



Williamsville East High School

2025 Williamsville Central School District Board of Education Student Ex Officio School Board Member Candidate Checklist

Date: _____

Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Statement of Affirmation

1. I am able to read and write.
2. I have attended the (name of high school) for at least one full year prior to term of service.
(student must have been in attendance at their high school as of September 3, 2024)
3. I am not an employee of the Williamsville Central School District.
4. I am not a family member of another Board member.
5. I have not been suspended from school during the last school year.

Your name will appear on the East HS ballot exactly as you print it here:

Name (please print): _____

Signature: _____

Date: _____

The following information has been given to me:

_____ Petition sheets. All signatures on my petition must be legible East HS – 38
(4% of the student population of the school of attendance)

_____ Student Representative Information

***** Due to School Office by March 14th *****

To the Clerk of the Williamsville Central School District of the Towns of Amherst, Cheektowaga, and Clarence, Erie County, NY;

We the undersigned qualified voters of the Williamsville Central School District of the Towns of Amherst, Cheektowaga, and Clarence, Erie County, hereby nominate; _____

Residing at: _____

In said District, as a candidate for the Office of: Student Member of the Board of Education

East HS 38 (thirty-eight) signatures of peers and 2 (two) teachers.

To be filled by election at the said School District to be held on May 20, 2025 and set opposite our name.

***** **Due to School Office by March 14th** *****

No.	Date	<u>Print Name</u>	<u>Signature</u>	<u>Note: Peer or Teacher</u>
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***** **Due to School Office by March 14th** *****

What do I need to know?

WCSD Board of Education Student Representative



WILLIAMSVILLE

CENTRAL SCHOOL DISTRICT

Est. 1893

**WILLIAMSVILLE CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

This handbook is designed to provide basic and introductory information about what to expect as a Student Board Representative (SBR) member.

I. Student Board of Education Representative (SBR)

A SBR plays an important role communicating between the students and the Board of Education (BOE). They give feedback, represent, and communicate on student matters and share perspectives about topics presented at board meetings. They are a representative leader. Your formal title is Student Ex Officio School Board Representative, (ex officio meaning you may provide input at the board table, but are not allowed to vote. Other terms which may need clarification are indicated with * and included in the glossary on the last page.)

As a BOE member you will be part of a democratic* team with the elected officials of the School Board of Education and your primary role as a SBR is to effectively and actively listen, share feedback and communicate with the Board of Education on the behalf of all students.

If you have questions outside the board meetings, you can contact the District Clerk.

Their name is: **TBD** _____

Contact information: _____

Or the board president or vice president.

Their names are: **President Crystal Kaczmarek-Bogner and Vice President Maureen Poulin**

Contact information: CKACZMAREK-BOGNERBOE@williamsvillek12.org

MPOULINBOE@williamsvillek12.org _____

II. About the Board:

- There are 9 WCSD Board Members and as of July 2024-July 2025 the following elected officials are on the SCSD Board of Education (BOE):
 - Board Member Ms. Christina Bleckinger - Parliamentarian of the Board (22-25)
 - Board Member Mr. Stuart Bulan (22-25)
 - Board Member Mr. Michael Buscaglia (23-26)
 - Board Member Ms. Dawn Fletch (24-27)
 - Board Member Ms. Crystal Kaczmarek-Bogner - President of the Board (23-26)
 - Board Member Mr. Mark Manna (23*-25)
 - Board Member Ms. Maureen Poulin - Vice President of the Board (24-27)
 - Board Member Dr. Swaroop Singh (24-27)
 - Board Member Dr. Kerry Spicer (23-26)
- The board members are volunteer elected officials who serve 3-year terms and cannot work in the district but must be residents of the Williamsville Central School District. When the board members term ends they will have to run again if they choose to do so.

III. What is the role of a school board?

A school board—also known as the board of education (BOE)—is a unit of local government that determines the policy*, budget, leadership, administration among other responsibilities within a district. The members of a school board are elected or appointed citizens, which enables people who are passionate about education to participate in the public education process. The role of the school board—or board of education—is to make decisions about curriculum, school buildings, safety, maintenance, annual budgets and more by welcoming and encouraging feedback from parents/families, the community, students, staff, and the superintendent- the boards direct partner and team member (i.e., various stakeholders).

