

**Worcester Central School  
Board of Education Meeting  
Wednesday, July 12, 2023**

**6:00 PM Annual Organizational Meeting / Regular Meeting to Follow**

**Towards the end of the meeting - recess to conduct an annual building walk-through / resume meeting**

**---- AGENDA ----**

- I. Determination of a quorum  
Call to order / Pledge
- II. Approve Agenda
- III. Administer Oath of Office
  - A. Superintendent – Tim Gonzales
  - B. Newly elected Board members – James (Jim) Conroe and Peter Kwiatkowski
- IV. Election of Board Officers:
  - A. Election of Officers for 2023-2024:
    - 1. President – nomination and election (Administer Oath of Office to President)
    - 2. Vice-President – nomination and election (Administer Oath of Office to Vice-President)
- V. Oaths of Office to Board Members
- VI. Organization of the Board:
  - A. Appointments for 2023-2024 school year:
    - 1. District Treasurer – Gary Pochkar – Administer Oath of Office
    - 2. District Clerk – Wendy Elliott (Stipend \$6,250) – Administer Oath of Office
    - 3. Independent Auditor – Raymond G. Preusser, CPA, P.C.
    - 4. Internal Claims Auditor – Sherri France (Stipend \$2,400)
    - 5. Deputy Internal Claims Auditor – Elizabeth Perrillo (Stipend \$286)
    - 6. School Physician – Bassett School-Based Health Center
    - 7. Providers of Legal Services – Girvin and Ferlazzo, P.C. and Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. (on an as needed basis)
    - 8. Bond Counsel – Timothy McGill, Esq.
    - 9. Financial Advisor Services – R. G. Timbs, Inc.
    - 10. Tax Collector – Margaret Nelson (Stipend \$3,700)
    - 11. Attendance Officer – Melissa Leonard, Secondary Principal – Administer Oath of Office
    - 12. Census Enumerator – School Nurse or Superintendent Designee
    - 13. Insurance Consultant – NBT Insurance Agency
    - 14. Health Records Consultant – School Nurse or Superintendent Designee
    - 15. Records Management and Access Officer – Timothy Gonzales, Superintendent
    - 16. Student Association Central Treasurer – Jamei Martin, Account Clerk-Typist
    - 17. Asbestos Designee – Glenn Jaquish, Building Maintenance Mechanic II
    - 18. Toxic Substance Administrator – Glenn Jaquish, Building Maintenance Mechanic II
    - 19. Purchasing Agent – Timothy Gonzales, Superintendent
    - 20. Title IX Compliance Officer – Timothy Gonzales, Superintendent
    - 21. Section 504 Officers – Katie Sill, Elementary Principal / Melissa Leonard, Secondary Principal
    - 22. CSE and CPSE Committee – as presented
    - 23. Safety-Risk Management Committee – as presented
    - 24. Crisis Response Team – as presented
    - 25. Health Safety and Wellness – as presented
    - 26. Homeless Liaisons – Katie Sill, Elementary Principal / Melissa Leonard, Secondary Principal
    - 27. Sexual Harassment Complaint Officer – Katie Sill, Elementary Principal / Melissa Leonard, Secondary Principal
    - 28. Dignity Act Coordinators – Katie Sill, Elementary Principal / Melissa Leonard, Secondary Principal
    - 29. Energy Manager – Glenn Jaquish, Building Maintenance Mechanic II
    - 30. Civil Rights Compliance Officer – Timothy Gonzales, Superintendent
    - 31. Data Privacy Officer – Kyle Fabiano, Network Administrator

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**---- AGENDA CONTINUED ---**

