

Willsboro Central School  
Board of Education  
July 10, 2012  
*Regular Meeting - Immediately Following the Re-Organizational Meeting*  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the amended minutes from the 6-26-12 regular board meeting.
4. Business & Finance
  - a) Approve the high bid of \$227.00 for the fryer by Drew Reithel and the high bid of \$25.00 for the slicer by Johnny's Smokehouse .
5. Personnel
  - a) Approve the following summer school appointments for July - August 2012:  
Joan Hubbard - Occupational Therapist  
Rachel Mashtare - Speech Therapist
  - b) Consider the approval of the updated contract with the Superintendent of Schools.
  - c) Consider the approval of accruing two (2) additional unused vacation days by the Superintendent to be rolled-over into the 2012-13 school year.
6. Policies
  - a) Approve the second reading of the Academic Honesty Policy and the Student Handbook.
7. Board Discussion
8. Reports from Superintendent
  - a) Discussion of part-time librarian.
9. Public Comment Regarding the Agenda Items
10. Executive Session
11. Adjournment

Willsboro Central School  
Board of Education  
July 10, 2012 @ 6:00pm  
Re-Organizational Meeting  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Appointment of Brandy Pierce as District Clerk for the 2012 - 13 school year.
4. Oath of office administered by the District Clerk to new board member, Mr. Don Hollingsworth.
5. Oath of Office to the Superintendent of Schools, Stephen Broadwell.
6. Election of Officers:
  1. Nomination for the President of the Board of Education
    - Oath of Office administered by the District Clerk to the newly elected President.
  2. Nomination for the Vice President of the Board of Education
    - Oath of Office administered by the District Clerk to the newly elected Vice President.

7. Consent Agenda - Appointment of Officers for the 2012 - 13 school year:

Sheila Vanags	School District Treasurer	No Stipend
Beverly Moran	Tax Collector	\$5,014
Dean Caveney	Internal Claims Auditor	\$25.00 / Hour
Stephen Broadwell	Purchasing Agent	No Stipend

8. Consent Agenda - Other Appointments for the 2012 - 13 school year:

Telling & Conroy	District Independent Auditor	\$9,300
Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley	School Attorney	\$165.00 / Hour
Harris Beach	School Attorney	\$175.00 / Hour
Whiteman, Osterman & Hanna	School Attorney	\$165.00 / Hour
Elizabethtown Community Hospital	School Physician	\$4,600.00
Chris Ford	Chief Faculty Advisor of Student Activity Accounts	No Stipend
Brandy Pierce	Records Management Officer	No Stipend
Stephen Broadwell	Records Access Officer	No Stipend
Jane Casamento	Cafeteria Coordinator	\$2,500
Jane Casamento	School Lunch Receiving Officer	No Stipend
Sheila Vanags	School Lunch Reviewing Officer	No Stipend
Steve Callahan	Safety Officer / Asbestos (LEA) Designee	No Stipend
Edward Davis NYSIR	Insurance Consultant	No Stipend
Fran Lee	Substitute Call-In Person	No Stipend
Charmaine Flynn	Bullying Prevention Coordinator	No Stipend

Stephen Broadwell	Title IX Officer	No Stipend
Fran Lee	Attendance Officer	No Stipend
Steve Callahan	Pesticide Coordinator	No Stipend
Mark Robinson	504 and ADA Coordinator	No Stipend

9. Designations for the 2012 - 13 school year:
- Recommend the Champlain National Bank as the Official Bank Depository.
  - Recommend the Plattsburgh Press Republican as the Official Newspaper.
  - Recommend regular Board of Education meetings to be held on the second and fourth Tuesday of each month beginning at 6:00pm.
10. Authorizations for the 2012 - 13 school year:
- Recommend participation in the National School Lunch Program.
  - Recommend participation in the Cooperative Purchasing Program.
  - Recommend Re-Adoption of all existing Board Policies.
  - Recommend establishing a Petty Cash fund for \$250.00.
  - Recommend the Superintendent of Schools be authorized to certify payrolls.
  - Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
  - Recommend the Superintendent of Schools be authorized to approve budget transfers up to \$2,000.00.
  - Recommend the Superintendent of Schools be authorized to approve conferences, workshops and conventions.
  - Recommend Stephen Broadwell, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
  - Approve Stephen Broadwell, Superintendent of Schools as the lead evaluator for the school district by approving the following resolution:

RESOLUTION

BE IT RESOLVED THAT Stephen Broadwell is hereby certified as a Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):

(1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;

(2) Evidence-based observation techniques that are grounded in research;

(3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;

(4) Application and use of the State-approved rubrics selected by the Willsboro Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;

(5) Application and use of the assessment tools that the Willsboro Central School utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; school improvement goals, etc.);

(6) Application and use of the State-approved locally selected measures of student achievement used by the Willsboro Central School District to evaluate its classroom teachers;

(7) The scoring methodology utilized by the Department and the Willsboro Central School District to evaluate a classroom teacher under 8 NYCRR §30-2, including:

(a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and

(b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and

(8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.

Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.

This certification has been issued in accordance with the process for certifying lead evaluators described in the Willsboro Central Schools' annual professional performance review plan.

- k) Authorize the Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.
- l) Authorize the single signature of the District Treasurer to validate school checks for the school year.
- m) Approve the Superintendent of Schools attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- n) Recommend the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

Five Days / Week - 7 Hours / Day  
All Cafeteria Workers  
School Nurse  
All Office Personnel

Five Days / Week - 8 Hours / Day  
All Maintenance Workers  
Supervising Bus Driver  
Bus Drivers #1

Five Days / Week - 6.5 Hours / Day  
Teacher Aides #1

Five Days / Week - 6 Hours / Day  
Bus Drivers #2

- 11. Other Items for the 2012 - 13 school year:
  - a) Recommend the instructional substitute compensation to be \$75.00 per day for certified teachers and \$65.00 for non-certified personnel.
  - b) Recommend the compensation for substitutes such as teaching assistants, teacher aides, cafeteria staff, maintenance, and office staff at \$9.25 per hour and bus drivers at \$11.50 per hour.
  - c) Recommend the mileage reimbursement to be consistent with the IRS rate.
  - d) Approve the following resolution:

RESOLUTION

(Willsboro to Participate in BOCES Summer School 2013)

IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2013 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 1, 2012; CEWW BOCES will diligently analyze its ability to provide services in summer 2013, based in part, on the number of component participants and students; and

THEREFORE, BE IT FURTHER RESOLVED that if any provisions of this RESOLUTION or any application of the RESOLUTION shall be found contrary to law, then such RESOLUTION or application shall not be deemed to be valid and subsisting, except to the extent permitted by law.

- 12. Committee Assignments:
  - a) Budget Committee Chairperson
  - b) Budget Committee Member
  - c) Negotiations
  - d) Personnel





Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
July 10, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves (absent)  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

#### **Approval of Minutes**

The approval of the minutes for 6-26-12 meeting was not acted upon.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the high bids of \$227.00 for the fryer by Drew Reithel and the high bid of \$25.00 for the slicer #000177 to Johnny's Steakhouse. Also to approve as surplus and disposal a toaster and 3burner coffee maker.

#### **Personnel**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the following summer appointments for July – August 2012:

Joan Hubbard – Occupational Therapist  
Rachel Mashtare – Speech Therapist

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the updated contract with the Superintendent of Schools and also to approve that two (2) additional unused vacation days by the Superintendent be rolled-over into the 2012-13 school year.

#### **Policies**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the second reading of the Academic Honesty Policy and the Student Handbook.

#### **Board Discussion**

Mrs. Klein requested that the board get regular feedback throughout the year from the teachers. Mr. Broadwell will organize a schedule so the teachers can present to the board at the meetings throughout the year.

### **Reports from the Superintendent**

- ✚ Mr. Broadwell discussed with the board hiring a part-time librarian for two days a week at Step 1 of the contract. Mr. Broadwell will meet with the candidate and discuss the possibility.
- ✚ Mr. Broadwell notified the board that we had received the preliminary assessed value from our towns; it appears the overall assessed value went up about 9 million dollars over all.
- ✚ The Board discussed the book “The Absolute Truth of a Part-time Indian”; the Board all agreed that it was appropriate for 10<sup>th</sup> graders to read in school.
- ✚ Mr. Broadwell was able to speak to Ben Everest from Entertainment Unlimited regarding the sound system for the auditorium, we will be contacting him to come down and give us an estimate of potential upgrades.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to adjourn the meeting at 7:00pm.

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Brandy Pierce, District Clerk



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Re-Organizational Meeting-Minutes  
July 10, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves (absent)  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm.

Pledge of Allegiance

**Election of Board Officers**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to appoint Brandy Pierce as District Clerk for the 2012 – 2013 school year, administration of oath.

Administration of Oath to Don Hollingsworth elected Board Member for a three year term to serve until  
June 30, 2015.

Administration of Oath to Stephen Broadwell, Superintendent of Schools for the 2012-2013 school year.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to nominate Craig Jackson as President of the Board for the 2012 – 2013 school year, administration of oath.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to nominate Bruce Hale as Vice-President of the Board for the 2012 – 2013 school year, administration of oath.



### **Consent Agenda**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the following appointment of officers:

- ❖ Sheila Vanags, School District Treasurer – No Stipend
- ❖ Beverly Moran, Tax Collector - \$5,014
- ❖ Dean Caveney, Internal Claims Auditor - \$25.00 / hour
- ❖ Stephen Broadwell, Purchasing Agent - \$5,000

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the following other appointments:

- ❖ Telling & Conroy, District Independent Auditor - \$9,300
- ❖ Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, School Attorney - \$165.00 / hour
- ❖ Harris Beach School Attorney - \$175.00 / hour
- ❖ Whiteman, Osterman & Hanna - \$165.00/hour
- ❖ Elizabethtown Community Hospital School Physician - \$4,600
- ❖ Cathy Alden, Extra Curricular Activity Account Treasurer – As Per Contract
- ❖ Chris Ford, Chief Faculty Advisor of Student Activity Accounts – No Stipend
- ❖ Brandy Pierce, Records Management Officer – No Stipend
- ❖ Stephen Broadwell, Records Access Officer – No Stipend
- ❖ Jane Casamento, Cafeteria Coordinator - \$2,500
- ❖ Jane Casamento, School Lunch Receiving Officer – No Stipend
- ❖ Sheila Vanags, School Lunch Reviewing Officer – No Stipend
- ❖ Steve Callahan, Safety Officer / Asbestos (LEA) Designee – No Stipend
- ❖ Edward Davis NYSIR, Insurance Consultatnt – No Stipend
- ❖ Fran Lee, Substitute Call-In Person – No Stipend
- ❖ Stephen Broadwell, Title IX Officer – No Stipend
- ❖ Fran Lee, Attendance Officer – No Stipend
- ❖ Charmaine Flynn, Bullying Prevention Coordinator, No Stipend
- ❖ Steve Callahan, Pesticide Coordinator – No Stipend
- ❖ Mark Robinson, 504 & ADA Coordinator – No Stipend

### **Designations for 2012-2013 school year**

Motion by Bruce Hale, seconded Don Hollingsworth, voted and carried (4-0) to approve the Champlain National Bank as the Official Bank Depository.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the Press Republican as the Official Newspaper.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-0) to approve that regular Board of Education meetings will be held on the second and fourth Tuesday of each month beginning at 6:00pm.

