



Willsboro Central School  
Board of Education  
July 9, 2013

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 6-11-13 regular board meeting.
4. New Business
  - a) Approve the special education recommendations as presented.
  - b) Approve the 2013-14 Student Handbook.
5. Business & Finance
  - a) Approve the claims audit report dated 6-24-13.
  - b) Approve the budget status report dated 6-24-13.
  - c) Approve the budget transfers dated 6-25-13.
  - d) Approve the transfer of \$10,023 into the retirement contribution reserve, dated 6-28-13.
  - e) Approve a rollover of the 2012-13 APPR plan for the 2013-14 school year and submit to the State Education Department.
6. Personnel
  - a) Consider the approval of transferring 4.5 unused vacation days to sick days for Superintendent Stephen Broadwell. There is no cost to the district.
  - b) Approve the amended contract agreement with the Superintendent of Schools, Stephen Broadwell.
  - c) Approve Karen Arnold as a speech therapist for summer students in need of speech services.
7. Board Discussion
  - a) Review the CEWW School Board meeting request.
  - b) Approve a Board retreat for July 16<sup>th</sup>, 2013 at 5:30pm at the Essex Inn.
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
11. Adjournment

Willsboro Central School  
Board of Education  
July 9, 2013 @ 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 2013 - 14 school year.
4. Oath of office administered by the District Clerk to new board member,
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 2013 - 14 school year:

Sheila Vanags	School District Treasurer	No Stipend
Beverly Moran	Tax Collector	\$5,100
Dean Caveney	Internal Claims Auditor	\$25.00 / Hour
Stephen Broadwell	Purchasing Agent	\$5,000

8. Consent Agenda - Other Appointments for the 2013 - 14 school year:

Telling & Conroy	District Independent Auditor	\$9,300
Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley	School Attorney	\$165.00 / Hour
Harris Beach, PLLC	School Attorney	\$185.00 / Hour
Whiteman, Osterman & Hanna	School Attorney	\$165.00 / Hour
Elizabethtown Community Hospital	School Physician	\$4,600
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 2013 - 14 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 2013 - 14 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) 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 2013-14 school year:

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

- l) Authorize the Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.  
m) Authorize the single signature of the District Treasurer to validate school checks for the school year.  
n) Approve the Superintendent of Schools attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.  
o) 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 2013 - 14 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) Accept the following as school lunch prices for the 2013-14 school year:  
Breakfast - \$1.30  
Lunch - \$1.90  
Adult - \$3.40
- e) Approve the following resolution:

RESOLUTION

(Willsboro to Participate in BOCES Summer School 2014)

IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2014 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 1, 2013; CEWW BOCES will diligently analyze its ability to provide services in summer 2014, 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 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 6:15pm, by President Craig Jackson.

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0-2) to approve the minutes from the regular meeting held on 6-11-13 (two abstentions).

#### **New Business**

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

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the 2013-14 Student Handbook.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) approve the claims audit report dated 6-24-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to table the approval of the budget status report.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfers dated 6-25-13.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the transfer of \$10,023 into the retirement contribution reserve, dated 6-28-13.

Motion by Phyllis Klein, Don Hollingsworth, voted and carried (5-0) to approve the rollover of the 2012-13 APPR plan for the 2013-14 school year and submit to the State Education Department.

### **Personnel**

Motion by Phyllis Klein, seconded Bruce Hale, voted and carried (5-0) to approve the transfer of 4.5 vacation days to sick days for Superintendent Stephen Broadwell, at no cost to the district.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the amended contract agreement with the Superintendent of Schools, Stephen Broadwell.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve Karen Arnold as a speech therapist for summer students in need of speech services.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the reduction of a part-time aide to 2 hours per day for the 2013-14 school year.

### **Board Discussion**

The board reviewed the CEWW School Board meeting survey.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve a board retreat on July 16, 2013 at 5:30pm at the Essex Inn.

### **Reports from the Superintendent**

- Yearbook made \$775 of the yearbook sales this year.
- The district postcard is ready to be mailed.
- Mr. Hopkins and Mrs. Freeman were selected to assist SED as standard setting guides for the state testing process. They will attend meetings in Albany.

### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to enter into executive session at 6:39pm to discuss personnel.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to end executive session at 7:28pm

### **Adjournment**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to adjourn the meeting at 7:29pm.

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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 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.

Pledge of Allegiance

### **Election of Board Officers**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to appoint Brandy Pierce as District Clerk for the 2013 – 2014 school year, administration of oath.

Administration of Oath to Bruce Hale elected Board Member for a three year term to serve until June 30, 2016.

Administration of Oath to Stephen Broadwell, Superintendent of Schools for the 2013-2014 school year.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to nominate Craig Jackson as President of the Board for the 2013 – 2014 school year, administration of oath.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to nominate Bruce Hale as Vice-President of the Board for the 2013 – 2014 school year, administration of oath.

### **Consent Agenda**

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



- ❖ Sheila Vanags, School District Treasurer – No Stipend
- ❖ Beverly Moran, Tax Collector - \$5,100
- ❖ Dean Caveney, Internal Claims Auditor - \$25.00 / hour
- ❖ Stephen Broadwell, Purchasing Agent - \$5,000

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) 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 - \$185.00 / 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 2013-2014 school year**

Motion by Bruce Hale, seconded Phyllis Klein, voted and carried (4-0-1) to approve the Champlain National Bank as the Official Bank Depository (one abstention – Jon Steeves).

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the Press Republican as the Official Newspaper.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) 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 2013 – 2014 school year:**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the following authorizations for the 2013 – 2014 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.

- ❖ 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 2013-14 school year:
  - Dr. John Gallagher, Superintendent of Westport CSD
  - Bonnie Finnerty, Superintendent of Schroom Lake CSD
  - John H. Fairchild, Superintendent of Chazy CSD
  - Cynthia Ford-Johnston, Superintendent of Keene CSD
- ❖ 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 2013 – 2014 school year:**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the recommendation of compensation to instructional substitutes at \$75 per day for certified and \$65 for non-certified for the 2013-2014 school year.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) 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 2013-2014 school year.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to use the IRS mileage reimbursement rate.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the following school lunch prices for the 2013-14 school year:

Breakfast - \$1.30

Lunch - \$1.90

Adult - \$3.40

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

#### RESOLUTION

(Willsboro to Participate in BOCES Summer School 2014)

IT IS THEREFORE RESOLVED, that if component Districts commit by Board Resolution to pay the actual costs of operating the 2014 summer program, notwithstanding State Education Department tuition rates, as indicated by written notice from those Districts, no later than August 1, 2013; CEWW BOCES will diligently analyze its ability to provide services in summer 2014, 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 – Craig Jackson

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
July 23, 2013  
Regular Meeting  
Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 7-9-13 re-organizational meeting and the 7-9-13 regular board meeting.
4. New Business
  - a) Approve agreement for adult education courses at CVES.
  - b) Approve the recommendation from the Office of Real Property to deny the tax roll corrections to Level 3 Communications.
  - c) Accept the gracious donation of several boxes of books from Christine Charbaneau.
5. Business & Finance
  - a) Approve the claims audit report dated 7-10-13.
  - b) Approve the budget status report dated 7-18-13.
6. Personnel
  - a) Recommend that the Board abolish the following position effective August 12, 2013:  
Elementary Teacher  
(Kristin Hartnett is the least senior teacher in this tenure area and will be placed on the preferred eligible list of the district in accordance with Education Law Section 3013(3).
7. Board Discussion
  - a) Comments from the board retreat.
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
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  
July 23, 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.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the minutes from the 7-9-13 regular meeting and the 7-9-13 re-organizational meeting.

#### **New Business**

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

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the recommendation from the Office of Real Property to deny the tax roll corrections to Level 3 Communications.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the donation of several boxes of books from Christine Charbonneau.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to approve the disposal of computer equipment and remove from inventory as per Rudy Brouwer. The equipment has no value.

### **Business & Finance**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) approve the claims audit report dated 7-10-13.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the budget status report dated 7-18-13.

### **Personnel**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the recommendation to abolish the following position effective August 12, 2013:

Elementary Teacher

(Kristin Hartnett is the least senior teacher in this tenure area and will be placed on the preferred eligible list of the district in accordance with Education Law Section 3013(3).

### **Board Discussion**

The board commented on their board retreat held on July 16<sup>th</sup> at the Essex Inn.

### **Reports from the Superintendent**

- Mr. Broadwell shared with the board that Willsboro Central School was mentioned in the magazine Education Weekly. Our maintenance staff was recognized and praised for all their hard work.

### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to enter into executive session at 6:18pm to discuss personnel.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to end executive session at 6:36pm

### **Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to adjourn the meeting at 6:37pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
August 13, 2013

Regular Board Meeting

6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 7-23-13 regular board meeting.
4. New Business
  - a) Approve the tax refund of \$1,838.12 to Gary Heurich for the 2012-13 school year based on the court decision and paperwork provided.
  - b) Approve the transfer of \$1,838.12 from the tax cert reserve to the general fund.
  - c) Consider extending the option of the sale of the land to Eli Schwartzberg behind the Senior Center to March 1, 2014.
5. Business & Finance
  - a) Approve the claims audit report dated 8-2-13.
  - b) Approve the budget transfers dated 8-7-13 from the 2012-13 school budget.
  - c) Consider the transfer of \$38,677.99 from the general fund to the school lunch fund to reduce the deficit.
  - d) Approve the extra curricular report for the period of July 1, 2012 - June 30, 2013.
6. Board Discussion
7. Reports from Superintendent
  - a) Shared facility
  - b) 3-8 test results discussion
8. Public Comment Regarding the Agenda Items
9. Executive Session
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  
August 13, 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.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0-1) to approve the minutes from the 7-23-13 regular meeting (one-abstention Bruce Hale).

#### **New Business**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the tax refund of \$1,838.12 to Gary Heurich for the 2012-13 school year based on the court decision and paperwork.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the transfer of \$1,838.12 from the tax cert reserve to the general fund.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve extending the option of the sale of the land to Eli Schwartzberg behind the Senior Center to March 1, 2014.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) approve the claims audit report dated 8-2-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfers dated 8-7-13 from the 2012-13 school budget.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the transfer of \$38,677.99 from general fund to the school lunch fund to reduce the deficit.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the extra curricular report for the period of July 1, 2012 – June 30, 2013.

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

- Mr. Broadwell updated the board with information regarding the shared facilities and potential sites for the bus facility.
- 3-8 state testing results have been posted.
- The district received legal notification of a reduction in the assessed value of Mr. Sandy Lewis' property. The district will be reimbursing the county approximately \$37,000 as stipulated in the court judgment, based on a 3 year period of time.
- Mr. Broadwell will have on the next agenda:
  - Senior citizen tax exemption.
  - Breakdown of the board retreat.
- The district was recognized for the 4<sup>th</sup> year in a row as CFES School of Distinction.
- Mr. Broadwell updated the board on the lack of bus drivers and possibly cutting 5 runs down to 4. He will have more information at the next meeting.

#### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:38pm to discuss personnel.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:00pm

#### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 7:01pm.

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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

Regular Meeting-Minutes  
August 27, 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.

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the minutes from the 8-13-13 regular meeting.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) approve the 2013-14 tax rate of \$11.20 and tax levy of \$4,920,645.

#### **Personnel**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve Martha Joslyn and Maria Bledsaw as substitute teaching assistant, aide/monitor for the school district.

#### **Board Discussion**

Mr. Hale reviewed the topics and key points of interest discussed at the board retreat that was held on July 16, 2013. The summary of discussion is as follows:

- 1) **Culture Change** – “Ask More Receive More”. Ask more of our students & our teachers, motivate our students, ask teachers to come up with ideas to engage our students in learning. Help the students set goals and meet those goals. Establish goals / objectives for everyone to be involved in the learning process.

- 2) **Extension of Learning Opportunities** – Explore mandating the extension of the school year an extra 6 weeks (can that be done)? Provide more on-line classes, longer school days, etc.
- 3) **Shared Services** – Consider shared services in all aspects. Continue our outreach to neighboring districts.
- 4) **Community Resources / Involvement** – Get more of community members involved in working with our students in their area of expertise. Start mentoring in the earlier years. Expose our students to more of the community.

The board discussed the possibility of hiring an Academic Dean in the future. This person would assume a leadership role as a curriculum expert to help our teachers. The board discussed having a current staff member for the position. A list of responsibilities will have to be gathered to help define the position in more detail.

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

- The district will be receiving an appraisal of the land behind the Old School, as required by agreement.
- Mr. Broadwell toured the Old Adirondack building with the realtor. It's a great building with a lot of potential for a bus garage.

#### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 7:32pm to discuss personnel.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:47pm

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the settlement agreement with CSEA Local 1000, Willsboro Central School District Unit 6811 of Essex County Local 816 involving one of the district's employees.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (3-2) to approve the creation of an assistant Chief Information Officer (CIO)/Data Coordinator with a stipend of \$1,500.

#### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:50pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
September 10, 2013  
Regular Board Meeting  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 8-27-13 regular board meeting.
4. New Business
  - a) Approve the donation of \$502.50 from the Willsboro Teacher's Association for a purchase of a new refrigerator for the faculty room.
  - b) Consider the proposal from The MacMan for website resign at a cost of \$2,500.
  - c) Thank the Town of Willsboro and Mountain Lake Services for their donation of school supplies to the school district.
  - d) Approve the special education recommendations as presented.
5. Business & Finance
  - a) Approve the claims audit dated 8-30-13.
  - b) Approve the budget status dated 9-5-13.
6. Personnel
  - a) Approve Drew Belois as a substitute teacher for the school district.
  - b) Approve Greg Gordon as a substitute bus driver for the school district.
  - c) Approve Suzette Montville as a substitute teacher for the school district.
  - d) Consider the appointment of Cathy Alden as assistant chief information officer (CIO) / data coordinator with a stipend of \$1,500.
  - e) Approve the emergency conditional appointment (pending fingerprinting) of Christina Perry as substitute nurse for the school district.
  - f) Accept the resignation of Lucinda Pytlak effective September 13, 2013.
7. Board Discussion
  - a) Academic dean position.
  - b) Prioritize board retreat topics.
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
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  
September 10, 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  
Derrick Hopkins

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

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the 8-27-13 regular meeting.

#### **New Business**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to accept the donation of \$502.50 from the Willsboro Teacher's Association for a purchase of a new refrigerator for the elementary faculty room.

The board discussed the proposal from The MacMan for website design at a cost of \$2,500 and requested to have Mr. Ken Hughes present his ideas at a future meeting.

The board would like to thank the Town of Willsboro and Mountain Lake Services for their donations of school supplies to the school district.

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

### **Business & Finance**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit report dated 8-30-13.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the budget status dated 9-5-13.

### **Personnel**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the following as substitutes for the school district:

- Drew Belois – Substitute Teacher
- Suzette Montville – Substitute Teacher
- Christina Perry – Substitute Nurse
- Greg Gordon – Substitute Bus Driver

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve Cathy Alden as assistant chief information officer (CIO) / data coordinator with a stipend of \$1,500.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to accept the resignation of Lucinda Pytlak as teacher aide, effective September 13, 2013.

### **Board Discussion**

The board discussed and reviewed the topics and key points that Mr. Hale presented involving an Academic Dean position. The board would like Mr. Broadwell to pursue the possibilities of shared services with BOCES for this position.

The board reviewed the prioritized retreat topics provided by Mr. Hale.

### **Reports from the Superintendent**

- We had a great start to the school year!
- The Veterans' Committee will be holding their Veterans' Day dinner at the school again this year.
- We will be having an assembly for K-12<sup>th</sup> grades, with a former teacher/coach from Saratoga, whose campaign is "Act with respect always, I pledge to think 99% character. Make a Difference."
- Mr. Broadwell invited Mrs. Klein to be the guest speaker at the NHS inductions this year.
- We have an exchange student this year, Aida Anarbekova from Kyrgystan who will be staying with Leo and Gail Drinkwine.
- Mr. Broadwell is working with the Chamber of Commerce, CFES and BOCES on a video project to interview businesses and get information from them on what it takes to be a business owner.
- There will be a shared facilities meeting on September 13, 2013.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 7:15pm to discuss personnel.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:34pm.

**Adjournment**

Motion by Don Hollingsworth, seconded by Jon Steeves, 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  
September 24, 2013  
[Regular Board Meeting](#)  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentation
  - a) Dean Caveney - Internal Claims Auditor
4. Approval of Minutes
  - a) Approve the minutes from the 9-10-13 regular board meeting.
5. New Business
  - a) Approve the refund of \$36,835.84 to the Essex County Treasurer for the tax settlement of Sandy Lewis, as per court order.
6. Business & Finance
7. Personnel
  - a) Consider the request of Derrick Hopkins for a high school play in May of 2014 with a stipend of \$3,096.
  - b) Approve Martha Joslyn as a bus driver for the school district.
8. Board Discussion
9. Policies
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  
September 24, 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  
Keith Stone, Social Studies Teacher  
Laura Bridge, 4<sup>th</sup> Grade Teacher  
Dean Caveney, Internal Auditor  
Several Parents

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

#### **Presentation**

Mr. Dean Caveney gave a brief presentation regarding the duties that he performs as the school's internal auditor. He commended the business office for their thoroughness.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the amended minutes from the 9-10-13 regular meeting.

