



Willsboro Central School  
Board of Education  
Agenda July 11, 2017  
**Regular Meeting-Agenda**  
6:00pm in the Conference Room

1. Call to Order
2. Acceptance of Minutes
  - a) Accept the minutes from the 6-27-17 regular board meeting
3. Business & Finance
  - a) Approve the claims audit report dated 7-7-17 (general fund, school lunch fund, and trust & agency.)
  - b) Approve the budget transfers dated 6-30-17.
  - c) Approve the bond resolution for the purchase of one school bus for the school district.
4. Personnel
  - a) Accept the resignation of Jeanmarie DeKleine effective, June 30<sup>th</sup>, 2017.
  - b) Approve the contractual agreement with Mark Robinson for psychological services at a rate of \$50.00 / hour, on an as needed basis.
  - c) Approve Professional Development Curriculum time of up to five days at \$125.00 per day for the following primary teachers:
    - Linda Jacques
    - Debbie Anderson
    - Sheree Ford
    - Lorilee Sheehan
    - Pam Drollette
    - Leighann Greene
5. Policies
  - a) Approve the second reading of the following policy:
    - #8505 Charging School Meals
  - b) Approve the first reading of the following policies:
    - #5300 Code of Conduct
6. Board Discussion
7. Reports from Superintendent
8. Public Comment Regarding the Agenda Items
9. Executive Session
  - a) Negotiations
10. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
July 11, 2017

Members Present:       Phyllis Klein, President  
                                  Herb Longware, Vice President  
                                  Don Hollingsworth (absent with notice)  
                                  Craig Jackson  
                                  Kasey Young

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

The regular board meeting was Called to Order at 6:21pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 6-27-17 regular board meeting were accepted as presented.

#### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (4-0) to approve the claims audit report dated 7-7-17 (general fund, school lunch fund, and trust & agency.)

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the budget transfers dated 6-30-17.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the bond resolution for the purchase of one school bus and one truck for the school district.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve the request to raise the District's equipment threshold from \$500 to \$2,500.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to reject the only bid for bus #68 that was advertised for sale based on the low bid.

#### **Personnel**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to accept the resignation of Jeanmarie DeKleine, Art Teacher; effective June 30, 2017.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the contractual agreement with Mark Robinson for psychological services at a rate of \$50.00 / hour, on an as needed basis.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the Professional Development Curriculum time of up to five days at \$125.00 per day for the following primary teachers:

Linda Jacques  
Debbie Anderson  
Sheree Ford  
Lorilee Sheehan  
Pam Drollette  
Leighann Greene

### **Board Policies**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the second reading of the following policy:

#8505 Charging School Meals

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve the first reading of the following policy:

#5300 Code of Conduct

### **Board Discussion**

Mrs. Klein presented the board members with a list of thoughts and ideas that she would like considered in the upcoming 2017-2018 school year. Two of the items on the list (Opioid Abuse & Responsible Social Media) will be presented to students and faculty in September.

Mr. Longware spoke briefly about the NYSSBA meeting he and Mrs. Klein attended at the Wild Center in Tupper Lake. The meeting was informative with great conversations among the school board members from other schools that attended.

### **Reports from the Superintendent**

- Ms. Pierce posted the following job openings in the Press Republican:  
Art Teacher  
Teacher's Assistant  
Permanent Building Substitute
- The next board meeting will be held on August 1<sup>st</sup>, 2017 and if needed the next meeting will be on our regular scheduled date of August 8, 2017.

### **Executive Session**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to enter into executive session at 6:43pm, to discuss negotiations.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to exit executive session at 6:53pm.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to resume the regular meeting at 6:53pm.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the following stipends:

Establishing a stipend associated with the duties of Board Clerk - \$1,250

Increasing the stipend associated with Assistant CIO position by \$1,250  
(total stipend \$2,750)

Increasing the stipend associated with Dean of Students position by \$500  
(total stipend \$6,000)

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to adjourn the meeting at 6:57pm.