### **Authorizations for the 2012 – 2013 school year:**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the following authorizations for the 2012 – 2013 school year:

- ❖ Participation in the National School Lunch Program.
- ❖ Participation in the Cooperative Purchasing Program.

- ❖ Re-Adoption of all existing Board Policies and Code of Ethics.
- ❖ Re-Establishing a Petty Cash fund for \$250.00.
- ❖ The Superintendent of Schools be authorized to certify payrolls.
- ❖ The Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- ❖ The Superintendent of Schools be authorized to approve budget transfers up to \$2,000.00.
- ❖ The Superintendent of Schools be authorized to approve conferences, workshops and conventions.
- ❖ Stephen Broadwell, Superintendent of Schools, as a member of the CEWW counties Health Consortium Board of Directors.
- ❖ Stephen Broadwell, Superintendent of Schools, as the lead evaluator for the school district approving the following resolution:

#### RESOLUTION

BE IT RESOLVED THAT Stephen Broadwell is hereby certified as a Qualified Lead Evaluator of classroom teachers having successfully completed the following training requirements prescribed in 8 NYCRR §30-2.9 (b):

- (1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- (2) Evidence-based observation techniques that are grounded in research;
- (3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- (4) Application and use of the State-approved rubrics selected by the Willsboro Central School District for use in the evaluation of classroom teachers, including training on the effective application of such rubric to observe a classroom teacher's practice;
- (5) Application and use of the assessment tools that the Willsboro Central School utilizes to evaluate its classroom teachers, including, but not limited to structured portfolio reviews; student, parent, teacher, community feedback; school improvement goals, etc.);
- (6) Application and use of the State-approved locally selected measures of student achievement used by the Willsboro Central School District to evaluate its classroom teachers;
- (7) The scoring methodology utilized by the Department and the Willsboro Central School District to evaluate a classroom teacher under 8 NYCRR §30-2, including:
  - (a) how scores are generated for each subcomponent and the composite effectiveness score of classroom teachers, and

(b) application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of classroom teachers and their subcomponent ratings; and  
(8) Specific considerations in evaluating classroom teachers of English language learners and students with disabilities.  
Training on the use of the Statewide Instructional Reporting System, also required by 8 NYCRR §30-2.9 (b), will be provided once the NYS Education Department makes available the information required for such training.  
This certification has been issued in accordance with the process for certifying lead evaluators described in the Willsboro Central Schools' annual professional performance review plan.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the following authorizations for the 2012 – 2013 school year:

- ❖ The Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.
- ❖ The single signature of the District Treasurer to validate school checks for the school year.
- ❖ The Superintendent of Schools attends and represents Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- ❖ The following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:
  - Five Days / Week – 7 Hours / Day
    - All Cafeteria Workers
    - School Nurse
    - All Office Personnel
  
  - Five Days / Week – 8 Hours / Day
    - All Maintenance Workers
    - Supervising Bus Driver
    - Bus Drivers #1
  
  - Five Days / Week – 6.5 Hours / Day
    - Teacher Aides #1
  
  - Five Days / Week – 6 Hours / Day
    - Bus Drivers #2

**Other Items for the 2012 – 2013 school year:**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the recommendation of compensation to instructional substitutes at \$75 per day for certified and \$65 for non-certified for the 2012-2013 school year.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the recommendation of compensation to substitutes for non-teaching positions, such as teacher aides, teaching assistants, cafeteria staff, maintenance, and office staff at \$9.25 per hour and bus drivers at \$11.50 per hour for the 2012-2013 school year.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to use the IRS mileage reimbursement rate.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the following resolution:

**RESOLUTION**  
(Willsboro to Participate in BOCES Summer School 2013)

IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2013 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 1, 2012; CEWW BOCES will diligently analyze its ability to provide services in summer 2013, based in part, on the number of component participants and students; and

THEREFORE, BE IT FURTHER RESOLVED that if any provisions of this RESOLUTION or any application of the RESOLUTION shall be found contrary to law, then such RESOLUTION or application shall not be deemed to be valid and subsisting, except to the extent permitted by law.

**Committee Assignments:**

- ❖ Budget Committee Chairman – Bruce Hale
- ❖ Budget Committee Member – Don Hollingsworth
- ❖ Negotiations – Phyllis Klein & Jon Steeves
- ❖ Personnel – Phyllis Klein

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Brandy Pierce, District Clerk

Willsboro Central School  
Board of Education  
July 24, 2012  
Regular Meeting  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 6-26-12 regular board meeting and the minutes from the re-organizational and regular meeting on 7-10-12.
4. Business & Finance
  - a) Approve the claims audit report dated 7-12-12.
  - b) Approve the budget status report dated 7-16-12.
  - c) Approve the disposal of the old universal gym equipment and a treadmill. The universal gym will be scrapped for any potential revenue and the treadmill has no value.
5. New Business
  - a) Approve the district's APPR agreement for 2012-2013.
  - b) Approve agreement for adult education courses at CVES.
  - c) Approve the special education appointments and recommendations dated 7-24-12.
6. Personnel
  - a) Approve Maggie Sheldon as a .4 school librarian at a salary of \$15,071 as per the side letter of understanding for the 2012 - 2013 school year.
7. Policies
  - a) Approve the first reading of policy #5280 Interscholastic Athletics & Concussion Management.
8. Board Discussion
  - a) Use of outside experts to conduct various clubs.
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
July 24, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein (absent)  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

The approval of the minutes for 6-26-12 meeting was not acted upon.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (3-0-1) to approve the minutes from the re-organizational meeting and the regular meeting held on 7-10-12.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the claims audit report dated 7-12-12.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the budget status report dated 7-16-12.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0) to approve the disposal of the old universal gym equipment and a treadmill.

#### **New Business**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the district's APPR agreement for 2012-2013.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-0) to approve the agreement for adult education courses at CVES.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the special education appointments and recommendations dated 7-24-12.

**Personnel**

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to approve Maggie Sheldon as a .4 school librarian at a salary of \$15,071, as per the side letter of understanding, for the 2012-2013 school year.

**Policies**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the first reading of policy #5280 Interscholastic Athletics & Concussion Management.

**Board Discussion**

Mr. Broadwell is following up with Ben Everest from Entertainment Unlimited regarding the sound system for the auditorium.

Mr. Steeves discussed his concern regarding the novel, The Absolute Truth of a Part-Time Indian. The board has decided to continue to allow students to read this novel and if any concerns come up in which parents/students do not want to read the novel, an alternative novel will be assigned.

Mr. Broadwell discussed the new cafeteria program "Lunchbox". The program will also allow parents to go online to review their child(s) account, make payments and view what their child(ren) are eating. There will be new guidelines regarding school lunches beginning in September.

**Adjournment**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-0) to adjourn the meeting at 6:53pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
August 14, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 6-26-12 regular board meeting and the minutes from the 7-24-12 regular meeting.
4. Presentation
  - a) Mr. Sayward (former Board member) to present on district surveys.
5. Business & Finance
  - a) Approve the budget transfers as provided.
  - b) Approve the transfer of \$10,508.62 to the school lunch program to offset costs and deficit costs for the 2011-12 school year.
  - c) Approve the extra curricular year end report for the 2011-12 school year.
6. New Business
  - a) Approve the disposal of 9 old sewing machines as surplus that have no value to the school.
  - b) Accept \$127.00 from Aitkinson Scrap Metal for the disposal of the old universal gym equipment as scrap.
  - c) Approve a hockey merger with PHS & Seton for the sport of hockey for the 2012-13 season at no cost to the district.
  - d) Approve a meeting on August 21, 2012 to set the tax rate and tax levy.
7. Policies
  - a) Approve the second reading of policy #5280 Interscholastic Athletics & Concussion Management.
8. Board Discussion
  - a) Use of outside experts to conduct various clubs (Mrs. Klein).
9. Reports from Superintendent
  - a) Discussion regarding tax challenges.
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment







Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
August 14, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Scott Sayward

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (3-0-2) to approve the minutes from the regular meeting held on 6-26-12 (two abstentions Bruce Hale and Don Hollingsworth).

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0-1) to approve the minutes from the regular meeting held on 7-24-12 (one abstention Phyllis Klein).

#### **Presentations**

Mr. Scott Sayward presented to the board information regarding a district survey to gain insight from our students regarding their educational experience at Willsboro.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfers dated 8-9-12.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the transfer of \$10,508.62 to the school lunch program to offset the deficit for the 2011-12 school year.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the amended extra curricular yearend financial report for the 2011-12 school year.

#### **New Business**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the disposal of 9 old sewing machines as surplus that have no value to the school.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to accept \$127.00 from Atkinson Scrap Metal for the disposal of the old universal gym equipment as scrap.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve a 9:00am board meeting on August 21, 2012 to set the tax rate and tax levy.

#### **Board Policies**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the second reading of policy #5280 Interscholastic Athletics & Concussion Management.

#### **Board Discussion**

The board discussed the use of local experts to conduct various clubs in an attempt to involve our community with our students in high interest areas.

#### **Reports from the Superintendent**

- Mr. Broadwell discussed the assessment challenges with the board.
- The external auditors arrived on Monday and everything is progressing well at this time.
- Mr. Broadwell met with Ben Everest from Entertainment Unlimited in regards to the sound system in the auditorium. Mr. Everest believes it is an easy repair and the district will be contracting him to repair the system. Also, he has said he will be happy to teach some of our students how to run the sound system.
- There is a delay in funding for the after school program, so the program will not be starting until October. If there is enough interest it may start in September, with parents funding the program.

