

The annual organizational meeting of the Worcester Central School District Board of Education was held on Wednesday, July 12, 2023, at Worcester Central School, Worcester, New York, with a regular meeting that followed.

MEMBERS PRESENT: William Fisher II, President, Stacey Serdy, Vice President, Tanya Shalor, Jim Conroe, and Peter Kwiatkowski (6:11 p.m.)

MEMBERS ABSENT: None

OTHERS PRESENT: Timothy Gonzales, Superintendent, Katie Sill, Elementary Principal, Gary Pochkar, and Wendy Elliott

At 6:01 p.m. Mr. Gonzales called the meeting to order, with a quorum present.  
Pledge of Allegiance recited.

CALL TO ORDER

The Board recessed to perform a building walk-through at 6:02 p.m.  
The Board resumed the organizational/regular meeting at 6:14 p.m.

Motion made by Mrs. Shalor, seconded by Mr. Conroe to approve the agenda.

Ayes 5                      Nays 0                      Motion carried

AGENDA

The Oath of Office was administered to Timothy Gonzales, Superintendent and filed with the District Clerk.

OATHS OF OFFICE

The Oath of Office was administered to James (Jim) Conroe and Peter Kwiatkowski as the newly elected Board Members and filed with the District Clerk.

Mr. Gonzales called for nominations for Office of President of the Board of Education.

NOMINATION OF OFFICERS AND OATHS OF OFFICE

Motion made by Mrs. Serdy, seconded by Mrs. Shalor to nominate William Fisher II for the Office of President of the Worcester Central School Board of Education. No other nominations were offered. Mr. Fisher agreed to accept the position of Board of Education President. The Oath of Office was administered to Mr. Fisher as Board President and filed with the District Clerk.

Ayes 5                      Nays 0                      Motion carried

Mr. Gonzales called for nominations for Office of Vice President of the Board of Education.

Motion made by Mrs. Shalor, seconded by Mr. Conroe to nominate Stacey Serdy for the Office of Vice President of the Worcester Central School Board of Education. No other nominations were offered. Mrs. Serdy agreed to accept the position of Board of Education Vice President. The Oath of Office was administered to Mrs. Serdy as Board Vice President and filed with the District Clerk.

Ayes 5                      Nays 0                      Motion carried

An Oath of Office was administered to Tanya Shalor as a Board Member and filed with the District Clerk.

Following the election, President Fisher conducted the remainder of the meeting.

Motion made by Mrs. Shalor, seconded by Mrs. Serdy to approve the following appointments for the 2023-2024 school year:

2023-2024  
APPOINTMENTS

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 McGilll, Esq.
9. Financial Advisor Services – R. G. Timbs, Inc.
10. Tax Collector – Margaret Nelson (Stipend \$3,700)
11. Attendance Officer – Melissa Leonard, Secondary Principal
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

Ayes 5                      Nays 0                      Motion carried

The Oath of Office was administered to the District Treasurer and to the District Clerk and filed with the District Clerk.

Motion made by Mr. Conroe, seconded by Mrs. Shalor to approve the following authorizations the 2023-2024 school year:

2023-2024  
AUTHORIZATIONS

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 NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute Teacher Aide - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute Library Aide - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute Nurse Aide - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute School Monitor - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute Food Service Helper - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate  
 Substitute Cleaner - \$14.20/hour or NYS Department of Labor Minimum Wage Hourly Rate
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.

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Serdy, seconded by Mrs. Shalor to approve the following designations for the 2023-2024 school year:

2023-2024  
DESIGNATIONS

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.

Ayes 5                      Nays 0                      Motion carried

The Oath of Office will be administered to the following and filed with the District Clerk:

1. Melissa Leonard as Attendance Officer
2. Sherri France as Internal Claims Auditor
3. Elizabeth Perrillo as Deputy Internal Claims Auditor
4. Margaret Nelson as Tax Collector

**Regular Board of Education Business**

**Faculty and Staff Sharing:**

There was no one present who wished to address the Board.

**Consent Agenda Item:**

Motion made by Mrs. Shalor, seconded by Mrs. Serdy, to approve the following Consent Agenda item:

CONSENT  
AGENDA

- Approval of Minutes – June 21, 2023 Regular Meeting

Ayes 5                      Nays 0                      Motion carried

**Public to be Heard:**

There was no one present who wished to address the Board.