#### **New Business**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to approve the refund of \$36,835.84 to the Essex County Treasurer for the tax settlement of Sandy Lewis, as per court order dated 8/9/13. The district is very disappointed regarding this court settlement.

#### **Personnel**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve the request of Derrick Hopkins for a high school job in May of 2014 with a stipend of \$3,096.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to approve Martha Joslyn as a substitute bus driver for the district.

**Reports from the Superintendent**

- Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to enter into a shared service agreement with Tupper Lake to borrow various musical instruments. Jennifer Moore will coordinate.
- Received the assessment from Sue Ann Carter, Ann Porter Realty for the appraisal of the land behind the old school.
- Mr. Ken Hughes, The MacMan will be presenting at our next meeting his website ideas.
- Mr. Broadwell provided the board with information regarding common core coach from BOCES.

**Public Comment**

Several 1<sup>st</sup> grade parents expressed their concerns to the board regarding an issue within the classroom.

**Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to enter into executive session at 6:29pm to discuss personnel.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to end executive session at 7:51pm.

**Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to adjourn the meeting at 7:52pm.

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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

Regular Meeting-Minutes  
October 8, 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  
Steve Callahan, Maintenance Supervisor  
Ken Hughes, Website Designer  
Community Members

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

Pledge of Allegiance

### **Personnel**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the following resolution for administrative leave: "Be it resolved that upon the recommendation of the Superintendent, the Board of Education hereby places a certain employee on administrative leave until the next meeting of the Board of Education on October 22, 2013."

### **Presentation**

Steve Callahan, Maintenance Supervisor provided a brief presentation to the board with updates regarding the buildings, maintenance, equipment and services.

Ken Hughes presented to the board his website design ideas for our school. He was able to show the board sites that he had designed and ideas to improve our website.

### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0-1) to approve the minutes from the 9-24-13 regular meeting (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 9-27-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 10-1-13.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the budget transfers dated 10-1-13.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve the 2012-13 audit report dated 9-19-13 as prepared by Conroy, Boulrice, Telling & Trombley, PC.

### **Reports from the Superintendent**

- Are any board members interested in attending the Clinton-Essex-Warren-Washington School Boards Association meeting that will be held on Thursday, November 21, 2013 at West Side Ballroom, Plattsburgh, NY? The topic for the evening is “Cost Saving Measures for School Districts.”
- Mr. Broadwell provided the board with information regarding common core coach from BOCES.
- Congratulations to Madonna Gardner who has been selected to join the inaugural class of the New York State Master Teacher program.
- Mr. Broadwell provided the board with a sample of enrichment activity ideas that some teachers have requested. He will have more information to present to the board in future meetings.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:36pm to discuss personnel.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to end executive session at 7:16pm.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Bruce Hale, 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  
October 8, 2013

Regular Board Meeting

6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Personnel
  - a) Approve the following resolution for Administrative Leave:  
"Be it resolved that upon the recommendation of the Superintendent, the Board of Education hereby places a certain employee on administrative leave until the next meeting of the Board of Education on October 22, 2013."
4. Presentations
  - a) Ken Hughes computer website design.
  - b) Steve Callahan - Buildings and Grounds
5. Approval of Minutes
  - a) Approve the minutes from the 9-24-13 regular board meeting.
6. Business & Finance
  - a) Approve the claims audit report dated 9-27-13.
  - b) Approve the budget status report dated 10-1-13.
  - c) Approve the budget transfers dated 10-1-13.
  - d) Approve the 2012-13 audit report dated 9-19-13 as prepared by Telling & Conroy.
7. Board Discussion
  - a) Consider a special meeting on October 17<sup>th</sup>, 2013 for the CVES Board election.
8. Policies
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  
October 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  
Several Community Members

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

Pledge of Allegiance

#### **Executive Session**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to enter into executive session at 6:02pm to discuss personnel.

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 7:23pm.

#### **Personnel**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the continuation of administrative leave for a certain employee until the next board meeting on November 12, 2013.

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the minutes from the 10-8-13 regular meeting.

### **Business & Finance**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit report dated 10-22-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 10-17-13.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the extra curricular report dated October 2013.

### **New Business**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to accept the donation from the Willsboro Alumni Association of \$500 towards a “pizza bucks” reading program in the elementary school.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the potential concept of allowing a staff member(s) to become a curriculum coach as per the recent advertisement by CVES.

### **Personnel**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve Chris Ford as a volunteer assistant for basketball.

### **Reports from the Superintendent**

- Mr. Broadwell provided the board examples between previous and current 4<sup>th</sup> grade math and 8<sup>th</sup> grade English assessments.
- The annual Halloween parade will be on Thursday October 31<sup>st</sup> at 9:00am.
- Musician/performer Jo Sallins will be coming on October 30<sup>th</sup> & 31<sup>st</sup> to work with our students.
- Flu Clinic will be held at the school on Wednesday, October 23<sup>rd</sup> from 4-7pm.
- Mr. Broadwell updated the board with information regarding the shared facilities and Old Adirondack as a potential bus garage site.
- Mrs. Bridge presented to the board some writing assignments that her 4<sup>th</sup> grade class has been working on.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 7:37pm to discuss personnel.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 8:06pm.

### **Adjournment**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 8:07pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
October 22, 2013

Regular Board Meeting

6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Approval of Minutes
  - a) Approve the minutes from the 10-8-13 regular board meeting.
5. Business & Finance
  - a) Approve the claims audit report dated 10-22-13.
  - b) Approve the budget status dated 10-17-13.
  - c) Approve the extra curricular report dated October 2013.
6. New Business
  - a) Accept the donation from the Willsboro Alumni Association of \$500 towards a "pizza bucks" reading program in the elementary school.
  - b) Explore the potential concept of allowing a staff member(s) to become a curriculum coach as per the recent advertisement by CVES.
7. Personnel
  - a) Approve Chris Ford as a volunteer assistant for basketball.
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Adjournment



Willsboro Central School  
Board of Education  
November 12, 2013  
Regular Board Meeting  
6:00pm in the Library

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Approval of Minutes
  - a) Approve the minutes from the 10-22-13 regular board meeting.
5. New Business
  - a) Accept the donation from Target of \$319.77. This money will be used by the drama club towards the current school play.
  - b) Approve the proposals for enrichment activities (see attached).
  - c) Accept the donation of \$308.00 from the Champlain National Bank. This donation represents a \$1.00 for every student that made the honor roll for the 2012-13 school year. The donation will be used to purchase additional books for our school.
  - d) Approve the special education recommendations as presented.
6. Personnel
  - a) Approve Molly Nilsson as a substitute teacher for the school district.
  - b) Approve the appointment of Martha Joslyn as a full-time bus driver at Step 1 of the CSEA agreement
  - c) Approve Nancy Randall as a teaching consultant at a stipend of \$200.00/per day.
7. Board Discussion
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
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  
November 12, 2013

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

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Meghan Zedick, School Attorney  
Several Community Members

Meeting was called to order at 6:01pm, by Vice-President Bruce Hale.

Pledge of Allegiance

### **Executive Session**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to enter into executive session at 6:02pm to discuss personnel.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (4-0) to end executive session at 6:50pm.

### **Personnel**

A personnel investigation has been concluded and the Board of Education has been briefed and advised by the school district's attorney. All personnel issues are confidential and are not allowed to be addressed publicly. The district takes all such issues very seriously and has acted and responded accordingly.

The district is able to report that it is putting additional measures into effect to ensure/promote positive classroom experiences for all students. This includes appointing a veteran teacher, who will participate by bringing her experience and expertise into the classroom for a period of time.

As of Tuesday night, the district has concluded the issue and hence no additional formal action was taken by the Board.

### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve the minutes from the 10-22-13 regular meeting.

### **New Business**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to accept the donation from Target of \$319.77. The money will be used by the drama club towards the current school play.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the proposals for enrichment activities as presented.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (3-0-1) to accept the donation of \$308.00 from the Champlain National Bank. This donation represents a \$1.00 for every student that made the honor roll for the 2012-13 school year. The donation will be used to purchase books for the school (one abstention-Mr. Steeves).

