



# WYOMING CENTRAL SCHOOL BOARD OF EDUCATION

REGULAR MEETING 6:00

**October 13, 2022**

I.	Pledge of Allegiance		
II.	Call to Order		
III.	Agenda: Additions or Deletions	1 ___	2 ___
IV.	Public Forum		
V.	Board Discussion		
VI.	Presentations: School Board Recognition		
VII.	Action Items		
	A. Approve minutes of the 9 /8/22 regular meeting	1 ___	2 ___
	B. Approve Treasurer Reports & Budget Transfers: July, August & Sept. 2022	1 ___	2 ___
VIII.	President's Report		
IX.	Superintendent's Report		
X.	Old Business		
	A. Accept the Annual Audit Report dated 6/30/2022	1 ___	2 ___
	B. Approve the Corrective Action Plan, in response to the Management Letter dated 6/30/2022	1 ___	2 ___
XI.	New Business		
	A. Accept donations	1 ___	2 ___
	B. Approve equipment purchase	1 ___	2 ___
	C. Approve Howard S. Smith proposal	1 ___	2 ___
	D. Approve transportation agreement between WCS and The First Baptist Church of Wyoming	1 ___	2 ___
	D. Approve transportation Ski Club	1 ___	2 ___
XII.	Executive Session	1 ___	2 ___
XIII.	Personnel	1 ___	2 ___
XIV.	CPSE/CSE	1 ___	2 ___

	XV. Adjournment	1 ____	2 ____
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**WYOMING CENTRAL SCHOOL**

**WYOMING, NEW YORK**

**BOARD OF EDUCATION**

**REGULAR MEETING**

**SEPTEMBER 8, 2022**

- Members present:** Kaitlyn Bush, Benjamin Chamberlain, Barry True, Haley Tygart, Rudd Wetherwax, Nicole White
- Members absent:** Jessica Merrill
- Others present:** Emily Herman, Joelle Stroud, Nancy Norton
- Guests:** Sara Dayton & Elizabeth Krause from Lumsden McCormick, CPAs
- Call to Order:** The meeting was called to order at 6:11 p.m. by Mr. Chamberlain, Board President.
- Approval of Agenda:** Be it resolved, the Board approves the agenda on motion by Mr. True and second by Mrs. Bush.  
Yes-6 No-0 (motion approved)
- Public Forum:** None.
- Board Discussion:** None.
- Presentations:** Sara Dayton and Elizabeth Krause, from Lumsden McCormick, CPAs, presented the annual audit report. Items noted in the management letter include: due to the small size of the business office a proper segregation of duties is not possible and stressed the importance of monitoring transactions and controls by the BOE. Also noted were several areas for improvement of the Extra-Classroom Clubs, including authorization by students and faculty advisors for disbursements and deposit receipts and that each club must have a student treasurer who takes part in disbursing money.
- Action Items:** Be it resolved, the Board approve the minutes of the 8/11/22 regular meeting on motion by Mrs. Tygart and second by Mrs. Bush.  
Yes-6 No-0 (motion approved)
- President's Report:** None.
- Superintendent's Report:** Great start to the new school year! The new school resource officer has begun to implement changes for the safety and security of our school.

**Old Business:**

Be it resolved, the Board approve the Wyoming Hook & Ladder Co. request to use the school grounds as an alternative evacuation site, on motion by Mr. True and second by Mrs. Bush.

Yes-6 No-0 (motion approved)

Be it resolved, the Board approves to transfer \$540,928.00 from the unappropriated general fund balance from 2021-2022 fiscal year to the 2021 Building Capital Reserve Fund at June 30, 2022, on motion by Mrs. True and second by Mrs. Bush.

Yes-6 No-0 (motion approved)

Discussed veterans' exemptions. No action taken.

**New Business:**

Be it resolved, the Board tables approval of the annual audit report dated 6/30/22 to the next board meeting, on motion by Mr. True and second by Mrs. Bush.