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Brandy Pierce, District Clerk



Board of Education  
Phyllis Klein  
Herb Longware  
Don Hollingsworth  
Herb Longware  
Kasey Young

Willsboro Central School  
Board of Education

Re-Organizational Meeting-Minutes  
July 11, 2017

Members Present: Phyllis Klein  
Herb Longware  
Don Hollingsworth (absent with notice)  
Craig Jackson  
Kasey Young

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 Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to appoint Brandy Pierce as District Clerk for the 2017 – 2018 school year, administration of oath.

Administration of Oath to Craig Jackson, recently elected Board Member for a three year term to serve through June 30, 2020.

Administration of Oath to Herb Longware, recently elected Board Member for a three year term to serve through June 30, 2020.

Administration of Oath to Stephen Broadwell, Superintendent of Schools for the 2017-2018 school year.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to nominate Phyllis Klein as President of the Board for the 2017 – 2018 school year, administration of oath.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (4-0) to nominate Herb Longware as Vice-President of the Board for the 2017 – 2018 school year, administration of oath.

### **Consent Agenda**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the following appointment of officers for the 2017-2018 school year:

- ❖ Sheila Vanags, School District Treasurer – No Stipend
- ❖ Bridget Brown, Tax Collector - \$5,562
- ❖ Dean Caveney, Internal Claims Auditor - \$30.00 / hour
- ❖ Stephen Broadwell, Purchasing Agent - \$5,000

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the following other appointments for the 2017-2018 school year:

- ❖ Telling & Conroy, District Independent Auditor - \$9,300
- ❖ Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, School Attorney - \$182.50 / hour
- ❖ Harris Beach School Attorney - \$185.00 / hour
- ❖ Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP - \$194.00 / hour
- ❖ Elizabethtown Community Hospital School Physician - \$4,833
- ❖ Cathy Alden, Extra Curricular Activity Account Treasurer – As Per Contract
- ❖ Cathy Alden, Chief Information Officer (CIO) / Data Coordinator - \$1,500
- ❖ 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
- ❖ Joe Walsh & John Sucharzewski, Safety Officer / Asbestos (LEA) Designee – No Stipend
- ❖ Tammy Bell Martin NYSIR, Insurance Consultant – 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
- ❖ Joe Walsh & John Sucharzewski, Pesticide Coordinator – No Stipend
- ❖ Jennifer Leibeck, 504 & ADA Coordinator – No Stipend

### **Designations for 2017-2018 school year**

Motion by Kasey Young, seconded Herb Longware, voted and carried (4-0) to approve the Champlain National Bank as the Official Bank Depository.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the Press Republican as the Official Newspaper.

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

**Authorizations for the 2017 – 2018 school year:**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve the following authorizations for the 2017 – 2018 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 is authorized to certify payrolls.
- ❖ The Superintendent of Schools is authorized to sign all special State and Federal applications and forms required for programs and grants.
- ❖ The Superintendent of Schools is authorized to approve budget transfers up to \$2,000.00.
- ❖ The Superintendent of Schools is 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.
- ❖ 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 2016-17 school year:
  - Cynthia Ford-Johnston
  - Scott Osborne
- ❖ 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 Professional Development Plan for 2017-2018.
- ❖ 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 / Treasurer / Tax Collector
  
  - Five Days / Week – 8 Hours / Day
    - All Maintenance Workers
    - Superintendent of Buildings, Grounds & Transportation
    - Bus Driver / Maintenance Person
    - Bus Driver / Teacher's Aide
  
  - Five Days / Week – 6.5 Hours / Day
    - Teacher Aides #1
  
  - Five Days / Week – 6 Hours / Day
    - Bus Drivers

**Other Items for the 2017 – 2018 school year:**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the recommendation of instructional substitute compensation to be \$90.00 per day for certified teachers and \$80.00 for non-certified personnel and \$95.00 for permanent building substitutes for the 2017-2018 school year.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the recommendation of compensation to substitutes for non-teaching positions, such as teacher aides, teaching assistants, cafeteria staff, maintenance, and office staff at \$10.75 per hour and bus drivers at \$14.00 per hour for the 2017-2018 school year.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (4-0) to approve the 2017-2018 meal prices of \$1.55 for breakfast and \$2.15 for lunch.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to use the current IRS mileage reimbursement rate.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the 2017-2018 student handbook.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (4-0) to approve the following resolution:

