

**Worcester Central School  
Board of Education Meeting  
Wednesday, July 13, 2022**

**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 member – Tanya Shalor
- IV. Election of Board Officers:
  - A. Election of Officers for 2022-2023:
    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 2022-2023 school year:
    1. District Treasurer – Gary Pochkar – Administer Oath of Office
    2. District Clerk – Wendy Elliott (Stipend \$6,000) – Administer Oath of Office
    3. Independent Auditor – Raymond G. Preusser, CPA, P.C.
    4. Internal Claims Auditor – Sherri France (Stipend \$2,300)
    5. Deputy Internal Claims Auditor – Elizabeth Perrillo (Stipend \$275)
    6. School Physician – Bassett School-Based Health Center
    7. Providers of Legal Services – Girvin and Ferlazzo, P.C., Hogan, Sarzynski, Lynch, Dewind & Gregory, LLP, 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 \$3,550)
    11. Attendance Officer – Melissa Leonard, Secondary Principal – Administer Oath of Office
    12. Census Enumerator – Christine Zaengle, School Nurse
    13. Insurance Consultant – NBT Insurance Agency
    14. Health Records Consultant – Christine Zaengle, School Nurse
    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 2022-2023 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 2022-2023 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, 2022: 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, Building Maintenance Mechanic II, and three cell phones assigned to the Transportation Department.
  17. Establish pay rate for substitutes:  
Certified Substitute Teacher - \$100/day  
Non-Certified Substitute Teacher - \$90/day  
Substitute License Teaching Assistant (LTA) - \$13.20/hour  
Substitute Nurse - \$125/day  
Substitute Bus Driver - \$20/hour  
Substitute Keyboard Specialist - \$13.20/hour  
Substitute Teacher Aide - \$13.20/hour  
Substitute Library Aide - \$13.20/hour  
Substitute Nurse Aide - \$13.20/hour  
Substitute Clerical Aide - \$13.20/hour  
Substitute School Monitor - \$13.20/hour  
Substitute Food Service Helper - \$13.20/hour  
Substitute Cleaner - \$13.20/hour
  18. Establish pay rate for Election Inspectors to be as per the current New York State Department of Labor Minimum Wage Hourly Rate.

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

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 Donald Brown - to originate wire transfers and transfers between accounts on the Citizens Bank and Community Bank internet banking websites.  
  
Karen Speenburgh and Donald Brown - 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 Donald Brown - 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 2022-2023 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, September, November, December, February, 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. Attendance Officer
  2. Internal Claims Auditor
  3. Deputy Internal Claims Auditor
  4. Tax Collector

**Worcester Central School - Board of Education Regular Meeting - Wednesday, July 13, 2022**  
**--- AGENDA CONTINUED ---**

**Regular Meeting - Board of Education**

- VII. Faculty – Staff Sharing
- VIII. Executive Session if needed
- IX. Consent Agenda Item:
- Approval of Minutes – June 22, 2022 Regular Meeting
- X. Public to be Heard
- XI. Action Required
- A. Appointment – Social Studies Teacher - Kendal Darling  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby appoint Kendal Darling, who holds an Initial New York State Teaching Certificate permitting her to teach in the Social Studies 7-12, areas in the public schools of New York State, to the position of full-time Social Studies Teacher in the Social Studies tenure area for a probationary period of four (4) years, to commence on August 31, 2022 and to end on August 31, 2026. The salary during the first year of this appointment will be paid in accordance with the salary schedule as outlined in the collective bargaining agreement between the Worcester Teachers Association and the Board of Education and the salary will be Step 1.
- B. Non-Unit Employment Agreement – District Treasurer 2022-2023  
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 2022-2023 school year, as presented.
- C. JUUL Agreement for Extension of Teacher’s Probationary Period – Joanne Spina  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby accept the terms of and authorizes the Superintendent to execute a memorandum of agreement among the District, the Worcester Central School Teachers’ Association NYSUT/AFT/AFL-CIO Local 3129 and Joanne Spina providing for the extension of the probationary appointment of Joanne Spina in the Special Education tenure area through November 30, 2023.
- D. 2022 Part-Time Summer Technology Help  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve Sandra Knapp, Elizabeth Perrillo, and Parker Sheldon as part-time 2022 summer technology help to be paid an hourly rate of \$15.00 per hour.
- E. Award Milk Bid  
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 2022-2023 school year, as per DCMO Bid #2022-141A.
- F. Award Ice Cream Bid  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby award Gillette Creamery (141b) as the Ice Cream Supplier for the 2022-2023 school year, as per DCMO Bid 2022-141B.

