

## REGULAR BOARD MEETING MINUTES

Tuesday, November 8, 2022

(not to be used for quotation purposes)

### Meeting Place:

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

### Present:

Dr. Susan McClary, President;

Dr. Swaroop Singh, Vice President;

Ms. Maureen Poulin, Parliamentarian;

and other Board Members:

Ms. Christina Bleckinger, Mr. Stuart Bulan, Mr. Michael Buscaglia, Mrs. Crystal Kaczmarek-Bogner, Mrs. Teresa Leatherbarrow, and Dr. Michael Littman

### Also present:

Dr. Darren Brown-Hall, Superintendent of Schools;

Dr. Marie Balen, Assistant Superintendent for Instruction;

Mr. Thomas Matuski, 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.

The District will continue to livestream and record the meetings via WCSD YouTube channel.

Livestream-WCSD YouTube Channel - Click link [HERE](#) or [HERE](#) for BoardDocs link.

Public Expression: Please email the District Clerk, Lynn Carey - [LCarey@williamsvillek12.org](mailto: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 (7:00 PM)

Information/Action: 2. A.

The Public Session of the Regular Meeting of the Board of Education called to order at 7:00 PM by Dr. McClary.

All members of the Board were present.

### B. Pledge of Allegiance to the Flag - Mrs. Kaczmarek-Bogner will lead us in the Pledge

Information: 2. B.

Pledge of Allegiance to the Flag, Mrs. Kaczmarek-Bogner led those present in reciting the Pledge of Allegiance to the Flag.

### C. Announcements

Information, Procedural: 2. C.

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

Action: 2. D.

It was recommended that the Board of Education accepts the agenda order as presented.

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

Final Resolution: Motion Carried Unanimously

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

## 3. RECOGNITION

### A. Recognition - Board Acknowledgements

Information: 3. A.

Dr. Brown-Hall and the Board, recognized the Unified Basketball team and South HS - Health and Fitness program, and Dr. Littman acknowledged school Board appreciation week/month.

## 4. PUBLIC EXPRESSION

### A. Pre-Registration Information - Public May Address the Board

Information: 4. A.

Ms. Ryan Boulton addressed the Board regarding book content.

## 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.

Resignation(s)	2
Probationary Appointments	1
Regular Substitute Appointment Extension Correction	1
Regular Substitute Appointment	1
Leave of Absence	2
Return from Leave of Absence	2

Non-Williamsville Personnel	5
Winter Coaches 2022-2023	1
Team Leader Appointments	3
Co/Extra-Curricular Activity Assignments	317

**Addendum - Certified Staff Personnel**

Resignations	1
Probationary Appointments	2
Temporary Part-time Appointment	1
Non-Williamsville Personnel	5
Winter Coaches 2022-2023	2
Co/Extra-Curricular Activity Assignments	163

**Addendum 2 - Certified Staff Personnel**

Resignations	1
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Detailed view also available in BoardDocs agenda item 6. A. Certified Staff Personnel.

**B. Classified Support-Staff Personnel**

Action (Consent), Information. 6. B.

New/Change Position	1
Appointments	24
Resignations (12), Retirements (4), Terminations (4), End of Appointment (1)	21
Change in Personnel Status	53
Change in Location/Transfer	2
Leave of Absence	2
Active Substitute Aides/Clerical	2
Inactive Substitute Aides/Clerical	1
Active Substitute Cleaners	2
Active Substitute Food Service Helpers	2
Inactive Substitute Food Service Helpers	1

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

**7. CONSENT-BUSINESS ITEMS**

**A. Donation - Mill Middle**

Action (Consent), Information. 7. A.

Background Information:

Toshiba America Foundation has awarded Mill Middle a grant in the amount of \$2990 for the Wave Energy Project created by Mr. Kenneth Huff. This STEM project will study the physics of waves and how waves transfer energy.

Pertinent Information:

The award with help to pay for materials and other costs associated with this project.