Some additional roles of the BOE are:

- Setting the direction and vision for the district
- Adopting policies that give the district direction to set priorities and achieve its goals
- Hiring and evaluating the superintendent
- Developing the annual budget to run the school system
- Adopting and overseeing the annual budget
- Managing the collective bargaining* process for employees of the district
- Ensuring compliance with laws and regulations (Making sure we are following laws and regulations)
- Addressing parent and community concerns in collaboration with the Superintendent
- Ensuring accountability and provide support for our schools and students

IV. What is the School Board Not Responsible for?

- The School Board is not responsible for day to day operations in the schools. For issues pertaining to your particular high school, please refer to your building administration.

V. Board of Education Meetings:

- We schedule one meeting per month.

Regular board meeting: this meeting is comprised of Public and Board comments, consent agenda items/resolutions and presentations.

a. You will be asked to share a student report at each regular board meeting, this will start after the first 2 meetings you attend.

Meetings typically start at 7:00p.m The meeting sessions typically end at 8:30p.m.

During the regular BOE meetings and sometimes at the Work Session's- after the presentations, you may be officially excused from the meeting.

The president will say something like:

“Thank you Student Board Representative member your name – at this time you are excused from the meeting.”

Why? The meetings can be long, and you have school the next day or other responsibilities and obligations, so right after the presentations (or if the presentations are long), you will be excused from the meeting between 8:30/8:45p.m.

VI. Responsibilities and roles of the student representative

1. You are welcome and encouraged to contribute to the meeting discussion
2. Share different ideas and information
3. Speak on behalf of **ALL** WCSD students
4. Provide feedback on the behalf of WCSD students
5. Bring the experience as a student
6. Before the meetings, please read and review documents, agenda, and the minutes of the meeting. You will have an opportunity to meet with the board president before the meeting via Google Meet, However, feel free to text or call if you have questions etc.
7. A student BOE representative must attend school on a daily basis – unless it's an excused absence
8. SBR's are required to attend all meetings. However, if you cannot attend the meeting kindly notify the Board President and/or Vice-President
9. SBR's must always be punctual. (Meetings may vary in start time - the location of our meetings will be at District Offices-Conference Rooms), we suggest arriving 15 minutes prior to the start of the Regular meeting. The time will be determined on Thursday prior to the Tuesday meeting.
10. Be approachable so that individuals feel comfortable to share their views, questions and/or comments with you
11. A representative has to be the advocate for students' voices and a representative to all peers
12. Follow the board meetings expectations and protocols
13. Maintain confidentiality – when applicable

Important: Your voice, feedback and perspective are critical to the democratic process and your voice will help the board with important decisions moving forward. However, you are not a voting member on the board, which means you're unable to vote on resolutions or decisions etc. But your voice and the students' voices along with our families, community and staff will be part of our decision-making process.

VII. What if I cannot attend a BOE meeting:

- Send an email or text or call the president and/or vice-president at least 24 hours ahead of time – if possible.

Glossary

- 1. Collective bargaining** is a process through which the employee union and employer representatives exchange ideas, mutually solve problems, and reach a written agreement. The resulting approved contract binds both groups.
- 2. Bind or Binding:** to make firm or sure
e.g., The contract is binding. Meaning that the contract is going to be followed, it is a “firm” agreement.
- 3. Democracy:** government by the people - a government in which the supreme power is vested in the people and exercised by them directly or indirectly through a system of representation usually involving periodically held free elections (like the school board election). e.g., The people (registered voters) elect board members to speak on behalf of the people, the board engages in open discussions and respectful & passionate debates, and vote on decisions etc. These are all examples of being part of a democratic process.
- 4. Motion:** a proposal for action
a formal proposal made in a deliberative assembly
e.g. The board president motions for the approval of the agenda
- 5. Policy:** is a statement of what the government (which includes local government bodies or units like the school board) intends to do or chooses not to do about a particular issue or problem. A policy is generally made or initiated by the government (or in this case the school board) and is interpreted and implemented by public and private actors (the Superintendent & District – public actors). Policy might take the form of a law, regulation, or the set of all the laws and regulations that govern a particular issue or problem.
e.g., Cell phone policy, dress code, vaping policy
- 6. School board resolution:** A school board resolution is a formal, legally binding record of the board’s essential decisions.
e.g., A resolution to adopt the budget
- 7. A Union:** is a group of workers who join together to bargain with their employers over work -related issues, such as wages, benefits and working conditions

SAMPLE AGENDAS FOR THE ORGANIZATIONAL MEETING IN JULY AND REGULAR BOARD MEETINGS

WHAT SHOULD I EXPECT AT MY FIRST MEETING?



