's membership for the Erie County Association of School Boards annual dues for 2021-2022: \$9,489.00

2021-2022 Dues \$9,489

2019-2020 Dues \$9,489

2018-2019 Dues \$9,489

2017-2018 Dues \$9,489

2016-2017 Dues \$9,489

Motion by Mrs. Van Sice, 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

### **D. New York State School Boards Association-NYSSBA**

Information: 22. D.

2021 Summer Law Conference

Summer is usually the time when school districts prepare for the upcoming school year. But preparing for this upcoming school year will be anything but usual.

The NYSSBA Summer Law Conference will help prepare your board to open schools safely by exploring the Lingering Legal Issues and New Responsibilities.

Live Virtual Program (Two Half-Days) - Click Link [HERE](#)

Location:

Live virtual conference accessible via computer, tablet, mobile phone or on-demand at your convenience.

Dates and Time:

July 22 - Day 1 (8:30 am-Noon)

July 23 - Day 2 (8:30 am-11:00 am)

Cost:

\$200 per person

Attending: Dr. Singh, Ms. Poulin, Dr. Littman

In-Person Programming

July 8: [Long Island](#)

July 15: [Rochester](#)

July 20: [Albany](#)

Cost:

\$310 (Members)

102nd Annual NYSSBA [Convention](#)

Sunday, October 24th - Tuesday, October 26th, New York, NY

Attending: Mrs. Leatherbarrow, Mrs. Van Sice (expressed interest)

Will approve cost and attendees at the August 10, 2021 Regular Board Meeting.

### **E. Nomination for Linda Hoffman - Area 1 Director for New York State School Board Association**

Action, Information: 22. E.

It was recommended that the Board of Education motion to nominate Linda Hoffman to serve as Area 1 Director for New York State School Board Association beginning January 1, 2022 through December 31, 2023.

#### Background:

Motion to nominate Linda Hoffman will be sent on letterhead, signed by the Board President, Superintendent, or District Clerk, to Mary Metheny, Executive Assistant, NYS School Board Association, 24 Century Hill Drive, Ste. 200, Latham, NY 12110-2125. This nomination letter may also be sent via email to Mary.Metheny@nysdba.org. Nomination must be received by 5:00 pm Monday, August 2, 2021.

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

Final Resolution: Motion Carried 8-0-1

Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mrs. Bieger, Mr. Buscaglia, Dr. McClary, Ms. Poulin, and Dr. Singh

Abstain: Dr. Littman

### **F. Review Board Goals and Self-Evaluation**

Information: 22. E.

Background Information:

2021-2022 Board Goals Year End Report and Self Evaluation

Each year the Board of Education discusses and adopts Board Goals for implementation during the upcoming school year.

The Board discussed and adopted the 2020-2021 Board Goals at the September 8, 2020 Regular Board Meeting.

Timeline:

The Board agreed to review their progress on the goal implementation plan in January with a final summary at the May 25, 2021 Regular Board Meeting and another review at the July 6, 2021 Organizational Meeting.

Click [HERE](#) for Board Goals and Click [HERE](#) for Self-Evaluation

Mrs. Leatherbarrow requested review the results and last years goals, and submit any goal revisions to Mrs. Carey by August 1, 2021.

### **23. SUPERINTENDENT'S REPORT**

#### **A. Community Update**

Information: 23. A.

Dr. Brown-Hall's community update included summer school information for elementary, middle and high schoolers as well as health and safety protocols, listening tour initiative that will allow stakeholders to get to know him and provide feedback and ideas to the District.

Click [HERE](#) for agenda item.

#### **24. FINANCE**

##### **A. Internal Audit Report - Budgeting**

Information: 24. A. Internal Audit Report - Budgeting

The District's Internal Auditor, Freed Maxick CPAs, P.C., completes an annual risk assessment report that reviews all of the district's financial operation areas subject to an internal audit. Additionally, each year an internal audit area is reviewed in more detail.

Click [HERE](#) for agenda item.