**B. Bid Award - HVAC Filters - Opened 10/12/22**

Action (Consent), Information. 7. B.

Background Information:

A Notice to Bidders was advertised in the Amherst Bee on September 28, 2022. Bid specifications were posted on the District website. The District also uses New York State contracts for additional miscellaneous filters. The 2022 cost to the District was \$17,779.88 for 99 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

Timeline:

Prices good from January 1, 2023 through December 31, 2023

SUMMARY OF BIDS		
VENDOR	LINE ITEMS	AMOUNT
Niagara Filtration	61	\$17,326.43
MSC Industrial Supply	41	\$6,325.12
J.W. Danforth	0	\$0.00
No Bids	1	\$0.00
<b>Total</b>	<b>103</b>	<b>\$23,651.55</b>

**C. Bid Award - Lumber, Plywood & Laminates - Opened 10/12/22**

Action (Consent), Information. 7. C.

Background Information:

A Notice to Bidders was advertised in the Amherst Bee on September 28, 2022. Bid specifications were posted on the District website. The vendor is contacted for quotes as needed at the time of purchase. This bid is for the Facilities Department and Technology class supplies.

Pertinent Information:

4 Bid Notices Sent 2 Bids Received

Timeline:

Discounts will remain from January 1, 2023 award through December 31, 2023.

SUMMARY OF BIDS		
ITEM TYPE	RICHELIEU HARDWARE	LEN-CO LUMBER
Lumber (Rough Cut)	52%	No Bid
Lumber (Dimensional)	52%	12%
Ply-Woods	52%	25%
Laminates	52%	25%
Adhesives & Sealants	52%	No Bid

**D. Monthly Cash Report - September 2022**

Action (Consent), Information. 7. D.

**E. Claims Auditor Report - September 2022**

Action (Consent), Information. 7. E.

**F. General Fund Analysis - September 2022**

Action (Consent), Information. 7. F.

**G. Child Nutrition Budget Status Reports - September 2022**

Action (Consent), Information. 7. G.

**H. Extra-Classroom Activity Account Reports - September 2022**

Action (Consent), Information. 7. H.

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

**A. Committee on Special Education Board Report 2022-2023**

Action (Consent), Information. 8. A.

**B. Committee on Pre-School Special Education Board Report for 2022-2023**

Action (Consent), Information. 8. B.

**C. School Physician - Approve Appointment**

Action (Consent), Information. 8. C.

Resolve to approve the appointment of School Physician - Dr. Ju Joh: District Physician, Advisory to the Committee on Special Education, Committee on Preschool Special Education and General Consultant.

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.

Final Resolution: Motion Carried Unanimously

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

Dr. McClary congratulated and welcomed Christopher Siniscalchi, Director of Information Technology.

Dr. McClary thanked the following retirees for their service to the District;

Linda Chearmonte, Senior Account Clerk, Business Department, for 17 years of service;

Carolyn Doster, Teacher Aide, Heim Elementary, for 22 years of service;

Marlene Hooper, Clerk Typist, Forest Elementary, for 26 years of service; and

Cindy Orlando, Teacher Aide, Heim Middle, for 18 years of service.

**9. MINUTES**

**A. Approve Minutes of the Regular Board Meeting October 11, 2022**

Action: 9. A.

It was recommended that the Board of Education approve the Regular Board Meeting minutes from October 11, 2022 as presented.

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

Final Resolution: Motion Carried 7-0-2

Yes: Dr. McClary, Dr. Singh, Ms. Poulin, Ms. Bleckinger, Mr. Bulan, Mr. Buscaglia, and Dr. Littman

Abstain: Mrs. Kaczmarek-Bogner, Mrs. Leatherbarrow

**10. PRESIDENT'S REPORT**

**A. Events - School Building Visits**

Discussion, Information: 10. A.