#### **Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:17pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
August 21, 2012  
Special Meeting-Agenda  
9:00 am in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Business & Finance
  - a) Approve the 2012-13 tax rate of \$10.633788 and the tax levy of \$4,762,188.
  - b) Approve the establishment of the Retirement Contribution Reserve and fund such reserve with \$113,237 from unappropriated fund balance.
4. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Special Meeting-Minutes  
August 21, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth (absent)

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Sheila Vanags, District Treasurer

Meeting was called to order at 9:00am, by President Craig Jackson.

**Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the 2012-13 tax rate of \$10.633788 and the tax levy of \$4,762,188.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the establishment of the Retirement Contribution Reserve and fund such reserve with \$113,237 from unappropriated fund balance.

**Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to adjourn the meeting at 9:17am.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
August 28, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 8-14-12 regular board meeting and the minutes from the 8-21-12 special meeting.
4. Presentation
  - a) Mr. Ford and Mrs. Alden will give a brief presentation regarding the Counseling Office as well as data requirements.
5. Business & Finance
  - a) Approve the claims audit report dated 8-27-12.
  - b) Approve the budget status report dated 8-27-12.
  - c) Approve the budget transfer dated 8-15-12.
6. Policies
  - a) Approve the first reading of policy #8520 Free and Reduced Prices for Cafeteria Meals.
7. Board Discussion
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
  - a) To discuss the employment status of an employee.
11. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
August 28, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Chris Ford, Guidance Counselor  
Cathy Alden, Guidance Secretary

Meeting was called to order at 6:04pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the minutes from the regular meeting held on 8-14-12.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0-1) to approve the minutes from the special meeting held on 8-21-12 (one abstention Don Hollingsworth).

#### **Presentations**

Mr. Chris Ford and Mrs. Cathy Alden gave a brief presentation regarding the counseling office as well as the data requirements.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 8-27-12.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the budget status report dated 8-27-12.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfer dated 8-15-12.

### **Board Policies**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the first reading of policy #8520 Free and Reduced Prices for Cafeteria Meals.

### **Board Discussion**

Mrs. Klein mentioned a meal program called "Back-Pack Program". It is a program that provides meals for needy kids and families on weekends. Mr. Broadwell will investigate and provide additional information.

### **Reports from the Superintendent**

- Mr. Broadwell notified the Board of a potential federal grant with up to \$30 million dollars that the school districts could be eligible for, it would be used toward education in the schools.
- There was not enough interest by parents in funding the After School Program for the month of September. Hopefully, the program will obtain its funding and be able to start in October.
- Generous donations were given to the district by NYCO and the Town of Willsboro for school supplies for students who are still in need of supplies.
- Services for Teal Barns will be held on September 15th, 2012 at the family's home in Essex.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 7:05pm to discuss personnel.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:24pm.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 7:25pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
September 11, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 8-28-12 regular board meeting.
4. Presentations
  - a) Presentation of the 2011-12 CFES School of Distinction Banner by CFES President & CEO Rick Dalton.
  - b) Donation of flags by Woodmen of the World by Linda Gonyo-Horne.
  - c) Presentation by Mr. Rudy Brouwer technology department.
  - d) Presentation by Jennifer Moore about the Bluegrass for the next Generation project.
5. New Business
  - a) Approve the shared transportation agreement to transport students from Elizabethtown-Lewis Central School to BOCES. Elizabethtown-Lewis will share in the expense of the transportation costs.
  - b) Approve the request of Barbara Paye to host the Veterans Day Appreciation Dinner and Ceremony at the school.
6. Personnel
  - a) Approve Gail Drinkwine as a substitute teacher/aide for the 2012-13 school year.
7. Policies
  - a) Approve the second reading of policy #8520 Free and Reduced Prices for Cafeteria Meals.
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
September 11, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President (absent)  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Linda Gonyo-Horne – Woodmen of the World  
Rick Dalton – CFES President  
Rudy Brouwer – Computer Technology Department

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

### **Presentations**

The board was presented with flags donated by the Woodmen of the World represented by Linda Gonyo-Horne.

CFES President & CEO Rick Dalton, presented to the board the 2011-12 CFES School of Distinction Banner.

Mr. Rudy Brouwer gave a brief presentation and small tour of the technology department.

### **Approval of Minutes**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve the minutes from the regular meeting held on 8-28-12.

### **New Business**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the shared transportation agreement to transport students from Elizabethtown-Lewis Central School to BOCES. Elizabethtown-Lewis will share in the expense of the transportation costs.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve the request of Barbara Paye to host the Veteran's Day Appreciation Dinner and Ceremony at the school on November 11, 2012.

**Personnel**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve Gail Drinkwine as a substitute teacher/aide for the 2012-13 school year.

**Board Policies**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the second reading of policy #8520 Free and Reduced Prices for Cafeteria Meals.

**Board Discussion**

The board was presented with Mr. Scott Sayward's Student Satisfaction Survey for review.

**Reports from the Superintendent**

- Our music department is going well. Mrs. Moore is working on a Bluegrass Initiative with the "Gibson Brothers" group. A festival will be held on September 29<sup>th</sup>. We will also be holding a children's opera here at the school September 25, 2012 at 1:30pm for grades 1<sup>st</sup> – 6<sup>th</sup>.

**Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to adjourn the meeting at 6:46pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
September 25, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 9-11-12 regular board meeting.
4. Presentations
  - a) Presentation by Linda Jacques and Rhonda Sloper regarding Pre-K
  - b) Presentation by Jennifer Moore about the Bluegrass for the next Generation project.
5. New Business
  - a) Approve the Willsboro Central School Health Reimbursement Account Plan document as administrated by EBS-RMSCO, Inc.
  - b) Approve the special education recommendations dated 9-25-12.
6. Business & Finance
  - a) Approve the claims audit report dated 9-24-12.
  - b) Approve the budget status report dated 9-24-12.
  - c) Approve the audit report by external auditor Telling and Conroy as presented.
  - d) Approve the school tax roll corrections as presented for the following:  
Town of Willsboro  
Shirley Forests, Inc.
  - e) Approve the districts response to the management letter.
7. Personnel
  - a) Approve the following teacher peer mentors for non-tenured employees. Each peer mentor receives a stipend of \$300.00:  
Dawn Bronson for Michael Douglas  
Derrick Hopkins for Jennifer Moore  
Marie Blatchley for Liz Belois  
Wendi Cahill for Nicole Gillespie
  - b) Approve the following winter coaches for the 2012-13 season:  
Boys Varsity Basketball – Jim Spring  
Boys JV Basketball – Terry Cross  
Boys Modified – Michael Douglas  
Girls Varsity Basketball – Charlene Lobdell  
Girls JV Basketball – Dawn Bronson

Girls Modified Basketball – Rob LePage  
Bowling – David Lee

8. Board Discussion
  - a) Discussion regarding the topic of “naming rights” to events, buildings, rooms, etc.....
  - b) Backpack program follow-up.
  - c) Policy for Use of Facilities.
  - d) Are any board members interested in attending the Clinton-Essex-Warren-Washington School Boards Association meeting that will be held on November 8, 2012 at Cricket’s Restaurant in Peru, NY? The topic for the evening is “Sustaining Quality Schools”.
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
September 25, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Linda Jacques, Pre-K Teacher  
Rhonda Sloper, Pre-K Assistant  
Jennifer Moore, Music Teacher

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Presentations**

Mrs. Jacques and Mrs. Sloper gave an excellent presentation on the many different stages of learning that they provide to the students in Pre-K on a daily basis.

Mrs. Moore updated the Board regarding a new Bluegrass for the Next Generation Project. Through a very generous anonymous donation, the goal is to promote bluegrass music in the school and the area. This project will incorporate several local bluegrass artists and will be a complete school – community project. Mrs. Moore is planning to hold the sessions on Sunday evenings as well as incorporate this music into the curriculum.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0-1) to approve the minutes from the regular meeting held on 8-28-12 (Mr. Hale abstained).

#### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the Willsboro Central School Health Reimbursement Account Plan document as administrated by EBS-RMSCO, Inc.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the special education recommendations dated 9-25-12.

### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 9-24-12.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the budget status report dated 9-24-12.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the 2011-12 audit report by external auditor Telling & Conroy as presented.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the school tax roll corrections as presented for the following:

Town of Willsboro  
Shirley Forests, Inc.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the district's response to the management letter.

### **Personnel**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the following teacher peer mentors for non-tenured employees with a stipend of \$300.00:

Dawn Bronson > Michael Douglas  
Derrick Hopkins > Jennifer Moore  
Marie Blatchley > Liz Belois  
Wendi Cahill > Nicole Gillespie

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the following winter coaches for the 2012-13 school year:

Boys Varsity Basketball – Jim Spring  
Boys JV Basketball – Terry Cross  
Boys Modified Basketball – Michael Douglas  
Girls Varsity Basketball – Charlene Lobdell  
Girls JV Basketball – Dawn Bronson  
Girls Modified Basketball – Rob LePage  
Bowling – David Lee

### **Board Discussion**

The board discussed the topic of “naming rights” to events, buildings, rooms, etc... In discussion, the Board -did not support a policy regarding naming rights, however could support a onetime dedication in honor of someone for a onetime event.

Mr. Broadwell brought some information to the board regarding the “Backpack Program”. He will try to get the leader of the program to come and speak with the board.

The board discussed the Use of Facilities and recommended that anyone using the facilities sign a waiver and be allowed use with the presence of an employee.

### **Reports from the Superintendent**

- With the rice issues that have been forthcoming, Mrs. Casamento is following the guidelines and recommendations.
- Mr. Broadwell will be having a phone conference on Wednesday, with NYSED to review and receive information on corrections that need to be made to the APPR Plan.
- Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the memorandum of understanding for the Race to the Top – District Grant.

**Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to enter into executive session at 7:34pm to discuss personnel.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to exit executive session at 7:38pm.