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

### **Personnel**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0) to approve Molly Nilsson as a substitute teacher for the school district.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve Martha Joslyn as a full-time bus driver at Step 1 of the CSEA agreement, November 13, 2013.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to approve Nancy Randall as a teaching consultant at a stipend of \$200.00/per day.

### **Public Comment**

A public member asked a question regarding the administrative leave of an employee. Bruce Hale re-stated that "As of Tuesday night, the district has concluded the issue and hence no additional formal action was taken by the Board. All personnel issues are confidential and are not allowed to be addressed publicly. The district takes all such issues very seriously and has acted and responded accordingly."

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to enter into executive session at 7:00pm to discuss personnel.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to end executive session at 7:45pm.

### **Adjournment**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to adjourn the meeting at 7:46pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
November 26, 2013  
Regular Board Meeting  
6:00pm in the Library

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Approval of Minutes
  - a) Approve the minutes from the 11-12-13 regular board meeting.
5. Business & Finance
  - a) Approve the claims audit report dated 11-14-13.
  - b) Approve the claims audit report dated 11-20-13.
  - c) Approve the budget status dated 11-21-13.
  - d) Approve the budget transfers dated 11-21-13.
  - e) Approve the 2013-2014 tax collectors report.
6. New Business
  - a) Consider the approval of the proposal by Keith Stone for an enrichment activity [Model UN] (see attached information).
  - b) Sabrina Estus has asked to be placed on the agenda to address the Board.
7. Personnel
  - a) Approve Kathleen Nasner, RN as a substitute nurse for the school district.
  - b) Approve Derrick Hopkins as a teacher on special assignment in cooperation and partnership with CVES.
8. 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 9, 2014 at West Side Ballroom, Plattsburgh, NY? The topic for the evening is "Sustaining Quality Rural Schools".
  - b) Shared service presentation by Alan Pole attended by Don Hollingsworth and Bruce Hale.
  - c) Bus garage / Town Highway building update.
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
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  
November 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  
Several Community Members

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

Pledge of Allegiance

#### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to enter into executive session at 6:01pm to discuss personnel and negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 6:21pm.

#### **Approval of Minutes**

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

#### **Business & Finance**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit report dated 11-14-13.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit report dated 11-20-13.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve the budget status dated 11-21-13.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfers dated 11-21-13.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the 2013-2014 tax collectors report.

### **New Business**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the proposal by Keith Stone for an enrichment activity (Model UN).

Sabrina Estus addressed the board about adding a second 1<sup>st</sup> grade classroom and voiced her concerns regarding previous issues we had in the 1<sup>st</sup> grade classroom. Other community members also expressed their viewpoints regarding 1<sup>st</sup> grade.

### **Personnel**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve Kathleen Nasner, RN as a substitute nurse for the school district.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve Derrick Hopkins as a teacher on special assignment in cooperation and partnership with CVES for the remainder of the 2013-2014 school year, effective January 6, 2014.

### **Board Discussion**

If any board members are interested in attending the Clinton-Essex-Warren-Washington School Boards Association meeting that will be held on January 9, 2014 at West Side Ballroom, Plattsburgh, NY, please notify Brandy. The topic for the evening is "Sustaining Quality Rural Schools".

Mr. Hale & Mr. Hollingsworth spoke of their attendance at a presentation by Alan Pole. They felt that it was very informative regarding shared services by school districts.

Mr. Broadwell updated the board with information regarding the shared facilities and potential sites for the bus facility. There will be a meeting on December 10, 2013.

### **Reports from the Superintendent**

- Congratulations to Tara Valachovic who is now a Nationally Board Certified Teacher!
- On December 2, 2013 at 8:30am, Gabriel one of the official Lost Boys will be here speaking to our school (grades 3<sup>rd</sup> – 12<sup>th</sup>), regarding his experiences in Sudan.
- The 3<sup>rd</sup> grade took a field trip to Barnes and Noble & ECHO. They were very excited to go to a real bookstore and to a frog exhibit. This trip tied into the modules being taught in their classrooms.
- Mr. Broadwell informed the Board regarding the Senior Center's pilot agreement program and how it will have to be included into our tax roll in the future.

**Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:59 pm to discuss negotiations.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to end executive session at 7:41pm.

**Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:42pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
December 10, 2013  
[Regular Board Meeting](#)  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentations
  - a) Presentation by the English Department
4. Approval of Minutes
  - a) Approve the minutes from the 11-26-13 regular board meeting.
5. Business & Finance
  - a) Approve the claims audit report dated 12-9-13.
6. New Business
7. Personnel
  - a) Approve Alexander Ramjattan as a substitute teacher for the school district.
  - b) Approve Cathy King as a substitute teacher aide/ monitor for the school district.
  - c) Approve Karen Manning as a substitute teacher for the school district.
  - d) Approve Karen Manning to complete the long term elementary position from January 6, 2014 – June 27, 2014 (filling in for Derrick Hopkin's teacher on special assignment). Ms. Manning will be placed at Step 1 of the teaching contract prorated during the length of service.
  - e) Approve the following as volunteer assistants for the elementary drama production:
    - Tara Valachovic
    - Laura Bridge
    - Pam Drollette
    - Sheree Ford
8. Board Discussion
  - a) Consider cancelling the board meeting on December 24, 2013.
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  
December 10, 2013

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

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Sue Daly, HS English Teacher  
Meaghan Freeman, Middle School English Teacher  
Community Members

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

Mr. Jackson requested a brief moment of silence for Dave Lansing former Shop/Technology teacher who passed away today.

Pledge of Allegiance

### **Presentation**

Meaghan Freeman and Sue Daly gave a presentation regarding the use of the new common core in their English classes; it's a slow process but it seems to be going smoothly. Mrs. Daly is awaiting additional material from SED. Mrs. Daly is also using the google docs in her classes and it gives the students and teacher immediate responses/comments to the students work. Mrs. Freeman is fully engaged in the modules.

### **Approval of Minutes**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (4-0) to approve the minutes from the 11-26-13 regular meeting.

### **Business & Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the claims audit report dated 12-9-13.

### **Personnel**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (4-0) to approve Alexander Ramjattan as a substitute teacher for the school district.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve Cathy King as a substitute teacher aide/ monitor for the school district.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-0) to approve Karen Manning as a substitute teacher for the school district.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (4-0) to approve Karen Manning as long term temporary elementary teacher (filling in for Derrick Hopkins) effective January 6, 2014 – June 27, 2014, placed at Step 1 of the teaching contract prorated during the length of service.

Motion by Don Hollingsworth, Seconded by Jon Steeves, voted and carried (4-0) to approve the following as volunteer assistants for the elementary drama club:

Tara Valachovic  
Laura Bridge  
Pam Drollette  
Sheree Ford

### **Board Discussion**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-0) to approve cancelling the board meeting on December 24, 2013.

### **Reports from the Superintendent**

- All board members please send Mr. Broadwell a brief bio of themselves to have placed on the school website.
- Mr. Broadwell may bring forth the possibility of a second building substitute in January.
- Mr. Broadwell updated the board with information regarding the shared facilities and Old Adirondack or other property in town as a potential bus garage site.

### **Public Comment**

Sabrina Estus addressed the board, voicing her concerns regarding previous issues we had in the 1st grade classroom. She gave to the board an on-line petition 'signed' by some community members and by others who reside elsewhere in New York and in other states.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:59 pm to discuss negotiations.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to end executive session at 7:41pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to adjourn the meeting at 7:42pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 14, 2014  
Regular Board Meeting  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 12-10-13 regular board meeting.
4. Business & Finance
  - a) Approve the claims audit report dated 1-2-14.
  - b) Approve the budget status report dated 1-8-14.
5. New Business
  - a) Accept the donation of \$1,000 from Thurston Clarke and Antonia Bullard to be used towards the Drama and Music programs with an increase in appropriations and revenue to the 2013-14 budget.
  - b) Consider the partnership with the Town of Willsboro for a shared facility to house our Bus Garage and the Town Highway Shed. Also, authorize the Superintendent to begin the process of investigating the process associated with this venture with a focus on the Old Adirondack building.
  - c) Consider the recent law authorizing an exemption from school district real property taxes for veterans.
  - d) Approve the special education recommendations as presented.
6. Board Discussion
  - a) Consider having a board meeting on January 23, 2014 to vote on a new CVES board member.
  - b) Is there any interest from Board members in attending a Legislative Advocacy breakfast in Lake Placid on January 21, 2014?
7. Reports from Superintendent
8. Public Comment Regarding the Agenda Items
9. Executive Session
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  
January 14, 2014

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

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Laura Bridge, 4<sup>th</sup> Grade Teacher

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 (3-0) to approve the minutes from the 12-10-13 regular meeting, one abstention Phyllis Klein.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the claims audit report dated 1-2-13.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to approve the budget status report dated 1-8-14.