Yes-6 No-0 (motion approved)

Be it resolved, the Board approves the STAR Reimbursement Forms for 2022-2023 on motion by Mr. Chamberlain and second by Mr. True.

Yes-6 No-0 (motion approved)

Be it resolved, the Board approves the 1<sup>st</sup> reading and waives the 2<sup>nd</sup> reading of policies#:1240, 1510, 3215, 3230, 5130, 5150(Delete), 5230, 5570, 5731, 5750, 5760, 6140, 6160, 6220, 7540, 7552, 8110, 8210, 8212, 8230, 8320, 8330, 8331(Delete), 8340 on motion by Mr. Chamberlain and second by Mrs. Bush.

Yes-6 No-0 (motion approved)

Be it resolved, the Board approves an amendment to the Flexible Benefits Plan Document effective October 1, 2022, on motion by Mrs. Bush and second by Mr. Chamberlain.

Yes-6 No-0 (motion approved)

Be it resolved, the Board authorizes the Superintendent or Designee the authority to appoint employees and to approve volunteers effective on a date prior to Board action, provided however that such employees and volunteers are placed on the Board agenda for the next following Board meeting, on motion by Mr. True and second by Mrs. White.

Yes-6 No-0 (motion approved)

The Board authorizes the Superintendent to approve and sign routine and/or time sensitive contracts that require action between Board meetings. No action taken.

Be it resolved, the Board approves the following G – I, on motion by Mr. Chamberlain and second by Mr. True:

G. Transportation Agreement with Attica CSD for 2022-2023

H. Transportation Agreement with Pavilion CSD for 2022-2023

I. MOU between Oakfield-Alabama CSD and Wyoming CSD for 2022-2023 school year

Yes-6 No-0 (motion approved)

Be it resolved, the Board approves the following J.-K., on motion by Mr. True and second by Mr. Chamberlain:

J. Emergency Response Plan

K. District Wide School Safety & Health Emergency Plan

Yes-6 No-0 (motion approved)

**Executive Session:**

Be it resolved, the Board approves to retire into executive session at 6:46 pm, for the purpose of personnel, on motion by Mr. True and second by Mr. Chamberlain.

Yes-6 No-0 (motion approved)

**Out of Executive Session:**

The Board reconvened regular session at 7:26 pm.

**Personnel:**

Be it resolved, the Board approves the following on motion by Mr. True and second by Mrs. Bush:

A. Meghan Greiner as National Junior Honor Society Advisor for 2022-2023

B. Sherrilyn Bartz additional 5.5 days of work in summer 2022

Yes-6 No-0 (motion approved)

**CSE/CPSE:**

Be it resolved, the Board approves the CSE minutes dated 8/23/22 on motion by Mr. True and second by Mr. Chamberlain.

Yes-6 No-0 (motion approved)

**Adjournment:**

Be it resolved, the Board approves to adjourn the meeting at 7:28 pm on motion by Mr. Chamberlain and second by Mr. Wetherwax.

Yes-6 No-0 (motion approved)

Respectfully submitted,

Nancy Norton  
District Clerk

# **Wyoming Central School District**

## **Corrective Action Plan For Management Letter**

**June 30, 2022**

**1225 Route 19  
P.O. Box 244  
Wyoming, New York 14591  
(585) 495-6222  
Fax (585) 495-6341  
[www.wyomingcsd.org](http://www.wyomingcsd.org)**

**Wyoming Central School District  
Corrective Action Plan  
Management Letter  
June 30, 2022**

**MATERIAL WEAKNESSES**

None noted

**SIGNIFICANT DEFICIENCIES**

None noted

**UPDATE**

None noted

**OTHER MATTERS**

1. Internal control related matters

*Auditor Comment:* During our testing, we noted certain areas where internal controls can be improved. We recommend the following opportunities for management to strengthen internal controls:

- As reported in prior years, due to the small size of the business office, a proper segregation of duties is not possible. We understand that the Superintendent and a second employee in the business office provide some assistance in duty segregation. Since it is difficult to achieve an ideal segregation of duties, we continue to stress the importance of monitoring transactions and controls by the Board of Education.
- We are pleased to note that the payroll certification agent now documents the date of review on the payroll certifications and related reports.