**Adjournment**

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:39pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
October 9, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 9-25-12 regular board meeting.
4. Presentations
  - a) Presentation by Jane Casamento, Cafeteria Manager.
5. Business & Finance
  - a) Approve the budget transfers dated 9-24-12.
6. New Business
7. Personnel
  - a) Approve Paula Lincoln as a substitute nurse for the 2012-13 school year.
  - b) Approve Hannah Kirkby as a substitute teacher for the 2012-13 school year, effective October 4, 2012.
  - c) Approve the annual field trip for our music department to the Ithaca Gospel Fest. This year we anticipate 12 students and 2 chaperones for an expense of \$1,300.
8. Policies
9. Board Discussion
10. Reports from Superintendent
11. Public Comment Regarding the Agenda Items
12. Executive Session
  - a) Personnel
13. Adjournment



Willsboro Central School  
Board of Education  
October 9, 2012  
Regular Meeting  
Minutes  
Conference Room

In attendance: Mr. Jackson, Mr. Hale, Mrs. Klein, Mr. Steeves, Mr. Hollingsworth,  
Mr. Broadwell

1. Meeting was called to order by Board President Jackson at 6:00pm.
2. Pledge of Allegiance was recited
3. Approval of Minutes
  - a) Approved the minutes from the 9-25-12 regular board meeting. Motion by Mrs. Klein, seconded by Mr. Steeves and approved 5-0
4. Presentations
  - a) Jane Casamento the district's Cafeteria Manager presented the Board with the recent changes and updates to the federal food service requirements. The changes have been substantial this year and the district is working towards compliance which includes restrictions in the maximum calorie count, grain, etc. Also, districts are required to offer more and in greater variety fruits and vegetables. The district will be purchasing a new computer system (Nutrikids) to help with the compliance issues.
5. Business & Finance
  - a) Approved the budget transfers dated 9-24-12. Motion by Mr. Steeves, seconded by Mr. Hale and approved 5-0.
6. New Business

Mr. Hale brought a resident's real estate selling price of a house in which the individual is also challenging his assessment. The real estate selling price is more than the assessment challenge. After much discussion regarding real estate pricing and assessments, Mr. Hale will contact the Town of Essex with the information.
7. Personnel
  - a) Approved Paula Lincoln as a substitute nurse for the 2012-13 school year. Motion by Mrs. Klein, seconded by Mr. Steeves and approved 5-0.
  - b) Approved Hannah Kirkby as a substitute teacher for the 2012-13 school year, effective October 4, 2012. Motion by Mr. Hale, seconded by Mrs. Klein and approved 5-0.

- c) Approved the annual field trip for our music department to the Ithaca Gospel Fest. This year we anticipate 12 students and 2 chaperones for an expense of \$1,300. Motion by Mr. Hale, seconded by Mr. Steeves and approved 5-0.
8. Board Discussion
- a) Mr. Hollingsworth informed the Board that the Willsboro-Essex Kiwanis Club is no longer in existence, however, the scholarships will continue for current recipients as well as for new award recipients at graduation under the group entitled Willsboro Essex Scholarship Committee.
9. Reports from Superintendent
- a) Backpack program – the district will have a conference call on Friday at 9:00 from the director of the backpack program. Any Board members that are interested in attending are welcome.
  - b) Substitute nurse pay – the district is in the middle of the pay range for our substitute nurses. Compensation ranges from \$65.00 to \$85.00 per day for surrounding school districts. Willsboro pays \$75.00 per day.
  - c) APPR – the district received additional feedback regarding our second submission of our APPR plan. A third revision will be submitted tomorrow morning with the hopes of approval.
  - d) The district endorses the proposed resolution by the Ticonderoga Central School District regarding requesting additional consideration for financial aid for schools within the Adirondack Park and the following Resolution was approved. The motion was made by Mr. Hale and seconded by Mrs. Klein and approved 5-0.

Be it Resolved by the Willsboro Central School District that the Governor and Legislature for New York State should take special consideration for financial aid for schools and municipalities located within the Adirondack Park.

WHEREAS, the Adirondack Park was created by New York State in 1885 as a natural preserve and publicly protected area to benefit future generations of New Yorkers; and

WHEREAS, the Adirondack Park is the largest publicly protected area with the contiguous United States, and

WHEREAS, the Adirondack Park is promoted, both within and beyond the State's borders, as a place for recreation and vacationing, and

WHEREAS, New York State continues to acquire property within the Adirondack Park to serve this purpose, and

WHEREAS, to maintain the Adirondack Park as a sustainable resource and natural habitat, regulations have been developed to control the amount of development with the borders of the Park, and

WHEREAS, these regulations greatly impact the ability of communities within the Adirondack Park to improve their economic development and grow their tax base, and

WHEREAS, the use of the Adirondack Park as a "Playground" for the rest of the state comes at the expense of local residents who have lost the ability for economic growth, and

WHEREAS, the inability to promote economic growth forces public institutions, especially schools, to rely on the property tax as a primary source of revenue, and

WHEREAS, the property taxes within the Adirondack Park are becoming unsustainable and contributing to the declining population of residents, and

WHEREAS, the New York State Property Tax Cap limits the amount of revenue to support the infrastructure within the Adirondack Park, and

WHEREAS, these factors adversely affect the children living within the Park as they do not have the same educational opportunities as their peers throughout the State,

NOW, THEREFORE, BE IT RESOLVED by the Willsboro Central School District, that the Governor of the State of New York and members of the New York State Senate and New York State Assembly must create a special aid fund to support schools located within the Adirondack Park to compensate for the loss of economic growth due to the regulatory requirements to maintain the Adirondack Park as the “Playground” for New York State, and

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to the Governor, Senate Majority and Minority Leaders, Assembly Speaker and Minority Leader, and the members of the State Senate and State Assembly representing the Willsboro Central School District.

10. Executive Session

- a) Motion to enter executive session to discuss the employment status of a current employee at 7:00pm by Mrs. Klein, seconded by Mr. Steeves and approved 5-0.

11. Adjournment

- a) Motion to exit executive session at 7:29pm by Mr. Hale, seconded by Mr. Steeves and approved 5-0.
- b) Motion to adjourn the meeting at 7:29pm by Mr. Hale, seconded by Mr. Steeves and approved 5-0.

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Superintendent of Schools



Willsboro Central School  
Board of Education  
October 23, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 10-9-12 regular board meeting.
4. Presentations
  - a) Junior class presentation regarding prom.
  - b) Brief presentation by Marie Blatchley and Francesca Duso, French and Spanish teachers.
5. Business & Finance
  - a) Approve the claims audit report dated 10-19-12.
  - b) Approve the budget status report 10-18-12.
6. New Business
  - a) Consider forming a committee to explore a shared facility with the Town
  - b) Continue the discussion with area schools regarding shared services.
  - c) Approve the special education recommendations.
7. Personnel
  - a) Recommend the appointment of Lucinda Pytlak, a teacher aide for 3 hours per day at \$11.40/hour (step 1).
8. Board Discussion
  - a) Back-pack Program update.
9. Reports from Superintendent
  - a) Link to Policy Book on-line.
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
October 23, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Marie Blatchley, French Teacher  
Francesca Duso, Spanish Teacher  
Madonna Gardner, Co-Junior Advisor  
Dawn Yeager, Co-Junior Advisor  
Gabby Yeager, Junior  
Austin Ferris, Junior  
Lilly Kelly, Junior

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the regular meeting held on 9-9-12.

#### **Presentations**

Three juniors, along with support from their co-advisors presented their plans and ideas for this year's prom. They presented a powerpoint which showed the decoration ideas along suggested prom rules, ex. only 9<sup>th</sup> – 12<sup>th</sup> grade be able to attend, having coronation at 7:30pm instead late in the evening. This year's prom theme will be 'Winter Wonderland'.

Mrs. Duso and Mrs. Blatchley gave excellent presentations on the many different strategies that they use in their classrooms to teach the students both Spanish and French.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 10-19-12.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 10-18-12.

### **New Business**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to form a committee to explore a shared facility with the Town (Phyllis Klein, Bruce Hale Joe Walsh & Stephen Broadwell).

Mr. Broadwell confirmed with the board their interest in his pursuing shared services with area schools.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the special education recommendations as presented.

### **Personnel**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve Lucinda Pytlak, as a teacher aide for 3 hours per day at \$11.40/hour (step 1).

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve Todd Pierson as a volunteer weight room supervisor.

### **Board Discussion**

Mr. Broadwell updated the board regarding the back-pack program. The district will not be participating in the program at this time.

### **Reports from the Superintendent**

- Mr. Broadwell notified the board the Policy Book is now available on our school website.
- Mr. Broadwell and Brandy Pierce met with the copier company (Lockrows) regarding some issues we have been having with our machines.
- All of our students in grades 6<sup>th</sup> – 12<sup>th</sup> have made college visits this year. The visits went very well and the students were all engaged in the tours.
- Mr. Broadwell updated the board with information from the Guidance department, we have 12 seniors out of 20 that have applied to colleges at this time and 3 of those students have already been accepted to the schools of their choice.

### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to enter into executive session at 7:15pm to discuss possible litigation.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to exit executive session at 7:25pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:26pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
November 13, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 10-23-12 regular board meeting.
4. Anna Polak would like to address the board.
5. Presentations
  - a) Brief presentation by Rob LePage, technology teacher.
6. Business & Finance
7. New Business
  - a) Accept the donation and increase appropriations and estimated revenue of \$5,824.99 from Mr. Justin Voss for the Bluegrass for the Next Generation Project. Mr. Voss has generously donated this money towards the purchase of musical instruments.
  - b) Approve the special education recommendations as presented.
8. Personnel
  - a) Approve Jim Hotaling as a substitute bus driver for the 2012-13 school year.
  - b) Approve Whitney Moran Gagnier as a substitute teacher assistant/aide for the 2012-13 school year.
  - c) Approve Laura Bridge as a volunteer bowling coach for the 2012-13 school year.
9. Board Discussion
  - a) Are any board members interested in attending the Clinton-Essex-Warren-Washington School Boards Association meeting that will be held on January 10, 2013 at West Side Ballroom, Plattsburgh, NY? The topic for the evening is "NYSED Initiatives NY Education Commissioner John King".
  - b) Shared facility with the Town of Willsboro.
10. Reports from Superintendent.
11. Public Comment Regarding the Agenda Items
12. Executive Session
13. Adjournment





Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
November 13, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein (absent)  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Charmaine Flynn, Dean of Students/Math Teacher  
Several Community Members

Meeting was called to order at 6:01pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the amended minutes from the regular meeting held on 10-23-12.

#### **Public Address to the Board**

Ania Polak and several community members addressed the board with their concerns regarding a book (The Absolutely True Diary of a Part-Time Indian) that is part of the 10<sup>th</sup> grade curriculum. The board themselves will read the novel and get further information before any decisions will be made regarding the book.