##### **B. Extension of Athletic Trainer Contract**

Action, Information: 24. B.

It was recommended that the Board of Education motion to resolve, direct, and authorize the Superintendent of Schools, Dr. Darren Brown-Hall to sign and execute the attached Agreement with Excelsior Orthopaedics LLP, for Athletic Training Services for the District's students from August 1, 2021 through June 30, 2022, in an amount not to exceed \$113,100 as presented.

Click [HERE](#) for agenda item.

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

### **25. LEGISLATIVE MATTERS**

Information: There were no Legislative matters to discuss.

### **26. CURRICULUM**

Information: There were no Curriculum matters to discuss.

### **27. PERSONNEL**

Information: There were no Personnel matters to discuss.

### **28. DISTRICT FACILITIES AND SUPPORT SERVICES**

Information: There were no District Facilities and Support Services matters to discuss.

### **29. DISTRICT SAFETY PLAN PRESENTATION and PUBLIC HEARING**

#### **A. District Safety Plan**

Information: 29. A.

Background Information:

In 2000, Chapter 181 enacted Education Law section 2801-a requiring the implementation of school safety plans. The plans are to be designed to minimize the effects of emergencies and to facilitate the coordinator of schools and school districts with local and county resources in the event of such emergencies. District level plans are to be adopted annually following a public hearing. In contrast, building specific plans are to be kept confidential and no details of the building-level plans are to be made to the public for review per recently revised regulations. Education Law Section 2801-a expressly requires that every school emergency response plan be kept confidential and prohibited from disclosure pursuant of Article VI of the Public Officers Law, the Freedom of Information Law (FOIL).

Pertinent Information:

On an annual basis, the district-wide safety plan must be updated with all relevant information and presented to the Board of Education for review and adoption. The plan meets all of the requirements of Education Law Section 2801-a. A public comment period will commence on July 7, 2021 for a thirty-day period for this safety plan. Following the District's compliance with the public comment period it will request that the Board of Education approve the 2021-22 district-wide safety plan at the August 2021 Board meeting.

Timeline:

July 2021-August 2021

Click [HERE](#) for agenda item.

#### **B. District Safety Plan Public Hearing**

Discussion, Procedural 29. B.

No community members approached the Board regarding the District Safety Plan.

### **30. SPECIAL NEEDS AND STUDENT ACTIVITIES**

#### **A. Committee on Special Education and Preschool Special Education Membership**

Action: 30. A. Committee on Special Education and Preschool Special Education Membership

It was recommended that the Board of Education approve the membership for the Committee on Special Education and Committee on Pre-School Education Membership as presented.

Background Information:

Membership of the Committee on Special Education and the Committee on Preschool Special Education must be approved annually by the Board of Education.

Pertinent Information:

The membership of the Committee on Special Education (CSE) includes the following: Chairperson, Building Administrator, School Psychologist, Special Education Teacher of the child, General Education Teacher of the child, Parent (s) Guardians (s) of the child. A parent representative, as well as related service provider and/or other invited participants

knowledgeable regarding the child's needs, may also be present. In addition, the parent of the child may request (within 72 hours advance notice) that a parent representative and/or school physician also be in attendance.

Committee on Special Education:

Chairpersons: John D'Angelo, Cheryl Lazzaro, and Cathleen Ratzel

Alternate Chairpersons: Rosa D'Abate

Building Administrators: Brian Swatland and Keith Wing

School Physician: Dr. Jason Matuszak

School Psychologists:

Meredith Abel	Jill Kasprzak
Mary Baumgart	Emily Krezmien
Rebecca Cashmore	Melissa Leone
Lisa Dempsey	Alyssa Perna-Britt
Janelle Gratz	Sarah Pfeister
Jennifer Griffin	Mark Warner
Antonique Hooven	Heather Youngblood

The membership of the Committee on Preschool Special Education (CPSE) includes the following: Chairperson, Special Education Teacher of the child, General Education Teacher of the child, Parent (s)/Guardian (s) of the child. In addition, a parent representative as well as related service provider and/or other invited participants knowledgeable of the child's unique needs, may also be present. Appropriate agency professionals and a representative of the municipality of the pres-school child's residence may also be required to participate.