#### **New Business**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to accept the donation of \$1,000 from Thurston Clarke and Antonia Bullard to be used towards the Drama and Music programs with an increase in appropriations and revenue to the 2013-14 budget.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (4-0) to approve the partnership with the Town of Willsboro for a shared facility to house our Bus Garage and the Town Highway Shed, also authorizing the Superintendent to begin the investigating the process associated with this venture with a focus on the Old Adirondack building.

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

### **Board Discussion**

Discussed having a meeting on January 23<sup>rd</sup>, 2014 to vote on a new CVES board member, no meeting will be held.

If any board member were interested in attending a Legislative Advocacy breakfast in Lake Placid on January 31<sup>st</sup>, 2014, please contact the district clerk.

### **Reports from the Superintendent**

- Congratulations to Warren Jackson for winning the Geography Bee!
- Dr. Mark Davey the BOCES Superintendent will be on site Friday. We will be visiting classrooms and touring the building.
- The budget organization process has started for the budget vote on May 20, 2014.
- Family members had requested possibly planting a tree in memory of Joyce Blanchard. Mr. Broadwell will do further research.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to enter into executive session at 6:37 pm to discuss the employment history of an employee.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to end executive session at 6:46pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to adjourn the meeting at 6:47pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 28, 2014  
Regular Board Meeting  
6:00pm in the Conference Room

1. Call to Order
2. Moment of silence for Joyce Blanchard, Ralph Marcotte and Ed Collins.
3. Pledge of Allegiance
4. Presentation
  - a) Meaghan Freeman will give a brief presentation on her recent common core seminar she attended in Arizona.
5. Approval of Minutes
  - a) Approve the minutes from the 1-14-14 regular board meeting.
6. Business & Finance
  - a) Approve the transfer of \$5,265 from the unemployment reserve to pay the expenses associated with the unemployment payments for 2013-14 school year.
7. New Business
  - a) Consider the recent law authorizing an exemption from school district real property taxes for veterans.
  - b) Consider hiring AES Northeast and David Whitford as the architect for the bus garage / town highway garage project.
  - c) Authorize the Superintendent of Schools to place a \$300,000 offer on the Old Adirondack building, pending State Education Department and voter approval of the project and an intermunicipal agreement with the Town of Willsboro.
  - d) Consider the appointment of Bridget Brown as the school district's treasurer for the 2014-15 tax season. Mrs. Brown will continue to collect taxes from the Town Hall. Use of the Town Hall and collection at this site is a convenience for our taxpayers and continues our shared services relationship with the Town.
8. Personnel
  - a) Approve the following as spring coaches for the 2013-14 school year:
    - Charlene Lobdell – JV Softball
    - David Lee – Varsity Softball
    - Terry Cross – JV Baseball
    - John Oliver – Golf
  - b) Approve the appointment of Alexander Ramjattan as a daily building substitute, effective February 3, 2014 – June 24, 2014.
  - c) Approve the appointment of Suzette Montville as a daily building substitute, effective January 29, 2014 – June 24, 2014.

9. Board Discussion
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  
January 28, 2014

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  
Meaghan Freeman, English Teacher  
Community Members

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

Pledge of Allegiance

### **Presentation**

Meaghan Freeman gave a brief presentation on her recent common core seminar in Arizona. It included meeting with several teachers from various states to discuss the common core.

### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0-1) to approve the minutes from the 1-14-14 regular meeting, one abstention Jon Steeves.

### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the transfer of \$5,265 from the unemployment reserve to pay the expenses associated with the unemployment payments for 2013-14 school year.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit report dated 1-21-14.

### **New Business**

The Board would like to proceed further with the possibility of an exemption from school district real property taxes for veterans. The district will hold a public hearing on February 11<sup>th</sup>, 2014 for the community to attend and comment.

Mr. Ken Coonrod spoke to the board about his experience in the military and for his support of the veterans' tax exemption.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve of hiring AES Northeast and David Whitford as the architect for pre-referendum services for the bus garage / town highway project.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to authorize the Superintendent of Schools to place a \$300,000 offer on the Old Adirondack building, pending State Education Department and voter approval of the project and an inter-municipal agreement with the Town of Willsboro.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the appointment of Bridget Brown as the school district's treasurer for the 2014-15 tax season. Mrs. Brown will continue to collect taxes from the Town Hall as the site is convenient for our taxpayers and continues our shared services relationship with the Town.

### **Personnel**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the following as spring coaches for the 2013-14 school year:

- Charlene Lobdell – Modified Softball
- David Lee – Varsity Softball
- Terry Cross – JV Baseball
- John Oliver – Golf

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the appointment of Alexander Ramjattan, effective February 3, 2014 – June 24, 2014 and Suzette Montville, effective January 29, 2014 – June 24, 2014 as daily building substitutes.

### **Reports from the Superintendent**

- Vote for our chorus students on WIZN 106.7, they are trying to win a contest in the hopes of getting a chance to sing with Foreigner on stage.
- The elementary play "Winnie the Pooh" is this weekend Friday, January 31<sup>st</sup> – February 2<sup>nd</sup>.

### **Executive Session**

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

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:33pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:34pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education

Public Hearing at 6:00pm in the Auditorium  
followed by Regular Board Meeting  
in the Conference Room on February 11, 2014

1. Call to Order
2. Pledge of Allegiance
3. Public Hearing regarding military exemption
4. Approval of Minutes
  - a) Approve the minutes from the 1-28-14 regular board meeting.
5. New Business
  - a) Accept the donation of \$400.00 from the Willsboro Alumni Association for use towards our pizza bucks reading program.
  - b) Approve the agreement with Ken Hughes for \$3,000 for 6 months of unlimited instruction to redesign our school website.
6. Board Discussion
  - a) Executive Budget Proposal
7. Reports from Superintendent
  - a) Preliminary 2014-15 budget discussion
  - b) Pay It Forward Week
8. Public Comment Regarding the Agenda Items
9. Executive Session
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 11, 2014

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  
Several Community Members

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

Pledge of Allegiance

### **Public Hearing**

Mr. Broadwell presented to the public the information regarding the military exemption.  
17 people attended the forum and all present favored the district's offering the exemption.

### **Approval of Minutes**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the minutes from the 1-28-14 regular meeting.

### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to accept the donation of \$400.00 from the Willsboro Alumni Association for use towards our pizza bucks reading program.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the agreement with Ken Hughes for \$3,000 for 6 months of unlimited instruction to redesign our school website.

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

### **Board Discussion**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the resolution of the 2014-15 executive budget proposal and forward to legislators.

### **Reports from the Superintendent**

- CFES is “Paying It Forward” with random acts of kindness.
- Mr. Broadwell presented the preliminary budget to the board.
- CFES has started to plan for their NYC trip. This year they will be meeting with a new school from NYC.
- Mr. Broadwell updated the board on the purchasing options of the Old Adirondack building and will get further information for the board.
- Mr. Broadwell received the contract with AES services and will forward the information to the board for their review.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to enter into executive session at 6:46 pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to end executive session at 7:05pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to adjourn the meeting at 7:06pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
February 25, 2014  
**Regular Board Meeting**  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentation
  - a) Presentation by elementary special education teachers Jen Leibeck and Theresa Farney.
4. Approval of Minutes
  - a) Approve the minutes from the 2-11-14 regular board meeting.
5. New Business
  - a) Consider the resolution for the Alternative Veteran's Exemption.
  - b) Approve the draft 2014-15 school calendar.
  - c) Approve the lease of a wheelchair bus from January 2014 – June 2014 with Leonard Bus Sales at \$1,250 per month.
6. Business & Finance
  - a) Approve the claims audit report dated 2-13-14.
  - b) Approve the budget status report dated 2-13-14.
  - c) Approve the budget transfers dated 2-11-14.
7. Board Discussion
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
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  
February 25, 2014

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  
Laura Bridge, 4<sup>th</sup> Grade Teacher  
Mr. & Mrs. Ken Coonrod

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

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0-1) to approve the minutes from the 2-11-14 regular meeting (Don Hollingsworth abstained).

#### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the resolution for level D of the Alternative Veteran's Exemption.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to approve the draft of the 2014-15 school calendar.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to approve the lease of a wheelchair bus from January 2014 – June 2014 with Leonard Bus Sales at \$1,250 per month.

#### **Business & Finance**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the claims audit report dated 2-13-14.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the budget status report dated 2-13-14.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the budget transfers dated 2-11-14.