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

- G. Standard Work Day and Reporting Resolution  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the Standard Work Day and Reporting Resolution for Elected and Appointed Officials for the 2022-2023 school year, as presented.
- H. Claims Auditor Exception Report  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby accept the Claims Auditor Exception Report for the period June 1, 2022 to June 30, 2022, as presented.
- I. Declare as Surplus and Remove from Inventory – Technology – Computer Equipment  
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.
- J. WCS Code of Conduct 2022-2023  
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 2022-2023, as presented.
- K. WCS Student/Parent Handbook 2022-2023  
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 2022-2023, as presented.
- L. WCS Parent/Athlete Handbook 2022-2023  
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 2022-2023, as presented.
- M. WCS Staff Handbook 2022-2023  
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 2022-2023, as presented.
- N. WCS Professional Development Plan 2022-2023  
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 Professional Development Plan 2022-2023, as presented.
- O. WCS District-Wide School Safety Plan 2022-2023  
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 District-Wide School Safety Plan 2022-2023, as presented.
- P. WCS Building-Level Emergency Response Plan 2022-2023  
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 Building-Level Emergency Response Plan 2022-2023, as presented.
- Q. WCS Student Transportation – Walker Zones 2022-2023  
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 2022-2023 school year.
- R. CASEBP Designee to the Board of Directors for 2022-2023  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CASEBP Designee to the Board of Directors for 2022-2023 to be Timothy Gonzales, District officer representative and Gary Pochkar, District’s interim designee.

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

- S. Revised 2022-2023 Worcester Central School Calendar  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the revised 2022-2023 Worcester Central School Calendar, as presented.
- T. NYS 21<sup>st</sup> Century Community Learning Centers Program *Creating Rural Opportunities Partnership* (CROP) 2022-2023 Memorandum of Agreement  
RESOLVED, that the Board of Education of the Worcester Central School District, upon the recommendation of the Superintendent, does hereby approve the NYS 21<sup>st</sup> Century Community Learning Centers Program *Creating Rural Opportunities Partnership* (CROP) 2022-2023 Memorandum of Agreement between Roxbury Central School (Lead School/Lead Agency) and Worcester Central School (Partnering School) for 2022-2023, as presented, and authorizes the Superintendent to sign the agreement on its behalf.
- U. CSE/CPSE Recommendations  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby approve the CSE/CPSE recommendations, as presented.
- V. Resignation – Bus Driver – Daniel Reardon  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby regretfully accept the resignation of Daniel Reardon as a Bus Driver, effective July 7, 2022.
- W. Resignation – Teacher (Art) and Art Club Advisor – Jacqueline Dinger  
RESOLVED, that the Board of Education of the Worcester Central School District, does hereby regretfully accept the resignation of Jacqueline Dinger as Art Teacher and as Art Club Advisor, effective August 2, 2022.
  
- XII. Principal Reports:
  - A. Katie Sill, Elementary Principal
  - B. Melissa Leonard, Secondary Principal
  
- XIII. Board Member and/or Superintendent Items:
  - A. Alyssa’s Law
  - B. Capital Project Update
  
- XIV. New Business
  
- XV. Old Business
  
- XVI. Informational
  - A. Bus Mileage Reports – June 2022
  - B. Board of Education – The next regular meeting will be held on Wednesday, August 17, 2022 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