Action Required:

Motion made by Mr. Conroe, seconded by Mrs. Shalor.

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.

EMPLOYMENT  
AGREEMENT  
DISTRICT  
TREASURER  
2023-2024

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe.

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.

RESIGNATION FOR  
RETIREMENT  
THOMAS  
WILLENBACHER AS  
PART-TIME BUS  
DRIVER/MECHANIC

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Conroe, seconded by Mrs. Shalor.

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.

AGREEMENT  
PART-TIME  
PSYCHOLOGIST  
MARIANNE  
RUGGIERO  
2023-2024

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mr. Conroe.

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.

TENURE  
APPOINTMENT  
MELISSA LEONARD  
SECONDARY  
PRINCIPAL  
EFFECTIVE  
AUGUST 5, 2023

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe.

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.

R.G. TIMBS, INC.  
PROPOSAL FOR  
FINANCIAL  
ADVISOR SERVICES  
AGREEMENT  
2023-2024

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mrs. Serdy.

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.

SURPLUS  
TECHNOLOGY

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Conroe, seconded by Mrs. Shalor.

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.

STUDENT  
TRANSPORTATION  
PROCEDURES  
2023-2024

WCS Walker Zones Defined (2023-2024)

Walker zones as designated by the Board of Education, define the points at which students must walk to and from school. Walking zones do not apply to students in kindergarten and first grade, as these students are eligible for bus pick-up, regardless of the location of their residence. All students in the second grade, and continuing through the end of their school years, residing in designated walking zones, are expected to walk to and from school.

**Traveling east from the school on Route 7 (Main Street):**

The end of the walking zone coincides with the end of the sidewalk (293 Main Street, inclusive,) on the North side of Route 7 (Main Street).

The end of the walking zone is 260 Main Street, inclusive, on the South side of Route 7 (Main Street).

All residences on Mill Street and Chase Street are in the walking zone.

The end of the walking zone on West Hill Road coincides with the end of the sidewalks at the intersection of Route 7 (Main Street) and West Hill Road. All residences on West Hill Road are considered outside the walking zone except those residences located on each corner of the intersection of Route 7 (Main Street) and West Hill Road.

A centralized bus stop location at the intersection of Halleck Drive and West Hill Road will pick up and drop off students in residences located on Halleck Drive, Little Street, and Kelso Street.

**Traveling west from the school on Route 7 (Main Street):**

The end of the walking zone coincides with the end of the sidewalk on the north side of Route 7 (Main Street), and at 110 Main Street on the south side of Route 7 (Main Street).

The end of the walking zone on County Route 39/Decatur Street coincides with the end of the sidewalk begins on County Route 39. All residences located on Church Street, Water Street, Elm Street, Maple Street, Cook Street, Fairlawn Avenue, and Solar Bluff are in the walking zone.

The end of the walker zone on South Hill Road ends at the railroad tracks. All residences located on Church Street and Depot Street are in the walking zone.

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Conroe, seconded by Mrs. Shalor.

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.

SINON FARMS  
MILK SUPPLIER  
2023-2024

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe.

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.

GILLETTE  
CREAMERY  
ICE CREAM  
SUPPLIER  
2023-2024

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mrs. Serdy.  
 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.

WCS CODE OF CONDUCT 2023-2024

Ayes 5 Nays 0 Motion carried

Motion made by Mr. Conroe, seconded by Mrs. Serdy.  
 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.

WCS STUDENT/PARENT HANDBOOK WITH CODE OF CONDUCT 2023-2024

Ayes 5 Nays 0 Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mr. Conroe.  
 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.

WCS PARENT/ATHLETE HANDBOOK 2023-2024

Ayes 5 Nays 0 Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe.  
 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.

WCS STAFF HANDBOOK 2023-2024

Ayes 5 Nays 0 Motion carried

Motion made by Mr. Kwiatkowski, seconded by Mr. Conroe.  
 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.