### **Board Discussion**

If any board members interested in attending a seminar on the new common core that will be held in Lake Placid on March 22, 2014, please contact the district clerk.

### **Reports from the Superintendent**

- Jennifer Moore and Derrick Hopkins received recognition from NFHS for 2014 National HS Heart of the Arts Award.
- Consider moving the April 22<sup>nd</sup> board meeting to April 24<sup>th</sup>, 2014 due to the CVES annual election of board members.
- The board agreed on having a memorial tree placed at the school in memory of Joyce Blanchard donated by her family.
- Mr. Broadwell gave a brief review of the budget.

### **Presentation**

Jennifer Leibeck and Theresa Farney gave presentations on the many different stages of learning that they provide to the students in their special education classrooms on a daily basis.

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (4-0) to enter into executive session at 7:00 pm to discuss negotiations.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (4-0) to end executive session at 7:28pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to adjourn the meeting at 7:29pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
March 11, 2014  
**Regular Board Meeting**  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentation
  - a) Presentation by high school special education teachers Nicole Gillespie and Wendi Cahill.
4. Approval of Minutes
  - a) Approve the minutes from the 2-25-14 regular board meeting.
5. Business & Finance
6. New Business
  - a) Approve the fuel bids.
  - b) Discussion regarding the purchase of Old Adirondack.
7. Board Discussion
  - a) Consider moving our regular meeting on Tuesday, April 22<sup>nd</sup> to Thursday, April 24<sup>th</sup>.
8. Reports from Superintendent
  - a) 2014-15 Budget review & update
9. Public Comment Regarding the Agenda Items
10. Executive Session
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  
March 11, 2014

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  
Lorilee Sheehan, 3<sup>rd</sup> Grade Teacher  
Nicole Gillespie, Middle School Special Education  
Wendi Cahill, High School Special Education

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

Pledge of Allegiance

#### **Presentation**

Nicole Gillespie and Wendi Cahill gave presentations on the different stages of learning that they provide to the students in their middle school and high school special education classrooms.

#### **Approval of Minutes**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (3-0-1) to approve the minutes from the 2-25-14 regular meeting (Jon Steeves abstained).

#### **Business and Finance**

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the claims audit report dated 3-6-14.

#### **New Business**

Motion Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the fuel bids as presented.

Mr. Broadwell updated the board on information regarding the Old Adirondack building and the interest of another buyer for the property. The board agreed to continue with their offer. Mr.

Hale will review the numbers comparing the additional cost of constructing an all-new bus garage (located on the old tennis courts behind old school) with additional tax revenue coming from a company owning and operating the Old Adirondack building.

### **Board Discussion**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the regular board meeting on Tuesday, April 22<sup>nd</sup> be moved to Thursday, April 24<sup>th</sup>.

Mrs. Klein attended the Model UN assembly at Northeastern Clinton Central School, in which some of our students participated. She was very impressed with the event.

### **Reports from the Superintendent**

- BOCES annual meeting is on April 9<sup>th</sup>, 2014, if any board members are interested in attending, please contact Brandy.
- Mr. Broadwell gave a review of the budget.
- With the impending winter storm predicted for Wednesday, Mr. Broadwell has decided to switch the conference day from Friday, March 14<sup>th</sup> to Wednesday, March 12<sup>th</sup>. This way the students won't be missing 3 days of school if Thursday is a snow day.
- Congratulations to Derrick A. Hopkins and Jennifer Moore, who have been selected as the 2014 Section 1 recipients of the "National High School Heart of the Arts Award" by the National Federation of State High School Associations (NFHS).
- Congratulations to 5<sup>th</sup> Grader Regan Arnold for competing in the regional spelling bee and also for coming in second at the basketball hoop shoot contest in Syracuse this past month.

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to enter into executive session at 6:55 pm to discuss personnel and negotiations.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to end executive session at 7:14pm.

### **Adjournment**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to adjourn the meeting at 7:15pm.

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Brandy Pierce, District Clerk



Willsboro Central School

Board of Education

March 25, 2014

Regular Board Meeting

6:00pm in the Conference Room / Library

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Presentation
  - a) Melinda Gay would like to address the board regarding testing and graduation requirements.
5. Approval of Minutes
  - a) Approve the minutes from the 3-11-14 regular board meeting.
6. Business & Finance
  - a) Approve the claims audit report dated 3-25-14.
  - b) Approve the budget status dated 3-19-14.
  - c) Accept the donation and increase appropriation in budget of \$2,059.89 from the Ilsababy Foundation towards Arts in Education program scheduled for June 11, 2014.
7. Personnel
  - a) Approve the emergency conditional appointment of Whitney MacDougal as a substitute teacher for the school district.
8. Old Business
  - a) Discussion regarding Old Adirondack.
9. Board Discussion
10. Reports from Superintendent
  - a) Update on budget
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  
March 25, 2014

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  
Several Community Members

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

Pledge of Allegiance

### **Executive Session**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to enter into executive session at 6:01 pm to discuss employment history of an employee.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:12pm.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (3-2) to approve the continuation of an administrative leave for an employee of the district.

### **Presentation**

Melinda Gay addressed the board regarding testing and graduation requirements for students. Mrs. Gay would like to raise awareness on the requirements and how difficult it may be for many students with disabilities to fulfill these requirements.

### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0-1) to approve the minutes from the 3-11-14 regular meeting (Don Hollingsworth abstained).

### **Business and Finance**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit report dated 3-24-14.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget status dated 3-19-14.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to accept the donation and increase appropriations in budget of \$2,059.89 from IIsababy Foundation towards Arts in Education program scheduled for June 11, 2014.

### **Old Business**

Mr. Broadwell updated the board on information regarding the Old Adirondack building and the interest of another buyer for the property and the board agreed to continue with their offer. Mr. Broadwell also had information on a potential piece of property that is up for auction on the Essex Road.

### **Board Discussion**

Mr. Hale spoke about a 4 week summer program for grades 7-12. Mr. Hale is looking into different grants that could possibly fund the program and will give additional information as it comes about.

Mrs. Klein mentioned a magazine she had read that had information on a grant opportunity.

### **Reports from the Superintendent**

- Mr. Broadwell gave a review of the budget. Next budget meeting will be held on April 3<sup>rd</sup> at 5:15pm.
- Mr. Broadwell is in the process of looking for a Biology / Chemistry substitute teacher for the end of the year (May).
- Our modified and varsity softball teams each have 9 or 10 players, so we will be able to continue with the programs. However, we did not have enough students sign up for baseball so there will be no program this season.

### **Public Comments**

Several community members voiced their opinions regarding the employment history of a certain employee.

### **Executive Session**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 7:42 pm to discuss negotiations.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 8:17pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to adjourn the meeting at 8:18pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
April 8, 2014  
**Regular Board Meeting**  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 3-25-14 regular board meeting.
4. New Business
  - a) Approve the 2014 – 2015 budget spending plan of \$8,225,769 and a tax levy of \$5,087,419 which is within the required tax levy threshold of 3.39%.
5. Personnel
  - a) Approve Katie Donahue as a substitute teacher for the school district.
6. Board Discussion
7. Reports from Superintendent
  - a) Reminder the next meeting is Thursday, April 24, 2014.
8. Public Comment Regarding the Agenda Items
9. Executive Session
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  
April 8, 2014

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  
Miranda Laferriere, 3<sup>rd</sup> Grade Teacher  
Jennifer Jacques

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

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the 3-25-14 regular meeting.

#### **New Business**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the 2014 – 2015 budget spending plan of \$8,225,769 and a tax levy of \$5,087,419 which is within the required tax levy threshold of 3.39%.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to authorize the purchase and financing of a bus and passenger van not to exceed \$131,810 and levied over 5 years, beginning in 2015 – 2016 budget year.

#### **Personnel**

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

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve Dawn Bronson as a volunteer assistant coach for the girls softball team.

### **Reports from the Superintendent**

- A student from Syracuse University was on site to interview Mrs. Moore regarding her national award.
- Mr. Broadwell updated the board on the Pre K enrollment for the 2014 -15 school year.
- Mentioned a possible public forum if there are more than 2 people running for the Board of Education.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to adjourn the meeting at 6:18pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
April 15, 2014  
Emergency Meeting-Agenda  
8:30am in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Personnel
  - a) Approve Meredith Torrance as a substitute teacher for the school district.
4. Adjournment



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

Willsboro Central School  
Board of Education

Emergency Meeting-Minutes  
April 15, 2014

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 8:32am, by President Craig Jackson.

**Personnel**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve Meredith Torrance as a substitute teacher for the school district.