**RESOLUTION**

(District to Participate in BOCES Summer School 2018)

WHEREAS, the Willsboro Central School District and its Board of Education have consistently appreciated, relied upon and subscribed to this region's Board of Cooperative Educational Services (BOCES) shared services for special education summer programming, on behalf of particular students who have individual education plans (IEPs) calling for such specialized summer services; and

WHEREAS, this region's BOCES has the specialized administrative staff, program staff, facilities, expertise and general mission to provide for such services that are generally not feasible for individual component school districts to implement as efficiently and cost-effectively, as the BOCES offers this service on a shared basis for the component school districts and their Boards of Education; and

WHEREAS, the Willsboro Central School District cannot provide special education school aged summer school services in a more cost-effective manner than BOCES, due to the ability of BOCES to offer and provide services to multiple districts who are able to share costs; therefore;

BE IT RESOLVED that the Willsboro Central School District intends to participate in the 2018 Special Education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2018 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2017, the Clerk of the Board shall notify the CEWW BOCES in writing of the District's commitment as described herein and the District's intent to participate in the 2018 Special Education School Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent



**Committee Assignments for 2017-2018:**

- ❖ Budget Committee Chairman – Phyllis Klein & Don Hollingsworth
- ❖ Negotiations – Kasey Young & Herb Longware
- ❖ Personnel – Phyllis Klein & Craig Jackson

**Adjournment**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to adjourn the Re-org meeting at 6:20pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
July 11, 2017 @ 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 2017 - 18 school year.
4. Oath of office administered by the District Clerk to new board members (Craig Jackson & Herb Longware.)
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 2017 – 18 school year:

Sheila Vanags	School District Treasurer	No Stipend
Bridget Brown	Tax Collector	\$5,562
Dean Caveney	Internal Claims Auditor	\$30.00 / Hour
Stephen Broadwell	Purchasing Agent	\$5,000

8. Consent Agenda – Other Appointments for the 2017 – 18 school year:

Boulrice & Wood	District Independent Auditor	\$9,300
Stafford, Owens, Piller, Murnane, Kelleher, & Trombley, PLLC	School Attorney	\$182.50 / Hour
Harris Beach, PLLC	School Attorney	\$185.00 / Hour
Hogan, Sarzynski, Lynch, DeWind & Gregory, LLP	Legal Counsel	\$194.00 / Hour

Elizabethtown Community Hospital	School Physician	\$4,833
Chris Ford	Chief Faculty Advisor of Student Activity Accounts	No Stipend
Cathy Alden	Chief Information Officer (CIO) / Data Coordinator	\$1,500
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
Joe Walsh John Sucharzewski	Safety Officer / Asbestos (LEA) Designee	No Stipend
Tammy Bell Martin NYSIR	Insurance Consultant	No Stipend

Fran Lee	Substitute Call-In Person	No Stipend
Charmaine Flynn	Dignity Act Coordinator	No Stipend
Stephen Broadwell	Title IX Officer	No Stipend
Fran Lee	Attendance Officer	No Stipend
Joe Walsh	Pesticide Coordinator	No Stipend
John Sucharzewski		
Jennifer Leibeck	504 and ADA Coordinator	No Stipend

9. Designations for the 2017 – 18 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 2017 – 18 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.

- j) Approve Stephen Broadwell, Superintendent of Schools as the lead evaluator for the school district.
- k) Certify the following individuals as lead evaluators of Principals:
  - Cynthia Ford-Johnston
  - Scott Osborne
- 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) Approve the Professional Development Plan for 2017-2018.
- p) 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 / Treasurer / Tax Collector
  - Five Days / Week – 8 Hours / Day
    - All Maintenance Workers
    - Superintendent of Building, Grounds & Transportation
    - Bus Driver / Maintenance Person
    - Bus Driver / Teacher's Aide
  - Five Days / Week – 6.5 Hours / Day
    - Teacher Aide
  - Five Days / Week – 6 Hours / Day
    - Bus Drivers