**Upcoming Events**

Williamsville Education Foundation - Wall of Fame Breakfast

Thursday, November 10th

Board Member Attendees: Dr. McClary, Mrs. Leatherbarrow, Ms. Bleckinger

ECASB - Legislative Breakfast

November 19th 8:00-11:30 AM

Board Member Attendees: Dr. McClary, Dr. Singh, Mrs. Leatherbarrow, Mrs. Kaczmarek-Bogner

Dr. Brown-Hall will also be attending.

Invites were sent to the WCSD union presidents, SEPTSA, PTSA and leadership team.

ECASB Winter - Speed Boarding  
December 1st 6:00-8:00 PM, E1B, Room B-1  
Attendees: Ms. Poulin  
(no cost to attend)

**Prior Event/Meetings**

ECASB - Rick Timbs - State Aid

October 13th

Board Member Attendees: Dr. McClary, Ms. Poulin, Dr. Singh

NYSSBA Convention, Syracuse, NY

October 27th-29th

Board Member Attendees: Mrs. Kaczmarek-Bogner, Dr. Littman

**School/Building Visit(s)**

**Prior Building Visit**

Thursday, November 3, 2022

Forest ES 8:30 AM-9:15 AM

South HS 9:30 AM-10:15 AM

Transit MS 10:30 AM-11:20 AM

Board Member Attendees: Ms. Poulin, Dr. Singh, Dr. Littman, Ms. Bleckinger, Mrs. Kaczmarek-Bogner

**Upcoming Building Visit**

Monday, January 23, 2023

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 Member Attendees:

**B. Policy Committee Meeting Series 5000**

Discussion, Information: 10. B.

Policy Committee Meeting for the 5000 Series - Non-Instructional/Business Operations Thursday, November 10th at 2:30 PM District Office Conference Rooms A-D.

Attendees: Mrs. Kaczmarek-Bogner and Dr. Singh

Also in attendance will be Dr. Brown-Hall and Mrs. Carey

**C. Erie County Association of School Boards-ECASB**

Information: 10. C.

**Erie County Association of School Boards-ECASB**

**ECASB - Upcoming Events**

Legislative Breakfast - Grapevine, 333 Dick Rd, Depew, NY 14043

November 19th 8:00-11:30 AM

Attending: Dr. McClary, Dr. Singh, Mrs. Leatherbarrow

Dr. Brown-Hall will also be attending.

Invites to WCSD union presidents, SEPTSA, PTSA and leadership team will be sent out.

ECASB Winter - Speed Boarding

December 1st 6:00-8:00 PM, E1B, Room B-1

Attendees: Ms. Poulin

(no cost to attend)

ECASB Awards Nominations Open - January 3rd

Advocacy Training

January 21st 8:00-10:30 AM, ECASB B2A/B2B

Attending:

Spring Speed Boarding

March 23rd 6:30-8:30 PM ECASB B2A/B2B

Attending:

Eats and Education

April 18th Time and Location TBD

Attending:

Road, Rally and Lunch

April 29th Time and Location TBD

Attending:

Legislative Dinner

May - Date and Time TBD

Attending:

Scholastic Achievement Recognition Dinner

May 18th Salvatore's 6:15 PM

Attending:

ECASB Awards Dinner

June 8th 5:30 PM Location TBD

Attending:

### **Prior Event(s)**

Albany Update, David Little - Columns, 2221 Transit Rd, Elma, NY 14059  
November 3rd 6:30-8:30 PM  
Cancelled

### State Aid - Rick Timbs

October 13th 6:30-8:30 PM, Creekside  
Attendees: Dr. McClary, Ms. Poulin, Dr. Singh

### **ECASB - Upcoming Team Meeting Dates**

#### Executive Board

December 8, 2022 6:00 PM-8:00 PM, Room B1  
March 2, 2023 6:00 PM-8:00 PM, Room B1  
June 22, 2023 Retreat 5:30 PM-8:30 PM, TBD  
Attendee: Dr. McClary