Committee on Preschool Special Education:

Chairpersons: John D'Angelo, Cheryl Lazzaro, and Cathleen Ratzel

Alternate Chairperson(s): Rosa D'Abate

Speech/Language Pathologists:

Dana Balzer	Amy Prime
Mary Bonerb	Lisa Rembold
Marcie Brown	Kim Seibold
Pam Clabo	Grace Sokolowski
Jane Fillmore	Colleen Sweeney
Alyssa Gerace	Erin Terech
Elizabeth Hager	Stephanie Verrico
Jason Kilonsky	Amanda Walter
Diana Lutterbein	Mary Kate Wellenzohn
Sarah Matson	Kathy Zwierzchowski
Leanne Meidenbauer	

\*Only one speech pathologist will sit on a CPSE meeting.

School Psychologists:

Rebecca Cashmore	Sarah Pfeister
Janelle Gratz	Alyssa Perna-Britt
Jennifer Griffin	Mark Warner

Timeline:

Annual Approval

Motion by Mrs. Kaczmarek-Bogner, 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

### **B. Appointment of Impartial Hearing Officers 2021-2022 School Year**

Action: 30. B. Appointment of Impartial Hearing Officers 2021-2022 School Year

It was recommended that the Board of Education approve the appointment of Impartial Hearing Officers for 2021-2022 as presented.

Background Information:

The regulations of the Commissioner of Education requires that school districts appoint Hearing Officers from a list approved by the Department. Hearing officers will be appointed to individual cases in a manner consistent with regulations and in accordance with law.

2021-22 Impartial Hearing Officers

Lynn Almeleh	Martin Kehoe
James Bilik	Dora Lassinger
Robert Briglio	Michael Lazan
Lana Flame	James McKeever
Vanessa Gronbach	Aaron Turetsky
Jeffrey Guerra	James Walsh
John Jacobs	Mindy Wolman

Timeline:

2021-22 School Year

Motion by Ms. Poulin, 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

### **31. COMMITTEE OF THE WHOLE**

Information: There were no committee of the whole matters to discuss.

### **32. CORRESPONDENCE**

Information: Mrs. Leatherbarrow noted the Board has been receiving correspondence from community members regarding advocating for mask wearing as well as "unmasking".

### **33. EXECUTIVE SESSION/ADJOURNMENT/INFORMATION (8:09 PM)**

#### **A. Recess into Executive Session**

Action: 33. A.

The Board of Education adjourned the Organizational Board meeting for the purpose of entering into executive session to discuss; employment matters relating to particular persons and current litigation.

Motion by Mrs. Bieger, 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

Executive Session began at 8:17 PM with all Board members present.

Dr. Brown-Hall was also present.

Dr. McKenna and Mr. Swiatek were also present.

Mrs. Leatherbarrow left the session at 9:37 PM and returned at 9:39 PM.

Executive Session ended at 9:46 PM.

Mrs. Bieger left table at 9:47 PM and returned to table at 9:49 PM (after meeting adjourned).

#### **B. Return to Open Session**

Action: 33. B.

Motion to return to the Organizational Board Meeting. The Board of Education comes out of the Executive Session and returns to the Public Session of the Organizational Board Meeting.

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

Final Resolution: Motion Carried Unanimously

Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

#### **C. Adjourn Meeting (9:48 PM)**

Action: 33. C.

Motion to adjourn the Organizational Board Meeting.

Motion by Mr. Buscaglia, second by Ms. Poulin.

Final Resolution: Motion Carried Unanimously

Yes: Mrs. Leatherbarrow, Mrs. Van Sice, Mrs. Kaczmarek-Bogner, Mr. Buscaglia, Dr. Littman, Dr. McClary, Ms. Poulin, and Dr. Singh

**Respectfully submitted,**

**Lynn Carey  
District Clerk**

**Approved: August 10, 2021**