- B. Authorizations for 2023-2024 school year:
1. Petty Cash Fund maintained in the Main Office in the amount of \$100.00 with Jamei Martin as Custodian and in the District Office in the amount of \$100.00 with Wendy Elliott as Custodian.
  2. Authorized signatures for Student Association Account are to be Jamei Martin and Timothy Gonzales. Authorized signatures for all other accounts are Gary Pochkar and Timothy Gonzales.
  3. Certification of Payroll – Timothy Gonzales, Superintendent
  4. Superintendent to be authorized to approve conferences, workshops, and travel requests \$2,000 and under.
  5. Superintendent may authorize fund transfers up to \$10,000 maximum without prior Board approval.
  6. All prior policies, by-laws, regulations, and code of ethics in effect previous year to be re-adopted.
  7. Public Officers Law Sec. 18 to be reaffirmed
  8. All textbooks currently in use to be re-adopted.
  9. Tuition Rate to be set – according to Seneca Falls Formula.
  10. Superintendent as Designee to apply for grants in aid for School District
  11. Mileage reimbursement rate be at the current federal rate per mile when appropriate staff use their own vehicles on official business.
  12. District's continued participation in the Federal Free and Reduced Breakfast and Lunch Program for the 2023-2024 school year. The District assures that it will uniformly implement the required policy with respect to determining the eligibility of children for free and reduced price meals. The following prices will be effective September 1, 2023: Breakfast - \$1.50, Lunch - \$2.75, Milk - \$0.50.
  13. Authorize Bonding of Personnel in the amount of \$1,000,000.
  14. Meal expenses for overnight travel will be reimbursed based on per diem rates modeled after the United States General Services Administration per diem rates found at: <http://www.gsa.gov/portal>.
  15. Authorize the use of District credit cards by Gary Pochkar, District Treasurer, Jamei Martin, Account Clerk-Typist, Glenn Jaquish, Building Maintenance Mechanic II, and Bus Drivers.
  16. Job titles requiring District owned cell phones: Superintendent, Network Administrator, and Building Maintenance Mechanic II.
  17. Establish pay rate for substitutes:
    - Certified Substitute Teacher - \$125/day
    - Non-Certified Substitute Teacher - \$110/day
    - Substitute License Teaching Assistant (LTA) - \$16/hour
    - Substitute Nurse - \$130/day
    - Substitute Bus Driver - \$20/hour
    - Substitute Keyboard Specialist - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute Teacher Aide - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute Library Aide - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute Nurse Aide - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute School Monitor - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute Food Service Helper - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate
    - Substitute Cleaner - \$14.20/hour or New York State Department of Labor Minimum Wage Hourly Rate

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**---- AGENDA CONTINUED ---**

18. Establish pay rate for Election Inspectors to be as per the current New York State Department of Labor Minimum Wage Hourly Rate.

19. Central Business Office w/ ONC BOCES

Resolved, that the below listed employees of the ONC BOCES Central Business office, under the direction of the Treasurer of Worcester Central School, may act as authorized agents of the Worcester Central School District for the following banking purposes:

Karen Speenburgh and Chezney Chichester - to originate wire transfers and transfers between accounts on the Citizens Bank and Community Bank internet banking websites.

Karen Speenburgh and Chezney Chichester - to originate wire transfers pertaining to payrolls and the payroll direct deposit on the Citizens Bank and Community Bank internet banking websites.

Karen Speenburgh and Chezney Chichester - to originate wire transfers for the purpose of debt payments.

20. Immediate and/or Emergency Staffing Needs

WHEREAS, from time to time vacancies arise in the School District in non-competitive and labor class civil service positions that are required to be filled as soon as practicable to ensure the continuous operation of the School District and the furtherance of its mission; and

WHEREAS, it is not always possible or practicable to wait until the next scheduled meeting of the Board of Education to make such necessary appointments; and

WHEREAS, the Board of Education desires to authorize the Superintendent of Schools to address such vacancies as soon as practicable and fill them with qualified candidates subject to the ultimate approval of the Board of Education at its next scheduled Board meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the School District hereby authorizes the Superintendent of Schools to address immediate and/or emergency staffing needs in non-competitive and labor class civil service positions caused by vacancies by filling such vacancies with qualified candidates on a temporary basis, which shall be subject to formal action by the Board of Education at its next scheduled meeting.