11. Other Items for the 2017 – 18 school year:

- a) Recommend the instructional substitute compensation to be \$90.00 per day for certified teachers and \$80.00 for non-certified personnel and \$95.00 per day for permanent building substitutes.
- b) Recommend the compensation for substitutes such as teaching assistants, teacher aides, cafeteria staff, maintenance, and office staff at \$10.75 per hour and bus drivers at \$14.00 per hour.
- c) Approve the 2017 – 2018 meal prices:
  - Breakfast \$1.55
  - Lunch \$2.15
- d) Recommend the mileage reimbursement to be consistent with the IRS rate.
- e) Approve the 2017-18 student handbook.
- f) Approve the following resolution:

RESOLUTION

(District to Participate in BOCES Summer School 2018)

WHEREAS, the Willsboro Central School District and its Board of Education have consistently appreciated, relied upon and subscribed to this region's Board of Cooperative Educational Services (BOCES) shared services for special education summer

programming, on behalf of particular students who have individual education plans (IEPs) calling for such specialized summer services; and

WHEREAS, this region's BOCES has the specialized administrative staff, program staff, facilities, expertise and general mission to provide for such services that are generally not feasible for individual component school districts to implement as efficiently and cost-effectively, as the BOCES offers this service on a shared basis for the component school districts and their Boards of Education; and

WHEREAS, the Willsboro Central School District cannot provide special education school aged summer school services in a more cost-effective manner than BOCES, due to the ability of BOCES to offer and provide services to multiple districts who are able to share costs; therefore;

BE IT RESOLVED that the Willsboro Central School District intends to participate in the 2018 Special Education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2018 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2017, the Clerk of the Board shall notify the CEWW BOCES in writing of the District's commitment as described herein and the District's intent to participate in the 2018 Special Education School Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent.

12. Committee Assignments:

- a) Budget Committee (2 board members)
- b) Negotiations
- c) Personnel



Willsboro Central School  
Board of Education  
Agenda August 8, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 7-11-17 regular and 7-11-17 re-org board meetings.
4. New Business
  - a) Accept the special education recommendations dated 8-1-17 as presented by Jennifer Leibeck.
  - b) Approve Stephen Broadwell, Superintendent as the chief emergency officer, as required by Ed. Law S 2801a.
5. Business & Finance
  - a) Approve the claims audit reports dated 7-17-17 (general fund and federal fund) and 8-1-17 (general fund and trust & agency)
  - b) Accept the budget status dated 7-26-17.
  - c) Approve the transfer from the unemployment reserve fund of \$376.84 for costs associated with the expenditure to date as of June 11, 2017.
  - d) Approve the transfer of \$14,998.27 from the general fund to the school lunch program to assist in the deficit for the 2016-2017 school year.
6. Personnel
  - a) Approve Olga Nelly Collazo as a substitute teacher for the school district.
  - b) Approve Reagan Monarch to a 4 year probationary appointment as an Art Teacher (PreK – 12) beginning September 1, 2017 at a starting salary of \$44,170 B+27 hours.
  - c) Approve Suzette Montville to a 4 year probationary appointment as a teaching assistant beginning September 1, 2017 at a starting salary of \$18,363 + \$1,000 for a bachelor degree (\$19,363.)
  - d) Be it resolved, based on the recommendation of the Superintendent that David Magurk shall be appointed to a probationary appointment in the non-competitive title of Maintenance Mechanic effective September 1, 2017 at a salary of \$15.15 / hour. Probationary term shall be a minimum of 8 weeks and not to exceed 26 weeks.
  - e) Appoint Annie-Laurie Lemieux as a daily building substitute at a rate of \$95.00 / day.
  - f) Approve Suzette Montville to work with Linda Jacques on the Summer Educational Camp for Pre-K, August 29<sup>th</sup> & 30<sup>th</sup> “Llama, Llama Summer Camp” at \$25.00 / hr. x 8 hrs. = \$200.00