*Corrective Action Taken:* The Board of Education, district management, and Claims Auditor are all conscious of the combined responsibilities within the business office and will continue to monitor transactions and compliance with controls.

*Completion date:* September 8, 2022

*Contact person:* Joelle Stroud, District Treasurer

## 2. Extraclassroom activity clubs

*Auditor Comment:* As outlined in the New York State Education Department's 2019 Manual, The Safeguarding, Accounting, and Auditing of Extraclassroom Activity Funds, one of the main purposes of extraclassroom activities is to provide the District with an opportunity to teach pupils basic bookkeeping procedures through participation in handling funds and maintaining appropriate records. We noted several areas for improvement detailed as follows:

- Some disbursement and deposit receipts were not properly authorized by students and faculty advisors. We encourage the central treasurers to ensure that all necessary signatures are present.
- We continue to remind the District that each club must have a student treasurer who takes part in disbursing money.

*Corrective Action Taken:* The District Treasurer met with faculty advisors at the beginning of the 2022-23 school year to discuss the expectations the district has for the faculty advisors and the club officers. It was stressed that each club must have officers, including a student treasurer. In addition, procedural expectations were delivered to the faculty advisors in written form, along with district policies, a ledger for the student treasurer of each club to use in the recording of financial transactions, forms to use for depositing and disbursing funds, and various other documents to aid in the proper execution of club meetings and activities.

*Completion date:* September 8, 2022

*Contact person:* Joelle Stroud, District Treasurer



Proposal for the purchase of a Frontier SB1184 - 84 In. 3-Point Medium Snow blower.

This will be used on the John Deere tractor for heavy and large amounts of snow fall. When there is six or more inches of snow the tractor does not have enough power and or traction to push a full width of the box plow the length of any of the lots. We would be down to pushing about a quarter of the width of the plow.

On average it takes about two hours to plow everything with under 6 inches of snow. With more than that or with wet heavy snow it can take on average five hours. I am estimating the blower to cut this back down closer to the three hour mark. With also saving wear and tear on the tractor's drive train in addition to fuel savings.

The purchase would be on state contract through the John Deere dealer Land Pro

**Customer:**

**Quotes are valid for 30 days from the creation date or upon contract expiration, whichever occurs first.**

**Purchase Order (PO) or Letter of Intent (LOI) including the below information is required to proceed with this sale. The PO or LOI will be returned if information is missing.**

**For any questions, please contact:**

Vendor: Deere & Company  
 2000 John Deere Run  
Cary, NC 27513

**Jeff Bates**

LandPro Equipment LLC  
2070 Cayuga Drive  
Niagara Falls, NY 14304

Signature on all LOIs and POs with a signature line

Tel: 716-731-1330

Contract name or number; or JD Quote ID

Fax: 716-731-1760

Sold to street address (no PO box)

Email: [jbates@landproequip.com](mailto:jbates@landproequip.com)

Ship to street address (no PO box)

Bill to contact name and phone number

Bill to address

Bill to email address (required to send the invoice and/or to obtain the tax exemption certificate)

Membership number if required by the contract

Quotes of equipment offered through contracts between Deere & Company, its divisions and subsidiaries (collectively "Deere") and government agencies are subject to audit and access by Deere's Strategic Accounts Business Division to ensure compliance with the terms and conditions of the contracts.