**Adjournment**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to adjourn the meeting at 8:35am.

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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

Regular Meeting-Minutes  
April 24, 2014

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  
Jennifer Jacques, Community Member

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

Pledge of Allegiance

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the minutes from the 4-8-14 regular meeting and the 4-15-14 emergency board meeting.

#### **Business & Finance**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit reports dated 4-11-14 and 4-23-14.

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget transfers dated 4-11-14.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the budget status dated 4-11-14.

#### **New Business**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the resolution of the BOCES Administrative Budget: It is resolved that the Board of Education of the Willsboro Central School District vote to approve the tentative Administrative Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2014-2015.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to elect Leisa Boise to the CVES Board of Education .

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the low bid of \$20,250 from Adirondack Auto for a 2014 Dodge Caravan pending voter approval in May.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve the following as election officials for the budget vote on May 20, 2014 at a rate of \$7.50 an hour:

- Fae Bigelow
- Janice Allen
- Joyce Sukel
- Gail Drinkwine
- Larry Allen

### **Personnel**

Motion by Bruce Hale, seconded by Don Hollingsworth, voted and carried (5-0) to approve Heather Henchen as a substitute teacher for the school district.

### **Reports from the Superintendent**

- US News and World Report, which ranks and publishes the best high schools each year, shows that Willsboro Central School is ranked at the Bronze level this year.
- Mr. Broadwell discussed a possible modified middle school summer program (7<sup>th</sup> & 8<sup>th</sup>); there are 6 students potentially not being promoted to the next grade level based on their current averages in classes. It would be during Regents week and the mornings in July.

### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 6:21pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
April 24, 2014  
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 4-8-14 regular board meeting and the 4-15-14 emergency board meeting.
4. Business & Finance
  - a) Approve the claims audit report dated 4-11-14 and 4-23-14.
  - b) Approve the budget transfers dated 4-11-14.
  - c) Approve the budget status dated 4-11-14.
5. New Business
  - a) Consider the approval of the resolution of the BOCES 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 2014-15.
  - b) Elect up to 5 board members from the following 5 candidates, for the Board of Cooperative Educational Services (CVES) Board of Education:  
Leisa Boise  
Tonia Finnegan  
Ed Marin  
Thomas McCabe  
Bruce Murdock
  - c) Approve the low bid price of \$20,250 from Adirondack Auto for a 2014 Dodge Caravan pending voter approval in May.
  - d) Approve the following as election workers for budget vote on May 20, 2014 at a rate of \$7.50 an hour:  
Fae Bigelow  
Janice Allen  
Joyce Sukel  
Gail Drinkwine  
Larry Allen
6. Personnel
  - a) Approve Heather Henchen as a substitute teacher for the school district.
7. Board Discussion

8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
11. Adjournment





Willsboro Central School  
Board of Education  
May 13, 2014  
Public Hearing - Auditorium  
Regular Meeting-Agenda  
6:00pm

1. Call to Order
2. Pledge of Allegiance
3. Public Hearing
  - a) Presentation of the 2014-2015 budget by Mr. Broadwell.
4. Approval of Minutes
  - a) Approve the minutes from the 4-24-14 regular board meeting.
5. New Business
  - a) Accept the grants from Essex County "Creating Healthy Places" in the amount of \$2,300. This money will be used to purchase items for the Garden Club.
6. Personnel
  - a) Approve Brittany Greene as a substitute teacher for the school district.
  - b) Approve Theresa Farney as summer special education teacher at \$25.00/hour.
  - c) Approve Shelley Moran as bus monitor for the CVES summer school bus run.
  - d) Approve Margie Jaquish and Meaghan Freeman as summer school teachers for Math and English at \$25.00 / hour.
7. Board Discussion
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
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 13, 2014

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  
Community Members

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

#### **Presentations**

2014-15 Public Budget Hearing was presented by Mr. Broadwell.

#### **Approval of Minutes**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to approve the minutes from the regular meeting held on 4-24-14.

#### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the grant from Essex County "Creating Healthy Places" in the amount of \$2,300. This money will be used to purchase items for the Garden Club.

#### **Personnel**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to approve Brittany Greene as a substitute teacher for the school district.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to approve Theresa Farney as summer special education teacher at \$25.00 / hour.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve Shelley Moran as bus monitor for the CVES summer school bus run.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve Margie Jaquish and Meaghan Freeman as summer school teachers for Math and English at \$25.00 / hour.

**Adjournment**

Motion by Jon Steeves, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 6:40pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
May 27, 2014  
Agenda - Regular Meeting – 6:00pm

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 5-13-14 regular board meeting.
4. New Business
  - a) Recommend recognizing the Lakeside School at the Black Kettle Farm as a non-public school located within the Willsboro Central School District. Lakeside will be operating a pre-school through grade 3 program and has filled the appropriate paperwork necessary through the State Education Department.
  - b) Approve Boulrice & Wood CPAS, PC as our external auditor for 2014 and 2015.
  - c) Approve the continued lease agreement with Leonard Bus Sales from July 1, 2014 – August 31, 2014 at a rate of \$1,250 per month.
  - d) Accept the donation from the Ilisababy Foundation in the amount of \$4,745.05 towards our June 11, 2014 Performing Arts presentation.
  - e) Approve to dispose of an old television (#100077) from our inventory, with no value.
  - f) Consider the approval of the “After the Bell” Summer Camp(s):  
Pre K – “Pete the Cat” - August 25<sup>th</sup>, 26<sup>th</sup>, & 27<sup>th</sup>  
 $\$25.00 / \text{hr.} \times 8.5\text{hrs} = \$212.50 \times 2 = \$425.00$   
Linda Jacques and Rhonda Sloper
5. Business & Finance
  - a) Approve the claims audit report dated 5-15-14.
  - b) Approve the budget status report dated 5-13-14.
  - c) Approve the budget transfers dated 5-13-14.
6. Personnel
  - a) Accept the retirement of Kristina Coonrod, food service helper from the district, effective June 24, 2015.
7. Board Discussion
  - a) Discussion regarding Pre K for the 2014 – 15 school year.
  - b) Discussion regarding a possible census in the future.
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
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 27, 2014

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  
Derrick Hopkins, Teacher  
Jennifer Jacques  
Jack Thompson

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

#### **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 5-13-14.

#### **New Business**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (4-1) to recognize the Lakeside School at the Black Kettle Farm as a non-public school located within the Willsboro Central School District. Lakeside will operate a pre-school through grade 3 program and has filed the appropriate paperwork necessary through the State Education Department.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve Boulrice & Woods CPAS, PC as our external auditor for 2014 and 2015.

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to approve the continued lease agreement with Leonard Bus Sales from July 1, 2014 – August 31, 2014 at a rate of \$1,250 per month.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (5-0) to accept the donation from Ilsababy Foundation in the amount of \$4,745.05 towards our June 11, 2014 Performing Arts presentation, with an increase in appropriations and revenue to the 2013-14 budget.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the disposal of an old television (#100077) from our inventory, with no value.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the following “After the Bell” summer camp:

Pre K – “Pete the Cat” - August 25<sup>th</sup>, 26<sup>th</sup>, & 27<sup>th</sup>  
\$25.00 / hr. x 8.5hrs = \$212.50 x 2 = \$425.00  
Linda Jacques and Rhonda Sloper

### **Business & Finance**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit report dated 5-15-14.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 5-13-14.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to approve the budget transfers dated 5-13-14.

### **Personnel**

Motion by Don Hollingsworth, seconded by Phyllis Klein, voted and carried (5-0) to accept the retirement of Kristina Coonrod, food service helper from the district, effective June 24, 2015.

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

### **Board Discussion**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to establish May 27<sup>th</sup>, 2014 as a cut-off date for the Pre K program with 20 students max.

Mr. Broadwell discussed with the board a possible census. The board feels that the district does not need to have a census conducted.

### **Reports from Superintendent**

- Student recognition awards are Wednesday evening.
- Comptroller was in today reviewing our tax cap and Eblar reserve. They will be following up with a report from the comptroller’s office in approximately a week.

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 6:32 pm to discuss personnel.