- g) Approve professional development time for Meaghan Webb and Theresa Moss of up to four (4) hours to coordinate ELA curriculum for their shared students at a rate of \$25.00 / hour.
  - h) Approve Jocelyn Belzile as a substitute teacher for the school district.
  - i) Accept the resignation of Rhonda Sloper as teacher assistant, effective August 31, 2017.
  - j) Approve Nick Arnold as a volunteer assistant soccer coach for the school district.
7. Policies
- a) Approve the second reading of the following policy:  
#5300 Code of Conduct
  - b) Approve the first reading of the following policy:  
#5460 Child Abuse, Maltreatment or Neglect in a Domestic Setting  
#1530 Smoking and Tobacco Use on School Premises
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
August 8, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson (absent with notice)  
Kasey Young

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

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 7-11-17 regular board meeting and the 7-11-17 re-org minutes were accepted as presented.

#### **New Business**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to accept the special education recommendations as presented by Jennifer Leibeck.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Stephen Broadwell as the chief emergency officer, as required by Ed. Law S 2801a.

#### **Business & Finance**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the claims audit reports dated 7-17-17 (general fund & federal fund) and 8-1-17 (general fund and trust & agency.)

The budget status report dated 7-26-17 was accepted as presented.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the transfer from the unemployment reserve fund of \$376.84 for costs associated with the expenditure to date, as of June 11, 2017.



Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve the transfer of \$14,998.27 from the general fund to the school lunch fund program to assist in the deficit for the 2016-2017 school year.

### **Personnel**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve Olga Nelly Collazo as a substitute teacher for the school district.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve Reagan Monarch to a 4 year probationary appointment as an Art Teacher (Pre K – 12) beginning September 1, 2017 at a starting salary of \$44,170 B+27 hours.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to approve Suzette Montville to a 4 year probationary appointment as a teaching assistant beginning September 1, 2017 at a starting salary of \$18,363 + \$1,000 for a bachelor's degree (\$19,363.)

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve based on the recommendation of the Superintendent that David Magurk be appointed to a probationary appointment in the non-competitive title of Maintenance / Mechanic effective September 1, 2107 at a salary of \$15.15 / hour.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve Annie-Laurie Lemieux as a daily building substitute effective September 1, 2017 at a rate of \$95.00 / day.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve Suzette Montville to work with Linda Jacques on the Summer Educational Camp for Pre K, August 29<sup>th</sup> & 30<sup>th</sup> "Llama Llama Summer Camp" at \$25.00 / hour x 8 hrs. = \$200.00.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the professional development time for Meaghan Webb and Theresa Moss of up to four (4) hours to coordinate ELA curriculum for their shared students as a rate of \$25.00 / hour.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to approve Jocelyn Belzile as a substitute teacher for the school district.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to accept the resignation of Rhonda Sloper as a teaching assistant, effective August 31, 2017.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve Nick Arnold as a volunteer assistant soccer coach for the school district.

### **Board Policies**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the second reading of the following policy:

#5300 Code of Conduct

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve the first reading of the following policy:

#1530 Smoking and Tobacco Use on School Premises

#5460 Child Abuse, Maltreatment or Neglect in a Domestic Setting

### **Reports from the Superintendent**

- Mr. Broadwell and Rudy Brouwer will be meeting with Brent Jones on Wednesday, August 9<sup>th</sup> in regards to the installation of Wi-Fi.
- Mr. Broadwell would like to request that someone hay the field behind the old school.
- The Pre K class is now full, with a total of 20 students. If any other students enter the school district they will be placed on a waiting list.

Craig Jackson entered the meeting at 6:31pm.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to enter into executive session at 6:30pm, to discuss negotiations.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (5-0) to exit executive session at 6:46pm.