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
 Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
 LandPro Equipment LLC  
 2070 Cayuga Drive  
 Niagara Falls, NY 14304  
 716-731-1330  
 mailniagarafalls@landproequip.com

**Quote Summary**

**Prepared For:**  
 WYOMING CENTRAL SCHOOL DST  
 1225 STATE ROUTE 19  
 WYOMING, NY 14591  
 Business: 585-495-6222

**Delivering Dealer:**  
 LandPro Equipment LLC  
 Jeff Bates  
 2070 Cayuga Drive  
 Niagara Falls, NY 14304  
 Phone: 716-731-1330  
 jbates@landproequip.com

**Quote ID:** 27514258  
**Created On:** 27 September 2022  
**Last Modified On:** 27 September 2022  
**Expiration Date:** 30 November 2022

Equipment Summary	Suggested List	Selling Price	Qty	Extended
Frontier SB1184 - 84 In. 3-Point Medium Snowblower - U.S.	\$ 9,127.00	\$ 7,484.14 X	1 =	\$ 7,484.14
<b>Contract:</b> NY State Landscaping Grounds PC69683 (PG XN CG 22)				
<b>Price Effective Date:</b> September 26, 2022				
<b>Equipment Total</b>				<b>\$ 7,484.14</b>

\* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 7,484.14
Trade In	
SubTotal	\$ 7,484.14
Est. Service Agreement Tax	\$ 0.00
Total	\$ 7,484.14
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 7,484.14</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

*Confidential*

# Selling Equipment



Quote Id: 27514258 Customer Name: WYOMING CENTRAL SCHOOL DST

**ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):**  
 Deere & Company  
 2000 John Deere Run  
 Cary, NC 27513  
 FED ID: 36-2382580  
 UEID: FNSWEDARMK53

**ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:**  
 LandPro Equipment LLC  
 2070 Cayuga Drive  
 Niagara Falls, NY 14304  
 716-731-1330  
 mailniagarafalls@landproequip.com

## Frontier SB1184 - 84 In. 3-Point Medium Snowblower - U.S.

Hours: Suggested List \*  
 Stock Number: \$ 9,127.00  
 Contract: NY State Landscaping Grounds PC69683 (PG XN  
 CG 22) Selling Price \*  
\$ 7,484.14

Price Effective Date: September 26, 2022

\* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
3805XF	SB1184 - 84 In. 3-Point Medium Snowblower - U.S.	1	\$ 8,371.00	18.00	\$ 1,506.78	\$ 6,864.22	\$ 6,864.22
<b>Standard Options - Par Unit</b>							
1010	Hydraulic Cylinder Kit for Chute Rotation	1	\$ 756.00	18.00	\$ 136.08	\$ 619.92	\$ 619.92
<b>Standard Options Total</b>			<b>\$ 756.00</b>		<b>\$ 136.08</b>	<b>\$ 619.92</b>	<b>\$ 619.92</b>
<b>Additional Discounts</b>							
<b>Additional Discount Total</b>					<b>\$ 0.00</b>	<b>\$ -0.00</b>	<b>\$ -0.00</b>
<b>Total Selling Price</b>			<b>\$ 9,127.00</b>		<b>\$ 1,642.86</b>	<b>\$ 7,484.14</b>	<b>\$ 7,484.14</b>

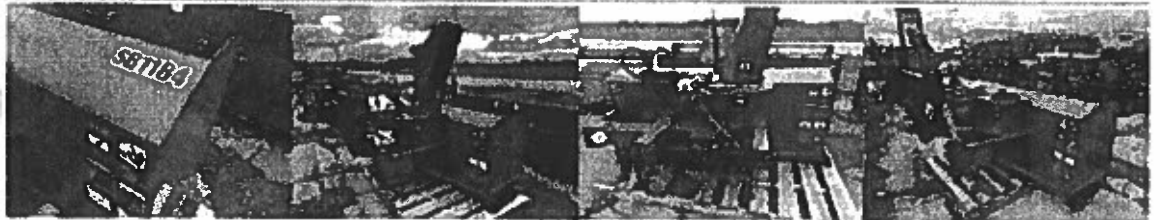
Confidential



<< Search Results



Photos (12)