#### Delegate Assembly

January 26, 2023 6:30PM-8:30 PM, Room TBD  
May 25, 2023 6:30 PM-8:30 PM, Room TBD  
Attendee: Ms. Poulin

#### Budget and Finance Team

January 5, 2023 6:30 PM-7:30 PM, Room B1  
February 16, 2023 6:30 PM-7:30 PM, Room B1(if needed)  
Attendee: Mrs. Kaczmarek-Bogner

#### Legislative Team

November 17, 2022 6:30 PM-8:30 PM, Room B2B  
January 19, 2023 6:30 PM-8:30 PM, Room B1  
March 16, 2023 6:30 PM-8:30 PM, Room B1  
April 20, 2023 6:30 PM-8:30 PM, Room B1  
Attendee: Mrs. Leatherbarrow

#### June 2023 - Mandated Trainings for Newly Elected Board of Education Members

Governance Part I 6:00-8:00 PM June 6th Room B2A/B2B  
Governance Part II 8:00 AM-Noon June 10th Room B2A/B2B  
Fiscal Part I 6:00-8:00 PM June 20th Room B2A/B2B  
Fiscal Part II 8:00 AM-Noon June 24th Room B2A/B2B

### **Prior Meetings**

#### Legislative Team

October 20, 2022 6:30 PM-8:30 PM, Room B1

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

Information: 10. D.

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

### **Prior Events**

#### **2022 Annual Convention & Education Expo**

Oct 27th – Oct 29th, Syracuse, NY  
Board Member Attendees: Mrs. Kaczmarek-Bogner, Dr. Littman  
Superintendent Dr. Brown-Hall attended.

#### October 17, 2022 – NYSSBA's Annual Business Meeting, Virtual

The 2022 Annual Business Meeting will take place in a virtual format. Delegates assemble to consider proposed resolutions and bylaw amendments.  
Board Representative/Voting Delegate: Dr. Littman

### **E. New York State School boards Association-NYSSBA Annual Membership Dues for 2023**

Action: 10. E.

It was recommended that the Board of Education approve renewal of membership and authorize payment of dues for 2023 in the amount of \$12,971.00 as presented.

Motion by Ms. Poulin, second by Mrs. Kaczmarek-Bogner.

Final Resolution: Motion Carried Unanimously

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

## **11. SUPERINTENDENT'S REPORT**

### **A. Community Update**

Information: 11. A.

Dr. Brown-Hall updated the community regarding transportation, speaker series, COVID-19 vaccination and booster clinic, District rebranding, Regents exams, graduation cap and gown, Veterans Day, Thanksgiving Recess, Native American heritage month, and the Williamsville Wall of Fame. Dr. Brown-Hall's community update starts in video at 38:32 and ends at 54:55 with questions and comments from the Board.

## **12. FINANCE**

### **A. 2023-2024 Budget Development - 2021-2022 Audit Recap and Historical Budget**

Discussion, Information: 12. A.

Mr. Matuski, Assistant Superintendent for Finance and Management Services, started the presentation in video at 55:24 and ended at 1:10:37 with questions and comments from the Board.

**B. Approve Erie 1 BOCES Installment Purchase Agreement for Chromebook Purchase**

Action: 12. B.

**C. Budget Transfer**

Action: 12. C.

**D. Approve After-School Security contract Extension with Vista Security Group**

Action: 12. D.

It was recommended that the Board of Education resolve, approve, and adopt, the Erie 1 BOCES installment purchase agreement for chromebook purchase in 12.B., the budget transfer in 12.C., and the after-school security contract extension in 12.D. as presented.

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

Discussion: Mrs. Kaczmarek-Bogner made comments regarding confirmation approval of contract extension by the Board securing appointment of officers that provide services in our buildings during the school day, the District wide safety plan will be amended to include the contracts, and the amended safety plan will be presented and a 30-day comment period will be available. Dr. Brown-Hall confirmed all those comments by Mrs. Kaczmarek-Bogner will be met. Other comments and questions from Board members are in video from 1:11:04 until 1:15:27.