Tuesday, July 2, 2024
Annual Organizational Board Meeting 7:00pm

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

- A. Information for Board of Education Meeting
- B. Organizational Meeting Call to Order and Roll Call
- C. Pledge of Allegiance to the Flag Dr. Brown-Hall will lead in the Pledge.
- D. Announcements

2. OATH of OFFICE - NEWLY ELECTED BOARD MEMBERS and SUPERINTENDENT OF SCHOOLS

- A. Oaths of Office

3. PUBLIC SESSION

- A. Second Roll Call

4. RECOGNITION

- A. Recognition - Board Acknowledgements

5. FIRST PUBLIC EXPRESSION

- A. Public May Address the Board (three minute limit per person.)

6. ADOPTION OF ELECTION PROCESS and ELECTION OF OFFICERS

- A. Adopt Election Process
- B. Election of President for the Board of Education
- C. Election of Vice-President for the Board of Education

7. OATH OF OFFICE - OFFICERS - DISTRICT CLERK

- A. Administer Oath of Office for President of the Board of Education
- B. Administer Oath of Office for Vice-President of the Board of Education
- C. Board President - Administer Oath of Office to the District Clerk

8. ANNUAL APPOINTMENTS

- A. Board President Appoints Parliamentarian/Timekeeper 2024-2025
- B. Annual Appointments Approval

9. ANNUAL DESIGNATIONS

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

10. ANNUAL AUTHORIZATION - POLICY MANUAL, RECORD RETENTION LGS-1 and SUPEREVAL

- A. Adopt Policy Manual - BoardDocs Policies
- B. New York State Archives Record Retention and Disposition Schedule LGS-1
- C. Adopt SuperEval - Evaluation System for the Board of Education, Superintendent, and Leadership Team/Central Office Annual Evaluations

11. ANNUAL AUTHORIZATION - FINANCES

- A. Annual Authorization-Finances and Authority During Absence of Superintendent

12. ANNUAL AUTHORIZATION - RATES

- A. Annual Authorization - Rates

13. ANNUAL AUTHORIZATION - DESIGNEE(S)

- A. Annual Authorization-Designee(s)

14. ANNUAL AUTHORIZATION - BID AGREEMENT

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

15. BOARD OF EDUCATION OPERATIONS

- A. Approval - Work of the Board of Education 2024-2025
- B. 2024-2025 Board of Education Guidelines for School Visits
- C. Board of Education 2024-2025 Meeting Calendar
- D. Board of Education Member - On-Boarding
- E. Media Guidelines
- F. Membership Dues Erie County Association of School Boards-ECASB

16. SUPERINTENDENT'S REPORT - UPDATE SPECIAL EDUCATION STRATEGIC PLANNING TASK FORCE - DISTRICT SAFETY PLAN

- A. Community Update
- B. Update Special Education Strategic Planning Task Force
- C. District Safety Plan

17. PRESIDENT'S REPORT

- A. Events
- B. Upcoming Board Meeting Information
- C. Board of Education Community Forums for 2024-2025
- D. Erie County Association of School Boards-ECASB
- E. New York State School Boards Association-NYSSBA
- F. Correspondence

18. BOARD OF EDUCATION LIAISON GUIDELINES and APPOINTMENTS

- A. Board of Education Liaison Guidelines and Appointments for 2024-2025

19. APPROVAL - NEW BUSINESS and CONSENT AGENDA

- A. Approval of New Business and Consent Agenda Items 20 through 24.

20. MINUTES

- A. Minutes of Regular Board Meeting June 11, 2024

21. PERSONNEL

- A. Certified Staff Personnel
- B. Classified-Support Staff Personnel
- C. Standard Work Day Resolution

22. BUSINESS and FINANCE

- A. Bid Award – Milk & Dairy Products - Opened 6/12/24
- B. Bid Award – Sheet Music - Opened 6/12/24
- C. Monthly Cash Report - May 2024
- D. Claims Auditor Report - May 2024
- E. General Fund Analysis - May 2024
- F. Child Nutrition Budget Status Reports - May 2024
- G. Extra-Classroom Account Activity Reports - May 2024
- H. Approval of Summer Leases
- I. Chinese Club of WNY Lease for Usage of Space at North High School
- J. Authorize the use of the Giordian Sourcewell Cooperative Contract for use in Awarding Contract 102 (Electrical) for the Maple West Temporary Classrooms
- K. Resolution to Approve the License and Occupancy Agreement of Space from Erie Community College for the WCSD UPK Program
- L. Approve Updated Lease With Student Transportation of America (STA)