#### **Presentations**

Mr. Rob LePage gave a brief presentation and tour of the technology/shop department.

#### **New Business**

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to accept the donation and increase appropriations and estimated revenue of \$5,824.99 from Mr. Justin Voss for the Bluegrass for the Next Generation Project.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the special education recommendations as presented.

### **Personnel**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (4-0) to approve Jim Hotaling as a substitute bus driver for the 2012-13 school year.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to approve Whitney Gagnier as a substitute teacher assistant/ aide for the 2012-13 school year.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve Laura Bridge as a volunteer bowling coach for the 2012-13 school year.

### **Board Discussion**

Any board members interested in attending the CEWW School Boards Association meeting on January 10, 2013, at the West Side Ballroom in Plattsburgh (topic "NYSED Initiatives NY Education Commissioner John King") please contact the District Clerk.

Mr. Broadwell notified the board of his meeting with the Town of Willsboro in regards to the shared facility. Everyone agrees on combining both the bus garage as well as the town highway department. Mr. Broadwell will be investigating further and will obtain potential quotes for a feasibility study.

### **Reports from the Superintendent**

- The musical "Oliver" was a great success! Derrick Hopkins and Jennifer Moore did a fantastic job, as well as all the students.
- About 150 people attended the Veterans Day dinner that was held here on Sunday afternoon. It was enjoyed by all! Our 3<sup>rd</sup> grade class displayed pictures and made placements as well as art students for the Veterans and families to enjoy.
- Mr. Broadwell updated the board on shared services. Two of Westport's board members would like to meet with two of our board members to discuss the possible shared services (meeting will be on December 5<sup>th</sup>, 2012).

### **Adjournment**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0) to adjourn the meeting at 7:36pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
December 11, 2012  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 11-13-12 regular board meeting.
4. Presentations
  - a) Brief presentation by our Academy Teachers, Laura Bridge, Derrick Hopkins, Andrew Lee and Tara Valachovic.
  - b) Scott Sayward with the Fall 2012 survey results.
5. Business & Finance
  - a) Approve the budget status dated 11-26-12.
  - b) Approve the claims audit report dated 11-26-12.
  - c) Approve the budget transfers dated 12-7-12.
  - d) Approve the tax collector report.
  - e) Approve the extracurricular report as presented.
6. New Business
  - a) Report from shared facility feasibility study.
  - b) Accept the donation of new clothes and shoes for students at the school, from Mr. Henry Gerdes, valued at \$168.00.
  - c) Based on the recommendation of computer technician Rudy Brouwer, approve the disposal of several old computers and printers from our inventory, which have no value (see attached for more information).
7. Personnel
  - a) Approve Clayton Cross as a substitute teacher for the 2012-13 school year.
  - b) Consider the request from school nurse, Kari Scott, for a change in full-time status to a part-time position beginning in the 2013-14 school year.
8. Board Discussion
  - a) Follow-up regarding previous discussion of English novel.
9. Reports from Superintendent
  - a) Elimination of the second meeting in December as the fourth Tuesday of the month is December 25<sup>th</sup>.
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
December 11, 2012

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Charmaine Flynn, Dean of Students/Math Teacher  
Scott Sayward

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0-1) to approve the minutes from the regular meeting held on 11-13-12 (one abstention Phyllis Klein).

#### **Presentations**

Each academy teacher gave a brief presentation on the strategies and curriculum they use in their classrooms to teach the 4<sup>th</sup> – 6<sup>th</sup> grades.

Scott Sayward presented his results from the Fall 2012 student's satisfaction survey results.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 11-26-12.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 11-26-12.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget transfers dated 12-7-12.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the tax collector's report as presented.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the extra curricular report as presented.

### **New Business**

Mr. Broadwell gave a brief update on the shared facility feasibility study. Two firms have submitted proposals; we are waiting for a third proposal.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to accept the donation of new clothes and shoes for students at the school, from Mr. Henry Gerdes, the items have an estimated value of \$168.00.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to accept the recommendation of computer technician Rudy Brouwer, to dispose of several old computers and printers from our inventory, which have no value.

### **Personnel**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve Clayton Cross as a substitute teacher/aide for the 2012-13 school year.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to table until the next meeting the request from school nurse, Kari Scott, for a change in full-time status to part-time position beginning in the 2013-14 school year.

### **Board Discussion**

Mr. Broadwell followed up with the board regarding an English novel. It has been decided by the English department to not use this book in their curriculum this year.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to cancel the board meeting of December (25<sup>th</sup>).

### **Reports from the Superintendent**

- \* Mr. Broadwell updated the board on shared services. He, Bruce Hale and Craig Jackson, met with two of Westport's board members as well as their Superintendent Dr. John Gallagher; they discussed possible shared services. They will continue to explore more ideas and meet again in January.
- \* On Wednesday, December 12<sup>th</sup> at 9:30am the entire school, students and staff will participate in a human food chain to donate to the town's food shelf. Several items were collected by the various grades.
- \* Winter Concert will be held on December 18<sup>th</sup>, 2012 at 7:00pm.

- \* Mr. Broadwell and the teacher's union president signed the APPR agreement on December 11<sup>th</sup>, 2012.
  
- \* Our NHS students have gone shopping for toys to provide some to our needy students. (The money is a yearly donation sponsored by an outside agency). Also, the NHS is having a toy drive.
  
- \* A local organization has offered their financial assistance in providing clothing and winter apparel for some of our students that are in need of such items.

**Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 7:53pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to exit executive session at 8:10pm.

**Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 8:11pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 8, 2013  
Regular Meeting-Agenda  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 12-11-12 regular board meeting.
4. Business & Finance
  - a) Approve the claims audit report dated 12-17-12.
  - b) Approve the school tax roll corrections and refunds as presented per court order.
5. New Business
  - a) Accept the check of \$600.00 from NYSIR insurance company. This money is our district's "paid in capital" when the school initially contracted insurance with NYSIR.
  - b) Recommend approval of the Willsboro Central School Flex Options Plan document as administrated by EBS-RMSCO, Inc.
  - c) Approve the special education recommendations as presented.
  - d) Consider approving the MOU regarding "music coaches" for the district at a stipend of \$25/hour.
  - e) Authorize a joint feasibility study in conjunction with the Town of Willsboro not to exceed \$10,000 with AES Northeast. The expense will be equally shared between the Town and School District.
6. Old Business
  - a) Reconsider the tabled motion from the 12-11-12 meeting regarding the request from school nurse, Kari Scott, for a change in full-time status to part-time position beginning in the 2013-14 school year.
7. Personnel
  - a) Appoint Derrick Hopkins as the Elementary Drama Club advisor group 4 at \$2,048.
  - b) Approve Mary Ann Vicaro as a substitute teacher/ assistant/aide for the 2012-13 school year.
8. Board Discussion
  - a) Shared Facility
9. Reports from Superintendent
  - a) Update on school safety measures.
  - b) Musical performance
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
January 8, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth (absent)

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve the minutes from the regular meeting held on 12-11-12.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the claims audit reports dated 12-17-12 and 12-28-12.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve \$8,909.90 to be transferred from the tax cert reserve to the general fund to pay the expenses of tax refunds as ordered by court decisions.

#### **New Business**

Motion by Phyllis Klein, second by Jon Steeves, voted and carried (4-0) to accept the check of \$600.00 from NYSIR insurance company. This money is our district's "paid in capital" when the school initially contracted insurance with NYSIR.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve of the Willsboro Central School Flex Options Plan document as administered by EBS-RMSCO, Inc.



Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the special education recommendations as presented.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the MOU regarding music coaches for the district at a stipend of \$25/hour for up to 20 hours per coach.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve of a joint feasibility study in conjunction with the Town of Willsboro not to exceed \$10,000 with AES Northeast. The expenses will be shared equally between the Town and School District.

### **Old Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to remove from the table motion from the 12-11-12 meeting regarding the request from school nurse, Kari Scott.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to deny the request of school nurse, Kari Scott, for a change in full-time status to part-time position beginning in the 2013-14 school year.

### **Personnel**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve Derrick Hopkins as the Elementary Drama Club advisor group 4 at \$2,048.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve Mary Ann Vicaro as a substitute teacher/assistant/aide for the 2012-13 school year.

### **Board Discussion**

Mr. Broadwell updated the board on the shared facilities meeting that he, Mr. Jackson and Mr. Hale attended on Monday and they are looking at many different aspects of sharing. Willsboro as well as Westport would like to possibly engage in a study that could be grant funded by the state.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve that Mr. Broadwell pursue the grant for a feasibility study for shared services and facility.

### **Reports from the Superintendent**

- \* CFES is selling wristbands to benefit Sandy Hook Elementary; the proceeds will be donated to the Sandy Hook School District. As well as the wristbands we had several of our students create snowflakes that have been shipped to the school.
- \* We have taken some safety measures here at the school in the wake of the terrible tragedy at Sandy Hook Elementary. There have been added radios to the staff, all faculty is to wear their ID badges, changes in visitor sign in, keys are given to substitutes, a door lock system will be installed by Fran so that we have the capability to have visitors buzzed into the building and a release switch to the hallway doors to be able to shut the elementary and high school wings. There will also be a scheduled lockdown drill on Monday the 14<sup>th</sup>.

- \* We had 5 performers from the Learning Arts Program from Saratoga BOCES come and perform for students. They also did a 6<sup>th</sup> grade presentation and a musical piano informational session.
- \* The computer system in the cafeteria was switched over to NutriKids today; everything went smoothly in the transition.

**Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to enter into executive session at 6:45pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to exit executive session at 6:53pm.

**Adjournment**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to adjourn the meeting at 6:54pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 22, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Attend the Geography Bee in the Library as hosted by Mrs. Bridge.
4. Presentations
  - a) Brief presentation by our 1st grade teachers Kristin Hartnett and Natalie Foster.
5. Approval of Minutes
  - a) Approve the minutes from the 1-8-13 regular board meeting.
6. Business & Finance
  - a) Approve the claims audit report.
  - b) Approve the budget status report.
  - c) Approve the extra curricular report dated January 2013.
7. New Business
  - a) Approve the MOU between ACAP Head Start and the Willsboro Central School District for January 1, 2013 – December 31, 2013.
8. Personnel
  - a) Approve Erika Oliver as a substitute teacher aide/monitor for the school year.
9. Policies
  - a) Approve the first reading of policy #8414.5 Drug and Alcohol Testing of Bus Drivers.
10. Board Discussion
11. Reports from Superintendent
12. Public Comment Regarding the Agenda Items
13. Executive Session
  - a) Negotiations
14. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
January 22, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

The board attended the Geography Bee that was held in the library at 6:00pm.