REVISED 2023 SUMMER CURRICULUM APPOINTMENTS

<b><u>Summer Curriculum Work 2023-Revised</u></b>				
<b><u>Name</u></b>	<b><u>Grade Level</u></b>	<b><u># of Days</u></b>	<b><u>Cost (\$264.00 per day - \$44.00 per hour, max of 6 hours)</u></b>	<b><u>Purpose</u></b>
Elementary				
Brianne Hart	2nd	7	1848.00	Change to 2nd grade
Beth Perrillo	Rtl	3	792.00	Star/Frontline Rollover
Athena Frost	1/2 Sped	2	568.00	Assessment/Curriculum alignment
Athena Frost	1/2 Sped	2	420.00	Move classroom *contract is \$210 per day
Sam Fedor	1	2	568.00	Elem ELA Program Eval
Beth Perrillo	Rtl	2	568.00	Elem ELA Program Eval

Valerie Joern	5	2	568.00	Elem ELA Program Eval
Diana Brady	Sped	2	568.00	Elem ELA Program Eval
Secondary				
Kendal Darling	9/12	3	792.00	AG II development
Kendal Darling	12	1	264.00	Collaboration w/ B. Shimansky for PIG/ECON
Sandra Knapp	7	3	792.00	7th Grade AG development
Sandra Knapp/Math teacher	8	1	264.00	WOZ ED
Emily Moon	9/11/12	2	568.00	curriculum development & alignment
Susan Hugick	9	2	568.00	Next gen alignment for Math 9
Brian Shimansky	12	3	792.00	PIG/ECON
Special Area				
Valerie Joern	PBIS	1	264.00	PBIS development
KarryAnn DeAngelo	PBIS	1	264.00	PBIS development
Jennifer Kersmanc	K-8	2	568.00	RTI Plan Development
Beth Perrillo	K-8	2	568.00	RTI Plan Development
Sheri Harrison	K-8	2	568.00	RTI Plan Development
Teacher Evaluation Committee				
Sam Fedor		2	568.00	Danielson Rubric Development & Implementation
Shelby Casola		2	568.00	Danielson Rubric Development & Implementation
Susan Hugick		2	568.00	Danielson Rubric Development & Implementation
Jennifer Kersmanc		2	568.00	Danielson Rubric Development & Implementation
<b>Total Spent</b>			<b>14444.00</b>	<b>*Start July 1st, Due by August 10th</b>

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe.

RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CSE/CPSE recommendation, as presented for student: #3657, #3534, and #3683.

CPSE/CSE  
RECOMMENDATIONS

Ayes 5                      Nays 0                      Motion carried

Principal Reports:

Mrs. Sill reported to the Board about elementary and secondary level news and information.



Board Member and/or Superintendent Items:

Mr. Gonzales provided the Board with a capital project update. Overall, the project remains on schedule with final documents being sent to NYSED this week and approval and bidding are still on time.

Mrs. Shalor inquired about the budget increase for athletics.

Mr. Fisher discussed the budget for teacher and classroom supplies and Mrs. Serdy inquired about the student supplies lists for both secondary and elementary students. Mrs. Sill shared that she has gone through the elementary school supply lists and has secured some much-appreciated community donations for specific school supply items needed and was able to pare down the elementary school supply lists. Discussion was held.

Informational:

The June 2023 bus mileage reports were given to board members for their review.

The New York Schools Insurance Reciprocal (NYSIR) Annual Report 2022 was given to board members for their review.

The next regular meeting will be held on Wednesday, August 16, 2023 at 6:30 p.m. in the library.

Motion made by Mrs. Shalor, seconded by Mr. Kwiatkowski, to go into executive session at 7:26 p.m. to discuss: the employment history of a particular person. Mr. Gonzales was invited in the executive session.

EXECUTIVE  
SESSION

Ayes 5                      Nays 0                      Motion carried

Motion made by Mr. Fisher, seconded by Mr. Conroe to return to the business of the regular meeting at 8:03 p.m.

RECONVENE

Ayes 5                      Nays 0                      Motion carried

Motion made by Mrs. Shalor, seconded by Mr. Conroe to adjourn the meeting at 8:04 p.m.

ADJOURN

Ayes 5                      Nays 0                      Motion carried

Respectfully submitted,

Wendy V. Elliott  
District Clerk