23. DISTRICT FACILITIES and SUPPORT SERVICES

- A. License Agreement Between Williamsville Central School District and Erie Community College for Use of South High School Field and Facilities

24. EXCEPTIONAL EDUCATION - SPECIAL NEEDS and STUDENT ACTIVITIES

- A. Committee on Special Education Board Report 2024-2025
- B. Committee on Pre-School Special Education Board Report for 2024-2025
- C. Appointment of Impartial Hearing Officers 2024-25 School Year
- D. Committee on Special Education and Preschool Special Education Membership

25. POLICY UPDATES

- A. Policy Update - First Reading #2110 Orienting and Training Board Members

26. INSTRUCTION - CURRICULUM

27. LEGISLATIVE MATTERS

28. COMMITTEE OF THE WHOLE

- A. Committee of the Whole

29. SECOND PUBLIC EXPRESSION

- A. Second Public Expression - Public May Address the Board (three minute limit per person.)

30. INFORMATION - ADJOURNMENT

- A. Upcoming Board Meetings and Other Information
- B. Adjourn Meeting

REGULAR BOARD MEETING



Tuesday, October 8, 2024
REGULAR BOARD MEETING AGENDA

1. LIVESTREAM INFORMATION

A. Information for Board of Education Meeting

2. PUBLIC SESSION CALL TO ORDER - PROPOSED EXECUTIVE SESSION 6:00 PM - REGULAR BOARD MEETING - 6:30 PM

A. Public Session Call to Order

B. Pledge of Allegiance to the Flag - Ms. Fletch will lead us in the Pledge.

C. Proposed Executive Session - 6:00 PM

D. Return to Regular Board Meeting Agenda - Approximate Start 6:30 PM

E. Announcements

3. RECOGNITION

A. Recognition - Board Acknowledgements

4. FIRST PUBLIC EXPRESSION - AUDIT PRESENTATION

A. First Public Expression - Public May Address the Board (three minute limit per person.)

B. External Audit Presentation

5. SUPERINTENDENT'S REPORT

A. Community Update

6. PRESIDENT'S REPORT

A. Events - Meetings - Community Forum - Building Visits

B. Student Board Member(s) - Committee Charter

C. 2024-2025 Board of Education Liaison Guidelines and Appointments

D. Policy Committee Meeting

E. Erie County Association of School Boards-ECASB

F. New York State School Boards Association-NYSSBA

G. Correspondence

7. NEW BUSINESS - CONSENT AGENDA APPROVALS

A. Approval of Agenda Items New Business and Consent 8 through 11

8. MINUTES

- A. Minutes of Regular Board Meeting September 10, 2024

9. PERSONNEL

- A. Certified Staff Personnel
- B. Approve Tenure Recommendations
- C. Classified-Support Staff Personnel

10. BUSINESS and FINANCE

- A. Bid Award – Lighting Supplies - Opened 9/11/24
- B. Bid Award – Plumbing, Hardware and Electrical Supplies Opened 9/11/24
- C. Monthly Cash Report - August 2024
- D. Claims Auditor Report - August 2024
- E. General Fund Analysis - August 2024
- F. Child Nutrition Status Reports - August 2024
- G. Extra-Classroom Account Activity Reports - August 2024
- H. Approve Amherst Youth Basketball Lease Agreement
- I. Sale and Disposal of Obsolete District Property
- J. Before and After School Daycare Contract Extension
- K. Management of Reserves
- L. Adopt the 2025-2026 Budget Development Calendar
- M. Review and Approve the District's 2023-2024 External Financial Audit

11. EXCEPTIONAL EDUCATION - SPECIAL NEEDS and STUDENT ACTIVITIES

- A. Committee on Pre-School Special Education Board Report for 2024-2025
- B. Committee on Special Education Board Report 2024-2025

12. DISTRICT POLICY UPDATES

- A. Policy Updates - Second Reading 3410 and Retire Policies 5240, 7310, 7312, 7590, 8211, 8230, 8270, 8440
- B. Policy Updates - First Reading 7110 7221 7440 8360 8450 8470

13. INSTRUCTION - CURRICULUM

14. DISTRICT FACILITIES and SUPPORT SERVICES

15. LEGISLATIVE MATTERS

16. COMMITTEE OF THE WHOLE

- A. Committee of the Whole

17. SECOND PUBLIC EXPRESSION

- A. Second Public Expression - Public May Address the Board (three minute limit per person.)

18. INFORMATION - ADJOURNMENT

- A. Upcoming Board Meetings and Other Information
- B. Adjourn Regular Board Meeting