Mrs. Hartnett and Mrs. Foster gave excellent presentations on the many different stages of learning that they provide to the students in 1st grade on a daily basis.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0-1) to approve the minutes from the regular meeting held on 1-8-13 (Don Hollingsworth abstained).

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit reports dated 1-22-13.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget status report dated 1-22-13.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the extra curricular report dated January 2013.

### **New Business**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the MOU between ACAP Head Start and the Willsboro Central School District for January 1, 2013 – December 31, 2013.

### **Personnel**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve Erika Oliver as a substitute teacher/assistant/aide for the 2012-13 school year.

### **Polices**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the first reading of the policy 8414.5 Drug and Alcohol Testing of Bus Drivers.

### **Board Discussion**

The board mentioned their visit to the Old School and that they were impressed with seeing the progress of the building construction. They also were pleased with knowing that many local workers are involved with the production.

### **Reports from the Superintendent**

- \* Mr. Broadwell announced to the board that this year's Wall of Distinction recipient is Mr. Ron Jackson. Mr. Jackson will be recognized at graduation on June 21, 2013.
- \* CFES is conducting a study about college persistence; they have asked Willsboro to participate in the study regarding the number of students attending as well as staying in college.
- \* The governor gave his budget address today, according to the numbers our state aid will reduce by approximately \$19,000.
- \* The senior class would like to take a possible weekend field trip to the NYC area, where about 15 students can see firsthand and experience different career fields that they are interested in pursuing. Mr. Broadwell will get more information regarding this idea.

### **Executive Session**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to enter into executive session at 7:30pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to exit executive session at 7:45pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:46pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
February 12, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Brief presentation by our AIS teachers Sheree Ford and Mark Schiesser.
4. Approval of Minutes
  - a) Approve the minutes from the 1-22-13 regular board meeting.
5. Business & Finance
  - a) Accept the donation and increased appropriation in budget of \$4,016.47 from the IIsababy Foundation (ASA concert 1-8-13).
  - b) Approve the refund of \$1,860.91 to Eton Ctrs. and refund the money from the tax cert reserve.
6. New Business
  - a) Approve the following resolution:

Whereas, the Board of Education is interested in participating in a merger study with the Willsboro Central School District to develop and submit a New York State Local Government Efficiency Grant to fund joint transportation study; and  
Whereas, the Board of Education hereby designates Superintendent to partner with the Town of Willsboro to submit a grant application and  
Now therefore by it resolved; that the Willsboro Central School Board of Education hereby approves participation in a joint transportation study with the Town of Willsboro and the submission of a New York State Local Government Efficiency Grant.
  - b) Certify the following individuals as lead evaluators of Principals, pursuant to the State's new evaluation law and regulations for annual professional performance reviews for the 2012-13 and 2013-14 school years:

Dr. John Gallagher, Superintendent of Westport CSD  
Bonnie Finnerty, Superintendent of Schroon Lake CSD  
John H. Fairchild, Superintendent of Chazy CRSD  
Cynthia Ford-Johnston, Superintendent of Keene CSD
7. Personnel
  - a) Approve the following as spring coaches:

Modified Softball – Charlene Lobdell  
Varsity Softball – David Lee  
Modified Baseball – Terry Cross  
Golf – John Oliver
  - b) Approve Jeff Marcotte as a volunteer coach for Varsity Girls Softball.

8. Policies
  - a) Approve the second reading of policy #8414.5 Drug and Alcohol Testing of Bus Drivers.
9. Board Discussion
10. Reports from Superintendent
11. Public Comment Regarding the Agenda Items
12. Executive Session
  - a) Negotiations
13. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
February 12, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Francesca Duso, JNHS Advisor  
Gail MacDougal, NHS Advisor

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

### **Presentations**

Francesca Duso and Gail MacDougal presented to the Board regarding the selection process of JNHS and NHS.

Mrs. Ford and Mr. Schiesser gave presentations on the many different strategies they use in the AIS classrooms.

### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the minutes from the regular meeting held on 1-22-13.

### **Business & Finance**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to accept the donation and increased appropriation in budget of \$4,016.47 from Ilisababy Foundation (ASA concert 1-8-13).

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the refund of \$1,860.91 to Eton Ctrs. and refund the money from the tax cert reserve.



### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the following resolution:

*Whereas*, the Willsboro Board of Education is interested in participating in a merger study with the Town of Willsboro to develop and submit a New York State Local Government Efficiency Grant to fund joint transportation study; and

*Whereas*, the Board of Education hereby designates the Superintendent to partner with the Town of Willsboro to submit a grant application and

*Now therefore by it resolved*; that the Willsboro Central School Board of Education hereby approves participation in a joint transportation study with the Town of Willsboro and the submission of a New York State Local Government Efficiency Grant.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the following individuals as lead evaluators of Principals, pursuant to the State's new evaluation law and regulations for annual professional performance reviews for the 2012-13 and 2013-14 school years:

Dr. John Gallagher, Superintendent of Westport CSD  
Bonnie Finnerty, Superintendent of Schroon Lake CSD  
John H. Fairchild, Superintendent of Chazy CRSD  
Cynthia Ford-Johnston, Superintendent of Keene CSD

### **Personnel**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the following as spring coaches:

Modified Softball – Charlene Lobdell  
Varsity Softball – David Lee  
Modified Baseball – Terry Cross  
Golf – John Oliver  
Varsity Softball Volunteer - Jeff Marcotte

### **Polices**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the second reading and adoption of the policy #8414.5 Drug and Alcohol Testing of Bus Drivers.

### **Reports from the Superintendent**

- \* On Thursday, February 14, 2013 we will be holding math training here at the school with representatives from BOCES. There will be teachers from other schools attending (approx. 45 people).
- \* The district continues to be available to begin negotiations with the CSEA bargaining unit.
- \* The 2nd grade had a visit from Shelley Moran's aunt who is 99 years old and turning 100 in the summer. She came in to speak to the class for the 100<sup>th</sup> day of school.
- \* Mr. Broadwell mentioned the merging of sports in the upcoming years. He will keep the board informed on any information that is received.
- \* Mr. Broadwell will be out of town February 18<sup>th</sup> – 22<sup>nd</sup>.
- \* Mr. Broadwell presented a brief powerpoint of the upcoming budget.

**Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 7:32pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
February 26, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 2-12-13 regular board meeting.
4. Business & Finance
  - a) Approve the claims audit report dated 2-22-13.
  - b) Approve the budget status report dated 2-25-13.
5. Personnel
  - a) Approve Maria Evens as a substitute teacher/assistant/aide for the school district.
  - b) Consider the request from Derrick Hopkins for a high school play with a stipend of \$3,096.
6. Board Discussion
7. Reports from Superintendent
8. Public Comment Regarding the Agenda Items
9. Executive Session
  - a) Negotiations
10. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
February 26, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the regular meeting held on 1-12-13.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit report dated 2-22-13.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the budget status report dated 2-25-13.

#### **Personnel**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve Maria Evens as a substitute teacher/assistant/aide for the school district.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the request from Derrick Hopkins for a high school play with a stipend of \$3,096.

### **Board Discussion**

"It's not what happens in your life, it's what your life makes happen.

### **Reports from the Superintendent**

- ✚ CSEA and the District will begin negotiations on March 12<sup>th</sup>.
- ✚ The Valley News had an article regarding the Town and the District investigating the sharing of facilities for a bus garage/town garage.

### **Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 6:15pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
March 12, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Brief presentation by our kindergarten teachers Debbie Anderson and Miranda Laferriere.
4. Approval of Minutes
  - a) Approve the minutes from the 2-26-13 regular board meeting.
5. Business & Finance
6. New Business
  - a) Accept the fuel bid award for the 2013-14 school year as follows:

Fuel Oil Main Building	= \$3.29 fixed
Propane	= \$2.20 fixed
Diesel	= \$3.49 fluctuating
Bus Garage	= \$3.81 fixed
  - b) Approve the special education recommendations as presented.
  - c) Approve April 8<sup>th</sup>, 2013 as an unused emergency day in which there will not be school.
  - d) Approve the 2013-14 school calendar.
7. Personnel
  - a) Accept, with regrets, the retirement of Carol Valachovic as a teaching assistant, effective June 30, 2013.
8. Board Discussion
  - a) Discussion of Board self-evaluations.
  - b) Shared services meeting summary.
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
March 12, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President (absent)  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

### **Presentation**

Mrs. Anderson and Mrs. Laferriere presented regarding the strategies they are using in the kindergarten classrooms for their ELA and Math programs.

### **Approval of Minutes**

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to approve the minutes from the regular meeting held on 2-26-13.

### **New Business**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the following fuel bids for 2013-14 school year:

Fuel Oil Main Building	= \$3.29 fixed
Propane	= \$2.20 fixed
Diesel	= \$3.49 fluctuating
Bus Garage	= \$3.81 fixed

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the special education recommendations as presented.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0) to approve April 8<sup>th</sup> as an unused emergency day in which there will not be school if we do not use a day before that time.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to approve the draft 2013-14 school calendar.

### **Personnel**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to accept, with regrets, the retirement of Carol Valachovic as a teaching assistant, effective June 30, 2013.

### **Board Discussion**

- ✦ Discussed a board self-evaluation – the board will conduct this survey in the summer at their retreat.
- ✦ Mr. Broadwell updated the board on a shared services meeting that he and Mr. Jackson attended in Keene.

### **Reports from the Superintendent**

- ✦ Our 7<sup>th</sup> grade English students Skyped with a Plattsburgh college student who was from Japan. The 7<sup>th</sup> graders were working on a project regarding Japan.
- ✦ The Key Club had a Walk-a-Thon on Friday, March 8<sup>th</sup> and raised \$4,400 for Hospice of Essex County.
- ✦ Our Model UN students went to NCCS to participate in the local event.
- ✦ The elementary play was great success and all the students did a wonderful job.
- ✦ Our new door lock system is now being used.
- ✦ We submitted our bus garage grant today to NYS for funding of a shared facility.
- ✦ Mr. Broadwell reviewed the draft budget with the board members.