### **Adjournment**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:47pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
August 22, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room

**\*REVISED\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 8-8-17 regular meeting.
4. New Business
  - a) Approve the agreement with Lakeside School at Black Kettle Farm as a collaborative agency in universal PreK. By contract the district will allocate ten percent of our grant money for Lakeside School.
  - b) Approve the special education recommendations, as presented by Jennifer Leibeck dated August 21, 2017.
  - c) Approve the donation to the Special Olympics of old and of no value, softball equipment to support a local Special Olympics softball team
5. Business & Finance
  - a) Accept the scholarship summary dated August 7, 2017.
  - b) Accept the extra curricular fund report from July 1, 2016 – June 30, 2017 as prepared by Cathy Alden.
  - c) Approve the budget transfers dated 8-10-17.
  - d) Approve the tax rate of \$11.630344 for the 2017-2018 school year. [This is a reduction of twenty-nine cents from the previous year.]
6. Personnel
  - a) Accept the retirement of Joseph Walsh, Supervisor of Buildings & Grounds and Transportation, effective September 30<sup>th</sup>, 2017.
  - b) Approve Kelly McGinn, as a substitute Speech Therapist for 40 days of consecutive service beginning October 10<sup>th</sup>, fulfilling a maternity leave.
  - c) Approve Edward Mason as a substitute teacher for the school district.
  - d) Approve Bill Sayward as a substitute bus driver for the school district.
7. Policies
  - a) Approve the first reading of the following policy:  
#4526.1 Internet Safety

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



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
August 22, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

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

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 8-8-17 regular board meeting were accepted as presented.

#### **New Business**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the agreement with Lakeside School at Black Kettle Farm as a collaborative agency in universal Pre-K. By contract the district will allocate ten percent of our grant money for Lakeside School.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the special education recommendations, as presented by Jennifer Leibeck dated August 21, 2017.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the donation to the Special Olympics of old and of no value, softball equipment to support a local Special Olympics softball team.

#### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to accept the scholarship summary dated August 7, 2017.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to accept the extracurricular fund report from July 1, 2016 – June 30, 2017 as prepared by Cathy Alden.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the budget transfers dated 8-10-17.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the tax rate of \$11.630344 for the 2017-2018 school year (this is a reduction of twenty-nine cents from the previous year.)

### **Personnel**

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to accept the retirement of Joseph Walsh, Supervisor of Buildings & Grounds and Transportation, effective September 30, 2017.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve Kelly McGinn, as a substitute Speech Therapist for 40 days of consecutive service beginning October 10<sup>th</sup>, fulfilling a maternity leave.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Edward Mason as a substitute teacher for the school district.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve Bill Sayward as a substitute bus driver for the school district.

### **Board Policies**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the first reading of the following policy:

#4526.1 & 4526.1R Internet Safety

### **Reports from the Superintendent**

- Our Title 1 & Title 2 grant has been submitted. Grant coordinator Lorilee Sheehan has been in consultation with Lakeside School and others in preparation of the 2017-2018 grant.
- Our external auditor, Michael Boulrice has been on site for the past two days conducting the annual audit. Again this year, Mr. Boulrice praised the efforts, diligence and competence of our business office, including Sheila Vanags & Lorie Sayward.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:23pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
September 12, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*REVISED\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 8-22-17 regular meeting.
4. New Business
  - a) Authorize that the Willsboro CSD floor mats be used annually by Westport CSD to cover the floor for the annual commencement exercise be stored at Westport CSD, as a no-cost “shared service”, on a pilot basis, for this academic year. If this no-cost “shared service” is successful during the 2017-18, that “shared service” could be renewed, on a more durable basis, for one or more additional years.
  - b) Consider allowing the District to host a yard sale. Items will be declared surplus and community members will be allowed to purchase the items. Items will have a minimum purchase price. This will allow the District to free up space and de-clutter our storage facility.
  - c) Declare item #100358 (warming cabinet) as surplus and allocate disposal either through surplus scrap or via a district-wide garage sale.
  - d) Approve the performance contract agreement between Willsboro Central School and Siemens Industry and authorize the Superintendent to sign all agreement contracts on behalf of the district.
  - e) Accept the price of \$751.29 from Spencer Hathaway for the One (1) 2005 International CE full size 63 passenger school bus, 215 hp International VT 365 diesel engine with Allison automatic transmission. Approx. 167,000 miles. The bus is in running condition, but will be sold “As Is.”
  - f) Approve the special education recommendations, dated September 12, 2017, as presented.
5. Business & Finance
  - a) Approve the STAR Reimbursement for the 2017-2018 year.
  - b) Approve the claims audit report dated 9-5-17.
  - c) Approve the budget status dated 8-31-17.