## 2022 FRONTIER SB1184

Snow Blower Attachments

USD **\$8,649.00**

Save  Compare

Email Seller

Get Financing\*

Item Location: W7246 HWY 68 Waupun, Wisconsin 53963 [📍](#)

## Seller Information

[View Seller Information](#) [📄](#)

Ballweg Implement Co., Inc

Contact: Ag Sales

Phone: (800) 236-3768

Waupun, Wisconsin 53963

[📞 \(800\) 236-3768](#) [📍](#)

[📺 Video Chat](#) [📄](#)

[✉ Email Seller](#)

[📺 Video Chat](#)

[FREIGHT !\[\]\(35dc653d59570f8f891c312eeece91a2\_img.jpg\) Get Shipping Quotes](#)

[CURRENCY Apply for Financing](#)

## General

Category	Snow Blower Attachments
Year	2022
Manufacturer	FRONTIER
Model	SB1184
Quantity	1
Serial Number	1XFBS11XPM0212261
Condition	Used
Stock Number	10212261
Description	PTO Shearbolt • PTO: 540 RPM • PTO Range: 35 - 90 RPM • Height: 34" • Width: 34" • Hitch: Cat 1 & Cat 2, Match • Adjustable Steel Skid Shoes • ***Compact Utility Tractor Attachment***

[See All Snow Blower Attachments From Seller](#)



Howard S. Smith, Ed.D.  
Education Consultant

September 19, 2022

Via Email

Emily Herman, Superintendent of Schools  
Wyoming Central School  
PO Box 244  
Wyoming, New York 14591

Dear Emily:

Very nice talking with you last week. Please accept this engagement letter as a follow-up to our conversation regarding the assistance you requested related to a functional review of your Business Office operations. This letter sets forth the terms for that review and for and other consultant services that may be provided at your request.

**Scope of Services:** My team and I initially will provide for you a functional review of your Business Office operations. The review will include the development of a statement of purpose, a document analysis, interviews of key staff members, our findings and our recommendations. I also indicated in our conversation that as part of this engagement, I will be available to provide for you and the Board of Education consulting and leadership support services, as you determine necessary. In addition to the business office review these services can include, but are not necessarily limited to: counsel and active engagement related to: day-to-day issues, including responding to parent concerns and controversial issues; Board of Education matters, including Board self-assessment and governance development; instructional leadership; personnel issues including, as examples, employee evaluation and employee discipline and discharge; collective bargaining and contract management; the hiring process, both for certificated and non-certificated staff; and, relationships with staff and colleagues.

**Fee Arrangement:** The hourly rate for my services is \$235. All services will be authorized by you and will be billed monthly as they are provided. Should other consultants associated with Webster Szanyi provide with your approval related services, their work will be billed as disbursements on a monthly basis as well. Please note that services included in this agreement may be aidable, in whole or in part, through the Genesee Valley BOCES School Improvement CoSer. Should you not receive CoSer approval, monthly billing will be forwarded directly to the District.

Billing will continue under Howard S. Smith, Consulting Services LLC and will be forwarded by Webster Szanyi LLP. Billing statements will include additional expenses that are necessary and

incidental to this work including, for example, photocopying, delivery charges, postage and travel-related costs.

**Termination:** You may terminate this engagement at any time by notifying me. Any termination of this engagement will not relieve the Wyoming Central School of the obligation to pay any outstanding billing statements and accrued fees and expenses incurred before termination, or incurred thereafter in connection with an orderly transition of any pending matter(s).

**Relationship to Webster Szanyi LLP:** Webster Szanyi LLP has retained me as an independent contractor to provide education consulting services. Neither I nor my LLC (Howard S. Smith Consulting Services LLC) is in the business of providing legal advice or legal services. The protections of the client-lawyer relationship do not exist with respect to the services set forth herein; however, reports prepared by consultants should be considered "intra-agency materials" and, as such, may be FOIL-protected. In every event, you are encouraged to consult with an attorney of your choice regarding any current or potential legal issues.