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to enter into executive session at 7:09pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to exit executive session at 7:24pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to adjourn the meeting at 7:25pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
March 26, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Brief presentation by our math teachers Charmaine Flynn, Margie Jaquish and, Brian White.
4. Approval of Minutes
  - a) Approve the minutes from the 3-12-13 regular board meeting.
5. Business & Finance
  - a) Approve the claims audit report dated 3-25-13.
  - b) Approve the budget status report dated 3-25-13.
  - c) Approve the extra curricular report dated March 2013.
6. New Business.
  - a) Accept the donation of \$110.00 from the Ilsababy Foundation towards the tuning of our piano for the ASA concert.
  - b) Approve the school district board authorization of the attached resolution with Champlain National Bank.
  - c) Approve the updated policy #8334 District Credit Cards/Credit Limits.
7. Personnel
  - a) Approve Jolene Daniels as a substitute custodian for the school district.
8. Board Discussion
  - a) Consider moving our regular meeting on Tuesday, April 23<sup>rd</sup> to Thursday, April 25<sup>th</sup>.
  - b) Budget update.
  - c) Senior class overnight proposal.
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
March 26, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Margie Jaquish, Math Teacher  
Keith Lobdell, Valley News

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Presentation**

Mrs. Flynn, Mrs. Jaquish and Mr. White presented regarding the strategies and techniques they are using to teach in their math classes. They also addressed the new curriculum regarding common core standards being implemented in NYS.

#### **Approval of Minutes**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0-1) to approve the minutes from the regular meeting held on 3-12-13 (one abstention Bruce Hale).

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 3-25-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 3-25-13.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the extra curricular report dated March 2013.

### **New Business**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to accept the donation of \$110.00 from Ilsababy Foundation for the tuning of our piano for the ASA concert.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (4-0-1) to approve the school district board authorization of the attached resolution with the Champlain National Bank and the update to board policy #8334 District Credit Cards / Credit Limits (one abstention Jon Steeves).

### **Personnel**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve Jolene Daniels as a substitute custodian for the school district.

### **Board Discussion**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve moving our regular meeting on Tuesday, April 23<sup>rd</sup> to Thursday, April 25<sup>th</sup>.

Mr. Broadwell reviewed the draft budget with the board members and the budget should be ready for final approval at the next board meeting on Tuesday, April 9<sup>th</sup>.

### **Reports from the Superintendent**

- ✚ The district is currently utilizing our new student management system “School Tools” for scheduling students next year. This program will also integrate with the required State reporting requirements.
- ✚ Mrs. Moore continues to work on the Blue Grass for the Next Generation Project. She is working on a potential Gibson Brothers concert here at school. She will get more information and pass it along to the board when it becomes available.
- ✚ The district is purchasing three Ipads that will be used in the Kindergarten rooms.
- ✚ Mr. Broadwell met with the Willsboro Fire Department; they had some safety suggestions for the school (ie. safety stickers for the windows...).
- ✚ Mr. Boadwell will be touring the Old Adirondack building, as a potential bus garage option.
- ✚ Mr. Broadwell provided the board a brief description of the APPR / Common Core requirements.

### **Public Comment Regarding Agenda Items**

Keith Lobdell from the Valley News commented on how the board receives presentations from the teachers at each meeting and how informed the school board was about the daily activities within the school.

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 7:31pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to exit executive session at 7:42pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 7:43pm.



Willsboro Central School  
Board of Education  
April 9, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Brief presentation by our social studies teachers Keith Stone and Jack Daly.
4. Approval of Minutes
  - a) Approve the minutes from the 3-26-13 regular board meeting.
5. Business & Finance
  - a) Approve the 2013-14 school district spending plan of \$7,972,767. This reflects a 3.3% tax levy increase which is within the state limitation.
6. New Business
7. Personnel
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
April 9, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

#### **Presentation**

Mr. Daly and Mr. Stone showed the board teaching strategies that they employ in their social studies classrooms.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the minutes from the regular meeting held on 3-26-13.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the 2013-14 school district spending plan of \$7,972,767. This reflects a 3.3% tax levy increase which is within the state limitation.

#### **Board Discussion**

The board discussed the state testing requirements and the new common core modules.

### **Reports from the Superintendent**

- ✦ Mr. Hopkins was selected to be a standard setting guide for the state testing. He will attend meetings from June 29<sup>th</sup> – July 2<sup>nd</sup> in Albany.
- ✦ NYC students will be visiting as part of our college awareness week. They will spend a few days with our CFES students and visiting local colleges.
- ✦ 11 of our students will be going to perform at the Annual Ithaca Music Festival April, 12<sup>th</sup> – 14<sup>th</sup>.
- ✦ Mr. Hatch updated Mr. Broadwell that the court case with Champlain National Bank regarding their assessment challenge has been settled and it was agreed by the Town of Willsboro to reduce the assessment to \$820,000.
- ✦ Mr. Broadwell reviewed our updated emergency response plan packet with the board.
- ✦ Mr. Broadwell would like to start sending a monthly postcard out to the district that would increase publicity for the school. The postcard will provide information via key bullet points of the happenings within the school.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to enter into executive session at 6:57pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to exit executive session at 7:20pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:21pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
April 25, 2013  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Brief presentation by our 3<sup>rd</sup> grade teacher Lorilee Sheehan.
4. Approval of Minutes
  - a) Approve the minutes from the 4-9-13 regular board meeting.
5. Business & Finance
  - a) Approve the claims audit report dated 4-23-13.
  - b) Approve the budget status report dated 4-23-13.
6. New Business
  - a) Consider the approval of the resolution of the Administration Budget:  
It is resolved that the Board of Education of the Willsboro Central School District vote to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2013-14.
  - b) Elect 5 board members from the following 5, for the Board of Cooperative Educational Services (CVES) Board of Education:  
Christopher Belair  
Richard Malaney  
James Martineau  
Michael St.Pierre  
Lori Saunders
  - c) Approve the emergency evacuation and emergency transportation agreement with the Champlain Valley Senior Community.
  - d) First reading of the updated safety plan.
  - e) Approve the recommendation to appoint Elizabethtown Community Hospital / Smith House Health Center as the school medical provider for the 2013 – 14 school year at a rate of \$4,600.
  - f) Consider allocating \$4,000 for stipends associated with our summer educational camp program – “After the Bell”.
  - g) Consider allocating \$3,200 for summer curriculum work at a rate of \$100/day.

- h) Approve the following as election workers for budget vote on May 21, 2013:
  - Faye Bigelow
  - Janice Allen
  - Gretel Schueller
  - Gail Drinkwine
  
- 7. Personnel
  - a) Approve Ella Heinemann as a substitute teacher aide / cleaner for the school district.
  
- 8. Board Discussion
  
- 9. Reports from Superintendent
  
- 10. Public Comment Regarding the Agenda Items
  
- 11. Executive Session
  - a) Negotiations
  
- 12. Adjournment





Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
April 25, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

Pledge of Allegiance

### **Presentation**

Mrs. Sheehan gave a presentation to the board of her daily class routines and the new common core learning standards being introduced into the classroom.

### **Approval of Minutes**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the minutes from the regular meeting held on 4-9-13.

### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the claims audit report dated 4-23-13.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget status report dated 4-23-13.

### **New Business**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (3-2) to approve the Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperative Educational Services for the school year 2013-12.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to cast votes for Christopher Belair, Richard Malaney, James Martineau, Michael St.Pierre, and Lori Saunders to the Board of Cooperative Educational Services (CVES) Board of Education.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the emergency evacuation and emergency transportation agreement with the Champlain Valley Senior Community.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the first reading of the district's building safety plan.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the Elizabethtown Community Hospital / Smith House Health Center as the school medical provider for the 2013-14 school year at a rate of \$4,600.

Motion by Phyllis Klein, seconded Bruce Hale, voted and carried (5-0) to approve the allocation of \$4,000 for stipends associated with our summer educational camp program – "After the Bell".

Motion by Bruce Hale seconded by Don Hollingsworth, voted and carried (3-2) to approve the allocation of \$3,200 for summer curriculum work/training at a rate of \$100/day.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the following as elections workers at the budget vote on May 21, 2013:

Fae Bigelow  
Janice Allen  
Gail Drinkwine  
Gretel Schueller

#### **Personnel**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve Ella Heinemann as a substitute aide / cleaner for the school district.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve Marilyn Trienens as a substitute teacher for the school district.

#### **Reports from the Superintendent**

- ✚ Mr. Broadwell updated the board on a meeting with the Town regarding the shared services of a bus garage.
- ✚ Mr. Broadwell updated the board regarding upcoming music events.
- ✚ The budget newsletter has been completed and sent to printing. It will be mailed out next week.

#### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to enter into executive session at 7:09pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to exit executive session at 7:34pm.

#### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:35pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education –Meeting  
May 14, 2013  
Public Hearing at 6:00pm in the Auditorium  
Regular Meeting to Immediately Follow in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the regular board meeting held on 4-25-12.
4. New Business
  - a) Approve the tax correction as per the office of the Essex County Treasurer for tax map no. 152600 49.15-3-14.000 EST (Henrich) and refund adjustment of \$2,084.38. This money will be refunded from our tax certiorari.
  - b) Approve the cancellation of the June 25<sup>th</sup> board meeting.
  - c) Approve the special education recommendations as presented.
  - d) Consider approval of the following “After the Bell” summer educational camps:  
Kristin Hartnett “Munsch” After Lunch-12:00 – 2:30pm-July 16<sup>th</sup> – 19<sup>th</sup>  
Kristin Hartnett “Mrs. Harnett and the Magic School Bus”- 12:00 – 2:30pm-July 23<sup>rd</sup>-26<sup>th</sup>  
Linda Jacques “Rainbow Summer Camp” – 2 hrs. a day – August 23<sup>rd</sup> -25<sup>th</sup>  
Sheree Ford “Dig into Reading” – 9:30 – 12:00pm – June 24<sup>th</sup> – 28<sup>th</sup>
5. Board Policies
  - a) Approve the second reading of the updated Emergency Safety Plan.
6. Board Discussion
  - a) Discussion regarding the Old Adirondack building.
7. Reports from Superintendent
8. Public Comment Regarding the Agenda Items
9. Executive Session
  - a) Negotiations
10. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
May 14, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Sheila Vanags, District Treasurer  
Janice Allen, Public

Meeting was called to order at 6:00pm, by President Craig Jackson.