Final Resolution: Motion Carried Unanimously

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

**13. LIAISON REPORTS**

**A. 2022-2023 PTA/PTSA/Building(s) and Other Meeting - Board Liaison Assignments**

Information: 13. A.

2022-2023 Liaison Assignments are listed in BoardDocs.

**14. LEGISLATIVE MATTERS**

No legislative matters were discussed.

**15. CURRICULUM**

No curriculum matters were discussed.

**16. PERSONNEL**

**A. Approve Tenure Recommendation**

Action: 16. A.

It was recommended that the Board of Education approve the tenure recommendations in 16.A. as presented.

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

Final Resolution: Motion Carried Unanimously

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

**17. DISTRICT FACILITIES AND SUPPORT SERVICES**

No matters were discussed under District Facilities and Support Services.

**18. SPECIAL NEEDS AND STUDENT ACTIVITIES**

No matters were discussed under Special Need and Student Activities.

**19. COMMITTEE OF THE WHOLE**

**A. Committee of the Whole**

Dr. Singh asked to look at the WCSD calendar under a DEI lens. Discussion in video begins at 1:16:50 until 1:28:55.

Motion by Dr. Singh to review the calendar in regard to a DEI lens for the DEI committee to review, second by Mrs. Leatherbarrow.

Final Resolution: Motion Carried Unanimously

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

- Ms. Bleckinger left the table at 8:21 PM and returned to the table at 8:23 PM.

Other topics discussed:

Ms. Poulin regarding student mental health and wellness and requested Wellness Committee needs to look at the structure of school day.

Motion by Ms. Poulin for the Wellness Committee to review structure in school day to prevent stress, second by Dr. Singh.

Discussion in video begins at 1:28:58 until 1:34:15.

Final Resolution: Motion Carried Unanimously

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

Dr. Singh regarding Board meetings and parliamentary procedures.

Discussion in video begins at 1:34:17 until 1:42:05.

**20. CORRESPONDENCE**

**A. Correspondence**

Information: 20. A.

Correspondence topics received included; busses for after school program, bus tracker, bus schedules, District calendar - DEI lens, library books, and vaccinations.

Mrs. Leatherbarrow shared correspondence from parent regarding request for Mandarin in schools.

## **21. INFORMATION - PROPOSED EXECUTIVE SESSION - ADJOURNMENT**

### **A. Upcoming Board Meetings and Other**

Information: 21. A.

The next Regular Board meeting is December 13th.

### **B. Proposed Executive Session - Recess into Executive Session (8:44 PM)**

Action: 21. B. Proposed Executive Session - Recess into Executive Session

The Board of Education adjourned for the purpose of conducting an executive session to discuss; employment and insurance matters relating to particular person(s).

Motion by Mr. Bulan, second by Dr. Singh.

Final Resolution: Motion Carried Unanimously

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

Executive Session began at 8:49 PM.

All members of the Board were present.

Dr. Brown-Hall was also present.

Mr. Matuski entered executive session at 8:49 PM and left the session at 8:57 PM.

Dr. McKenna entered executive session at 8:59 PM and left the session at 9:32 PM.

Executive Session adjourned at 9:44 PM.

### **C. Return to Open Session - Return to Regular Board Meeting (9:45 PM)**

Action: 21. C. Return to Open Session - Motion to return the Regular Board Meeting to Public Session 9:45 PM.

That the Board of Education comes out of Executive Session and returns to the Public Session of the Regular Board meeting.

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

Final Resolution: Motion Carried Unanimously

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

### **D. Adjourn Regular Board Meeting**

Action: 21. D.

That the Regular Meeting of the Board of Education adjourns.

Motion by Ms. Bleckinger, second by Ms. Poulin.

Final Resolution: Motion Carried Unanimously

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

**Respectfully submitted,**

**Lynn Carey  
District Clerk**

**Approved: December 13, 2022**