I look forward to working with you during the 2022-2023 school year. If this proposal is acceptable, please so indicate by signing below and returning an original copy to me via email.

Respectfully,

*Howard Smith*

Howard S. Smith, Ed.D.  
Education Consultant

Agreed to and accepted:

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By: Emily Herman, Superintendent of Schools

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Date



## **Wyoming School District**

### **Business Office Functional Review Statement of Purpose**

In September of 2022 Superintendent Emily Herman requested that Howard S. Smith, Education Consultant at Webster Szanyi LLP, conduct a review of the Business Office function, specifically focusing on responsibilities of the office and staffing. Superintendent Herman is in her second year and expressed concern that without a Business Administrator and only one full time staff member working in the Business Office that opportunities for improvement could be missing. The purpose of the review will be to determine if all required responsibilities are being addressed in a proper way and if the assigned staffing is appropriate for those responsibilities.

The study will include, but not necessarily be limited to: a review of Board Policies and Administrative Regulations related to business office operations; an examination of State Education Department reporting; a review of various State and Federal audits; and, a general review of all business office, transportation, food service and facilities services and oversight. The final report will include a detailed review of the methodology used in the study; an assessment of the documents and data examined; a summary of the interviews conducted; and, overall findings and recommendations for the Superintendent's consideration. The study will focus on the extent to which existing and related administrative resources are being used effectively and efficiently; recognition of commendable practices and/or organizational structures that should be continued; and, suggestions for organizational change that will increase the probability of improving upon the Business Office function.

The consultants will present a draft report to the Superintendent for critical review and discussion. A final report will follow. The consultants encourage the Superintendent to then forward to the Board of Education the final report with her recommendations with respect to the findings and recommendations discussed in the report.

## **Transportation Agreement Between the Wyoming Central School District and the First Baptist Church of Wyoming**

This agreement by and between the Wyoming Central School District ("the District"), 1225 State Route 19, Wyoming, NY 14591, and the First Baptist Church of Wyoming ("the Church"), 28 Main St., Wyoming, NY 14591, will take effect on October 17, 2022 and will continue through April 17, 2022.

WHEREAS, the District owns school buses, which are primarily used for the transportation of its students, and

WHEREAS, the Church wishes to have the District use those buses to transport children from the school to the Church and back once per month for religious education classes, and

WHEREAS, the District has agreed to the use of one of its buses for this purpose,

It is therefore agreed by and between the parties:

1. The District will provide one NYS DOT certified bus and one NYS certified bus driver to transport permitted students to and from the religious education classes held at the Church.
2. The Church shall provide adequate chaperones to ride with the students to and from the Church.
3. The Church agrees to reimburse the District for the wages and benefits paid to the District's driver for transporting the students to and from the Church. Such wages and benefits include a minimum of one paid hour per trip at a rate of \$27.73 per hour, plus the associated payroll taxes, NYS Retirement System employer contributions, and workers' compensation contributions.
4. The District will invoice the Church for services provided between October 17, 2022 and April 17, 2022 no later than June 30, 2022.
5. The Church agrees to pay the District within 30 days of the date of the invoice.

Wyoming Central School District Board of Education Approval Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Benjamin Chamberlain  
Wyoming CSD Board President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor Benjamin Campbell  
First Baptist Church of Wyoming

# Ski Club - Dates of Transportation 2023

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**Marie May** <mmay@wyomingcsd.org>

Fri, Sep 30, 2022 at 2:35 PM

To: Nancy Norton <nnorton@wyomingcsd.org>

Cc: Jessie Romasser <jromasser@wyomingcsd.org>

Jan 16 (all day)

Jan 23 (after school)

Jan30 (after school)

Feb 6 (after school)

Feb 13 (after school)

Feb 20 (all day)

Thanks, Marie

[Quoted text hidden]

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**Marie May**

Wyoming Central School

1225 NY-19, Wyoming, NY 14591

(585) 495-6222 x 216

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