#### **Presentations**

2013-14 Public Budget Hearing was presented by Mr. Broadwell.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the regular meeting held on 4-25-13.

#### **New Business**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the tax correction as per the office of the Essex County Treasurer for tax map no. 152600 59.15-3-14.000 EST and refund adjustment of \$2,084.38 from our tax certiorari.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to cancel the June 25<sup>th</sup> board meeting.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the special education recommendations as presented.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the following “After the Bell” summer educational camps:

Kristin Hartnett “Munsch” After Lunch-12:00 – 2:30pm-July 16<sup>th</sup> – 19<sup>th</sup>

Kristin Hartnett “Mrs. Harnett and the Magic School Bus”- 12:00 – 2:30pm-July 23<sup>rd</sup>-26<sup>th</sup>

Linda Jacques “Rainbow Summer Camp” – 2 hrs. a day – August 23<sup>rd</sup> -25<sup>th</sup>

Sheree Ford “Dig into Reading” – 9:30 – 12:00pm – June 24<sup>th</sup> – 28<sup>th</sup>

### **Board Policies**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to table the second reading of the Emergency Safety Plan until the next meeting so the board may further review it.

### **Board Discussion**

Mr. Broadwell updated the board with information regarding the sale of the Old Adirondack building.

### **Reports from the Superintendent**

✚ Bluegrass Music Festival will be held on June 2<sup>nd</sup> from 2 – 9pm.

✚ Art Exhibit will be held on May 30<sup>th</sup>.

✚ Junior Prom will be held on Saturday, May 18<sup>th</sup> from 7 – 11pm.

✚ Mr. Broadwell notified the board of one senior that will not be graduating.

✚ Mr. Broadwell informed the board of garbage that was found on the old tennis courts behind the old school. There was medical waste that need immediate attention and was cleaned up using all safety measures.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:44pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to exit executive session at 7:21pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 7:22pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education –Meeting  
May 28, 2013  
Regular Meeting Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the regular board meeting held on 5-14-12.
4. Business & Finance
  - a) Approve the claims audit report dated 5-24-13.
  - b) Approve the budget status report dated 5-24-13.
5. Personnel
  - a) Approve Kristin Hartnett as the district's summer school special education teacher at \$25/hr. Mrs. Hartnett will be responsible for delivery of the required IEP services to qualified students.
  - b) Upon the recommendation of the Superintendent, consider the approval of tenure, effective September 2, 2013 to the following teachers:
    - Elizabeth Belois
    - Nicole Gillespie
    - Jennifer Moore
6. Board Policies
  - a) Approve the updated School Emergency Safety Plan.
7. Board Discussion
8. Reports from Superintendent
  - a) Shared services regarding bus garage.
9. Public Comment Regarding the Agenda Items
10. Executive Session
  - a) Negotiations
11. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
May 28, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth (absent)

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:03pm, by President Craig Jackson.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the minutes from the regular meeting held on 5-14-13.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve the claims audit report dated 5-24-13.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the budget status report dated 5-24-13.

#### **Personnel**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve Kristin Hartnett as the district's summer school special education teacher at a rate of \$25/hr.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the following tenure appointments, effective September 2, 2013:

Elizabeth Belois – Art  
Jennifer Moore – Music  
Nicole Gillespie – Special Education

### **Reports from the Superintendent**

- ✦ The drama club will present the play “12 Angry Jurors”, this weekend, May 30<sup>th</sup> – June 1<sup>st</sup>.
- ✦ The Bluegrass for the Next Generation Festival will be held on June 1<sup>st</sup> from 2-9pm.
- ✦ There will be students attending summer school at CVES.
- ✦ On June 15<sup>th</sup> from 11-4pm Eli Schwartzberg will be holding the grand opening of the Senior Living Ctr.
- ✦ Willsboro Central School will conduct a small ceremony on June 4<sup>th</sup> at 2:45pm to honor Bev Dickerson for being such a large supporter of our student athletes.
- ✦ Mr. Broadwell updated the board with information regarding the shared services regarding property with the Town of Willsboro. They also discussed potential land options for the facility.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to enter into executive session at 6:32pm to discuss negotiations.

Motion by Jon Steeves, seconded by Phyllis Klein seconded, voted and carried (4-0) to exit executive session at 7:07pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to adjourn the meeting at 7:08pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education –Meeting  
June 11, 2013  
Regular Meeting Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentation
  - a) Mark Robinson to present annual special education report.
4. Approval of Minutes
  - a) Approve the minutes from the regular board meeting held on 5-28-12.
5. Executive Session
  - a) Negotiations
6. New Business
  - a) Approve the special education recommendations as presented.
  - b) Approve the recommendation of The Essex County Real Property to refund \$533.64 to John Singleton for a clerical error from the assessor's office. This refund will be paid via the district's tax cert reserve.
  - c) Approve a 5 year copier lease agreement with SymQuest.
7. Personnel
  - a) Consider the approval of the employment contracts of the following individuals: Cathy Alden, Steve Callahan, Fran Lee, Brandy Pierce, Lorie Sayward, Joe Walsh, and Sheila Vanags.
  - b) Approve Eleanor Stafford as summer school bus driver to CVES.
  - c) Approve Shelley Moran as the summer school bus monitor to CVES.
  - d) Approve the following extra curricular positions for 2013-14, stipends as per contract:
    - Senior Co-Advisors – Madonna Gardner & Dawn Yeager
    - Junior Co-Advisors – Shelley Moran & Melissa Huff
    - Sophomore Co-Advisor – Kim Buck & Gail MacDougal
    - Freshman Co-Advisors – Becky Provost & Dawn Yeager
    - Senior Play Co-Advisors – Derrick Hopkins
    - Drama Club – Derrick Hopkins
    - Elementary Drama Club – Derrick Hopkins
    - Band/Music – Jennifer Moore
    - NHS – Gail MacDougal
    - JR. NHS – Francesca Duso
    - Student Council – Keith Stone
    - Spanish Club – Francesca Duso
    - French Club – Marie Blatchley
    - Key Club Co-Advisors– Meaghan Freeman & Sue Daly
    - CFES – Marie Blatchley & Kari Scott
    - Yearbook – Brian White
    - Extra Curricular Treasurer – Cathy Alden
    - Athletic Director – Michael Douglas

- e) Approve the following as coaches for the 2013-14 school year, stipends as per contract:
  - Boy Varsity Soccer – Andrew Lee
  - Girls Varsity Soccer – Michael Douglas
  - Boys Modified Soccer – Terry Cross
  - Girls Modified Soccer – Dawn Bronson
  - Boys Varsity Basketball – Jim Spring
  - Boys JV Basketball – Terry Cross
  - Boys Modified Basketball – Michael Douglas
  - Girls Varsity Basketball – Charlene Lobdell
  - Girls JV Basketball – Dawn Bronson
  - Girls Modified Basketball – Rob LePage
  - Bowling – David Lee
  
- 8. Board Policies
  - a) Approve the updated School Emergency Safety Plan.
  
- 9. Board Discussion
  
- 10. Reports from Superintendent
  
- 11. Public Comment Regarding the Agenda Items
  
- 12. Adjournment



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves  
Don Hollingsworth

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
June 11, 2013

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Jon Steeves (absent)  
Don Hollingsworth (absent)

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk

Meeting was called to order at 6:00pm, by President Craig Jackson.

#### **Presentation**

Mr. Mark Robinson presented his annual special education report to the board.

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0) to approve the minutes from the regular meeting held on 5-28-13.

#### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to enter into executive session at 6:18pm to discuss negotiations.

Motion by Bruce Hale, seconded by Phyllis Klein seconded, voted and carried (3-0) to exit executive session at 6:32pm.

#### **New Business**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to approve the special education recommendations as presented.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0) to approve the recommendation of the Essex County Real Property to refund \$333.99 to John Singleton due to clerical error in the assessor's office. The refund will be paid via the district's tax cert reserve.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to approve a 5 year copier lease agreement with SymQuest.

**Personnel**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0) to approve the employment contracts for the following individuals: Cathy Alden, Steve Callahan, Fran Lee, Brandy Pierce, Lorie Sayward, Joe Walsh, and Sheila Vanags.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to approve Shelley Moran as the summer school bus monitor to CVES.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0) to approve the following extra curricular and coaching positions for 2013-14, stipends as per contract:

- Senior Co-Advisors – Madonna Gardner & Dawn Yeager
- Junior Co-Advisors – Shelley Moran & Melissa Huff
- Sophomore Co-Advisor – Kim Buck & Gail MacDougal
- Freshman Co-Advisors – Becky Provost & Dawn Yeager
- Senior Play Advisor – Derrick Hopkins
- Drama Club – Derrick Hopkins
- Elementary Drama Club – Derrick Hopkins
- Band/Music – Jennifer Moore
- NHS – Gail MacDougal
- JR. NHS – Francesca Duso
- Student Council – Keith Stone
- Spanish Club – Francesca Duso
- French Club – Marie Blatchley
- Key Club Co-Advisors– Meaghan Freeman & Sue Daly
- CFES – Marie Blatchley & Kari Scott
- Yearbook – Brian White
- Extra Curricular Treasurer – Cathy Alden
- Athletic Director – Michael Douglas
- Boy Varsity Soccer – Andrew Lee
- Girls Varsity Soccer – Michael Douglas
- Boys Modified Soccer – Terry Cross
- Girls Modified Soccer – Dawn Bronson
- Boys Varsity Basketball – Jim Spring
- Boys JV Basketball – Terry Cross
- Boys Modified Basketball – Michael Douglas
- Girls Varsity Basketball – Charlene Lobdell
- Girls JV Basketball – Dawn Bronson
- Girls Modified Basketball – Rob LePage
- Bowling – David Lee

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to accept the retirement of Eleanor Stafford, effective June 21, 2013.

**Board Policies**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (3-0) to approve the updated School Emergency Safety Plan.

**Reports from the Superintendent**

- Summer camp sign-ups are going well.
- There was a violation by one of our students during a regents exam. The student was using his cellphone. The parents and NYSED have been notified.
- Mr. Broadwell updated the board with information regarding the shared services, and potential sites for the bus facility.

**Adjournment**

Motion by Phyllis Klein, seconded by Brue Hale, voted and carried (3-0) to adjourn the meeting at 7:06pm.

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Brandy Pierce, District Clerk