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 7:05pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:06pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
June 10, 2014  
Agenda - Regular Meeting – 6:00pm

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a) Approve the minutes from the 5-27-14 regular board meeting.
4. New Business
  - a) Approve the Side Letter of Agreement with the Willsboro Teachers Association to include a High School Play for the 2014 – 15 school year.
  - b) Approve the special education recommendations as presented.
5. Business & Finance
  - a) Approve the claims audit report dated 6-9-14.
  - b) Approve the budget transfers dated 6-9-14.
  - c) Approve the budget status report dated 6-9-14.
  - d) Approve the bond resolution for the purchase of one (1) passenger van and one (1) school bus at a minimum cost of \$131,810.
6. Personnel
  - a) Upon the recommendation of the Superintendent, approve the tenure of Michael Douglas in the area of physical education, effective September 2, 2014.
  - b) Approve Hannah Emery as a substitute teacher for the school district.
  - c) Approve Jacqueline Chan as a substitute for the school district.
  - d) Approve Hillary Sponable as a substitute teacher for the school district.
  - e) Approve the updated contract with Superintendent of Schools, Stephen Broadwell.  
Approve the following as fall coaches:
    - Boys Varsity Soccer – Andrew Lee
    - Boys Modified Soccer – Terry Cross
    - Girls Varsity Soccer – Dawn Bronson
    - Girls Modified Soccer – Charlene Lobdell
7. Board Policies
  - a) Approve the first reading of policy #1530 Smoking on School Grounds.
  - b) Approve the first reading of policy #5310 Smoking on School Premises.
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
  - a) Bobbi Paye to speak to the board regarding the Memorial Day parade.

11. Executive Session - 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  
June 10, 2014

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  
Bobbi Paye, Public

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

#### **Public Comment**

Mrs. Bobbi Paye spoke to the board of her concerns and interest of having a student music marching band back in the school. She community members enjoyed having that at the Memorial Day parades and would like to see it return in the future.

#### **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 5-27-14.

#### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the Side Letter of Agreement with the Willsboro Teacher's Association to include a High School Play for the 2014-15 school year.

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

#### **Business & Finance**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the claims audit report dated 6-9-14.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget status report dated 6-9-14.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the budget transfers dated 6-9-14.

Motion by Don Hollingsworth, seconded by Jon Steeves, voted and carried (5-0) to approve the bond resolution for the purchase of one (1) passenger van and one (1) school bus at a maximum cost of \$131,810.

### **Personnel**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (5-0) to approve the tenure of Michael Douglas in the area of physical education, effective September 2, 2014.

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (5-0) to approve Hannah Emery, Jacqueline Chan, and Hillary Sponable as substitutes for the school district.

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (5-0) to approve the updated contract with Superintendent of Schools, Stephen Broadwell as presented.

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (5-0) to approve the following as fall coaches:

- Boys Varsity Soccer – Andrew Lee
- Boys Modified Soccer – Terry Cross
- Girls Varsity Soccer – Dawn Bronson
- Girls Modified Soccer – Charlene Lobdell

### **Board Policies**

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to approve the first readings of policies #1530 Smoking on School Grounds and #5310 Smoking on School Premises.

### **Reports from Superintendent**

- Mr. Broadwell updated the board on the shared services with the Town Highway Dept and the School Bus Garage and some new possibilities of a location.

### **Executive Session**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 6:36 pm to discuss negotiations.

Motion by Don Hollingsworth, seconded by Bruce Hale, voted and carried (5-0) to end executive session at 7:03pm.

### **Adjournment**

Motion by Phyllis Klein, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:04pm.

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Brandy Pierce, District Clerk



Willsboro Central School

Board of Education

June 24, 2014

Agenda - Regular Meeting – 6:00pm

1. Call to Order
2. Pledge of Allegiance
3. Executive Session - Personnel
4. Approval of Minutes
  - a) Approve the minutes from the 6-10-14 regular board meeting.
5. New Business
  - a) Approve the special education recommendations and 2013 – 14 summary as presented.
  - b) Approve the following resolution as presented:  
RESOLVED, that the Board accept the terms and conditions of a negotiated Settlement Agreement with a certain employee of the Employer on the recommendation of the Willsboro Central School District Attorney; authorize the Superintendent of Schools and the Board President to execute such Agreement and take all actions necessary on behalf of the Employer in effectuating the terms of the Agreement.
6. Personnel
  - a) Approve Stephen Broadwell to carry over an additional 4.5 days of unused vacation / personal days from the 2013-14 school year to the 2014-15 school year.
  - b) Approve the request to approve Sheila Vanags to carry over eight unused vacation days (to be used in July) that she was not able to use during the 2013-14 school year.
  - c) Approve the following extra curricular positions for 2014-15, stipends as per contract:
    - Senior Co-Advisors – Shelley Moran & Melissa Huff
    - Junior Co-Advisors – Gail MacDougal & Kim Buck
    - Sophomore Co-Advisor – Becky Provost & Dawn Yeager
    - Freshman Co-Advisors – Dawn Bronson & Terry Cross
    - Senior Play- Derrick Hopkins
    - Drama Club – Derrick Hopkins
    - Elementary Drama Club – Derrick Hopkins
    - High School Play – 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 – Brandy Pierce
    - CFES – Marie Blatchley
    - Yearbook – Brian White
    - Extra Curricular Treasurer – Cathy Alden
    - Athletic Director – Michael Douglas

- d) Approve the following as coaches for the 2014-15 school year, stipends as per contract:
  - 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
  
- 7. Board Policies
  - a) Approve the second reading of policy #1530 Smoking on School Grounds.
  - b) Approve the second reading of policy #5310 Smoking on School Premises.
  
- 8. Board Discussion
  - a) Discussion regarding filling the potential vacancy on the board.
  
- 9. Reports from Superintendent
  - a) Report from the Comptroller's Audit.
  
- 10. Public Comment Regarding the Agenda Items
  
- 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  
June 24, 2014

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  
Laura Bridge  
Jennifer Jacques

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

#### **Executive Session**

Motion by Phyllis Klein, seconded by Jon Steeves, voted and carried (4-0) to enter into executive session at 6:01 pm to discuss personnel.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to end executive session at 6:08pm.

#### **Approval of Minutes**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve the minutes from the regular meeting held on 6-10-14.

#### **New Business**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the special education recommendations and 2013-14 summary as presented.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (4-0) to approve the following resolution as presented:

RESOLVED, that the Board accept the terms and conditions of a negotiated Settlement Agreement with a certain employee of the Employer on the recommendation of the Willsboro Central School District Attorney; authorize the Superintendent of Schools and

the Board President to execute such Agreement and take all actions necessary on behalf of the Employer in effectuating the terms of the Agreement and also enter into a memorandum of agreement with the Willsboro Teacher's Association to resolve the dispute in SED case # 24.459.

### **Personnel**

Motion by Jon Steeves, seconded by Phyllis Klein, voted and carried (4-0) to approve Stephen Broadwell to carry over an additional 4.5 days of unused vacation / personal days from the 2013-14 school year to the 2014-15 school year.

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to approve Sheila Vanags to carry over 8 unused vacation days (to be used in July) that she was not able to use during the 2013-14 school year.

Motion by Jon Steeves, seconded by Bruce Hale, voted and carried (4-0) to approve the following extra curricular positions for 2014-15, stipends as per contract:

- Senior Co-Advisors – Shelley Moran & Melissa Huff
- Junior Co-Advisors – Gail MacDougal & Kim Buck
- Sophomore Co-Advisor – Becky Provost & Dawn Yeager
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- Key Club – Brandy Pierce
- CFES – Marie Blatchley
- Yearbook – Brian White
- Extra Curricular Treasurer – Cathy Alden
- Athletic Director – Michael Douglas

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) approve the following as coaches for the 2014-15 school year, stipends as per contract:

- 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 Policies**

Motion by Bruce Hale, seconded by Phyllis Klein, voted and carried (4-0) to approve the second readings of policies #1530 Smoking on School Grounds and #5310 Smoking on School Premises.

### **Board Discussion**

Mr. Broadwell updated the board on the potential board vacancy. Mr. Broadwell is still working with the attorney to resolve the issue. A re-election can be held, the Superintendent from CVES, Dr. Davey can appoint someone or the board may elect someone, if a vacancy occurs.

### **Reports from Superintendent**

- Comptroller came back with their review of our audit last month; we were over our max allowable levy. We will make the adjustment to lower our tax levy.
- Mr. Broadwell met with Town representatives in regards to a mega solar program through the State. We will get more information on the program, and could be interested in shared services.
- Mr. Broadwell updated the board on the shared services with the Town Highway Dept. and the School Bus Garage and some new possibilities of a location. Next meeting will be held in July.
- Thank you to Craig Jackson and Jon Steeves for their many years of service on the board. They will perform their last duties of Board members at Graduation on Friday evening.

### **Adjournment**

Motion by Phyllis Klein, seconded by Bruce Hale, voted and carried (4-0) to adjourn the meeting at 6:28pm.

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Brandy Pierce, District Clerk