6. Personnel
  - a) Approve the resignation of Colleen Nolette, effective September 1, 2017.
  - b) Approve Tanya Bashaw as a substitute teaching assistant / aide / monitor / cafeteria worker for the school district.
  - c) Consider the appointment of a bus driver / aide.
  - d) Approve Robyn Ashline as a substitute nurse for the school district.
7. Policies
  - a) Approve the second reading of the following policy:
    - #5460 & #5460-R Child Abuse, Maltreatment or Neglect in a Domestic Setting
    - #1530 Smoking and Tobacco Use on School Premises
    - #4526.1 & 4526.1R Internet Safety
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
  - a) Negotiations
12. Adjournment





Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
September 12, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

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

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 8-22-17 regular board meeting were accepted as presented.

#### **New Business**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to authorize that the Willsboro CSD floor mats be used annually by Westport CSD to cover the floor for the annual commencement exercise be stored at Westport CSD, as a no-cost "shared service", on a pilot basis, for this academic year. If this no-cost "shared service" is successful during the 2017-2018, that "shared service" could be renewed, on a more durable basis, for one or more additional years.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve of the District to host a yard sale. Items will be declared surplus and community members will be allowed to purchase the items. Items will have a minimum purchase price. This will allow the District to free up space and de-clutter our storage facility.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve #100358 (warming cabinet) as surplus and allocate disposal either through surplus scrap or via the District yard sale.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the performance contract agreement between Willsboro Central School and Siemens Industry and authorize Superintendent to sign all agreement contracts on behalf of the district pending clarification on state aid reimbursement.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to accept the bid price of \$751.29 from Spencer Hathaway for One (1) 2005 International CE (bus #68) full size 63 passenger school bus, 215 hp International VT 365 diesel engine with Allison automatic transmission. Approx. 167,000 miles. The bus is in running condition, but will be sold "As Is."

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve the special education recommendations, dated 9-12-17 as presented.

### **Business & Finance**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the STAR Reimbursement for the 2017-2018 year.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the claims audit report dated 9-5-17.

The budget status report dated 8-31-17 was accepted as presented.

### **Personnel**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to accept the resignation of Colleen Nolette (part-time aide), effective September 1, 2017.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve Tanya Bashaw as a substitute teaching assistant / aide / monitor / cafeteria worker for the school district.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the appointment of current bus driver Charlene Lobdell to the position of bus driver / teacher aide, effective September 13, 2017 at STEP 6 (\$14.92) of the CSEA contract.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve Robyn Ashline as a substitute teacher aide for the school district.

### **Board Policies**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the second reading of the following policy:

- #5460 & 5460-R Child Abuse, Maltreatment or Neglect in a Domestic Setting
- #1530 Smoking and Tobacco Use on School Premises
- #4526.1 & 4526.1R Internet Safety

### **Reports from the Superintendent**

- o Presented the board with a CEWW meeting flyer for the upcoming year.
- o J.W. Wiley will be presenting to the 7-12<sup>th</sup> grade students. He is just one of the presenters that will be speaking this month to our students. We had a narcan presentation with our faculty and staff last week and we will be having an Opioid presentation "Chasing the Dragon" for students on September 21<sup>st</sup>.

- Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the recommendation from the Superintendent to have CVES re-design our school's website.