C. Designations for 2023-2024 school year:

1. Bank of Richmondville, Key Bank, Chase Bank and Community Bank as official bank depositories
2. Official Newspapers – The Daily Star and Times-Journal
3. Schedule for Board Meetings – (as presented) Fourth Wednesday of the month, except July, August, November, December, April, and June. The regular meetings will be held in the library at 6:30 p.m.

D. Oaths of Office to be administered to the following:

1. District Treasurer
2. Attendance Officer
3. Internal Claims Auditor
4. Deputy Internal Claims Auditor
5. Tax Collector

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---- AGENDA CONTINUED ---

**Regular Meeting - Board of Education**

- VII. Faculty – Staff Sharing
- VIII. Executive Session if needed
- IX. Consent Agenda Item:
  - Approval of Minutes – June 21, 2023 Regular Meeting
- X. Public to be Heard
- XI. Action Required
  - A. Non-Unit Employment Agreement – District Treasurer 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the employment agreement for the District Treasurer for the 2023-2024 school year, as presented.
  - B. Resignation for the Purpose of Retirement – Thomas Willenbacher as PT Bus Driver/Mechanic  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept with regret the resignation of Thomas Willenbacher as Part-Time Bus Driver/Mechanic for the purpose of retirement, effective August 31, 2023.
  - C. Part-Time School Psychologist Appointment – Marianne Ruggiero  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby appoint Marianne Ruggiero as a part-time hourly School Psychologist, effective September 5, 2023 to June 30, 2024, and approves the agreement dated July 12, 2023 in regard to such employment and authorizes payments set forth therein
  - D. Tenure Appointment – Secondary School Principal – Melissa Leonard - Effective August 5, 2023  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby confer tenure upon Secondary School Principal, Melissa Leonard, in the Administrator tenure area, effective August 5, 2023.
  - E. R. G. Timbs, Inc. Proposal for Financial Advisor Services Agreement 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby accept the R. G. Timbs, Inc. Proposal for Financial Advisor Services Agreement 2023-2024 as presented, and authorizes the Superintendent to sign the agreement on its behalf.
  - F. Declare as Surplus and Remove from Inventory – Technology  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby declare the items presented as surplus items, to be disposed of, and to be removed from the master inventory list.
  - G. WCS Student Transportation – Walker Zones 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the student transportation procedures (walker zones defined), as presented for the 2023-2024 school year.
  - H. Award Milk Bid for 2023-2024 to Sinon Farms  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby award Sinon Farms as the Milk Supplier for the 2023-2024 school year, as per DCMO Bid #2023-142A.
  - I. Award Ice Cream Bid for 2023-2024 to Gillette Creamery  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby award Gillette Creamery (142B) as the Ice Cream Supplier for the 2023-2024 school year, as per DCMO Bid 2023-142B.

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**---- AGENDA CONTINUED ---**

- J. WCS Code of Conduct 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Worcester Central School Code of Conduct for 2023-2024, as presented.
- K. WCS Student/Parent Handbook 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Worcester Central School Student/Parent Handbook, including the Code of Conduct, for 2023-2024, as presented.
- L. WCS Parent/Athlete Handbook 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Worcester Central School Parent/Athlete Handbook for 2023-2024, as presented.
- M. WCS Staff Handbook 2023-2024  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Worcester Central School Staff Handbook for 2023-2024, as presented.
- N. Revised 2023 Summer Curriculum Appointments  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the Revised 2023 Summer Curriculum Appointments, as presented.
- O. CSE/CPSE Recommendations  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CSE/CPSE recommendations, as presented.

XII. Principal Reports:

- A. Katie Sill, Elementary Principal
- B. Melissa Leonard, Secondary Principal

XIII. Board Member and/or Superintendent Items:

- A. Capital Project Update

XIV. New Business

XV. Old Business

XVI. Informational

- A. Bus Mileage Reports – June 2023
- B. New York Schools Insurance Reciprocal (NYSIR) Annual Report 2022
- C. Board of Education – The next regular meeting will be held on Wednesday, August 16, 2023 at 6:30 p.m. in the library.

XVII. Executive Session if needed

Recess to conduct a building walk-through / resume meeting when finished.

XVIII. Adjournment