**Executive Session**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to go in to executive session at 6:37pm, to discuss negotiations.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 7:10pm.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 7:11pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
October 10, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*UPDATED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 9-12-17 regular meeting.
4. New Business
  - a) The following is a list of surplus items for the district wide sale:
    - 1- Delta Band Saw Tag #20080517
    - 1- Hoss Iron Bender
    - 1- Pexto Sheet Metal Bender
    - 1- Power Matic Shaper
    - 1- Small Electric Kiln
    - 1- Heavy Duty Stick Welder
    - 1- Miller Spot Welder
    - 1- Food Warmer
    - 2- Belt & Gossett Pumps
    - 1- Delta Milwaukee 3 phase Band Saw Tag # 100459
    - 1- Electric Piano
    - 1- Penn State Industries Dust Collector Tag# 000220
    - 1- Power Horse Weight Lifting Bench
    - 1- York Barbell Bench
    - 1- Schwinn Exercise Machine
    - 1- Yard Thatcher
  - b) Approve the special education annual report as prepared by Jennifer Leibeck.
  - c) Consider the approval of the Memorandum of Understanding regarding the mechanic / maintenance position with the CSEA.
  - d) Approve Tetra Tech as our Architectural and Engineering Firm for consulting services on the Smart Board Phase II Project.
5. Business & Finance
  - a) Accept and approve the audit report for the 2016-17 school year as prepared by the district's external auditor Boulrice & Wood, CPA's.

- b) Approve the claims audit report dated 10-5-17 (general fund, school lunch fund and trust & agency.)
  - c) Accept the budget status report dated 10-4-17.
  - d) Approve the budget transfers dated 10-4-17.
  - e) Approve the tax roll corrections for James Torczyner and Charles Lustig for the 2017 year.
6. Personnel
- a) Approve Maureen Moynan as a substitute teacher for the school district.
  - b) Approve Joe Walsh as a substitute bus driver for the school district.
  - c) Approve a contractual arrangement with Joe Walsh for consulting services as needed in the area of Building & Grounds or Transportation at a rate of \$38.00 / hour.
  - d) Approve Ryan Pfund as a substitute cleaner / maintenance / cook for the school district.
  - e) Approve Aimee Lobdell as a substitute teacher / teacher's assistant / aide for the school district.
  - f) Approve Kyli Swires as a substitute teacher for the school district.
  - g) Approve Rexanne Chatterton as a substitute teacher, teacher's assistant / aide / monitor / cafeteria helper.
  - h) Approve Kristin Conway as a substitute teacher for the school district.
  - f) Approve the mentors for the 2017-2018 school year, with a stipend of \$300:
    - Marie Blatchley for Ashley Hooper
    - Wendi Cahill for Leighann Greene
    - Francesca Duso for Reagan Monarch
    - Jennifer Leibeck & Theresa Moss for Daniel VanNederynen
    - (split the stipend \$150 each)
7. Board Discussion
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
11. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
October 10, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Tammy Bigelow  
Bonnie Callahan  
Michelle Koenig

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 9-12-17 regular board meeting were accepted as presented.

#### **New Business**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the following as surplus items for the district wide sale:

- 1- Delta Band Saw Tag #20080517
- 1- Hoss Iron Bender
- 1- Pexto Sheet Metal Bender
- 1- Power Matic Shaper
- 1- Small Electric Kiln
- 1- Heavy Duty Stick Welder
- 1- Miller Spot Welder
- 1- Food Warmer
- 2- Belt & Gossett Pumps
- 1- Delta Milwaukee 3 phase Band Saw Tag # 100459
- 1- Electric Piano
- 1- Penn State Industries Dust Collector Tag# 000220
- 1- Power Horse Weight Lifting Bench

- 1- York Barbell Bench
- 1- Schwinn Exercise Machine
- 1- Yard Thatcher

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve the special education annual report and the special education recommendations as prepared by Jennifer Leibeck.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the Memorandum of Understanding regarding the mechanic / maintenance position with CSEA.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve Tetra Tech as our Architectural and Engineering Firm for consulting services on the Smart School Phase II Project.

### **Business & Finance**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the audit report for the 2016-2017 school year as prepared by the district's external auditor Boulrice & wood, CPA's.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the claims audit report (general fund, school lunch fund and trust & agency) dated 10-5-17.

The budget status report dated 10-4-17 was accepted as presented.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the budget transfers dated 10-4-17.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the tax roll corrections for James Torczyner and Charles Lustig for the 2017 year.

### **Personnel**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Maureen Moynan as a substitute teacher for the school district.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve Joe Walsh as a substitute bus driver for the school district.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve a contractual arrangement with Joe Walsh for consulting services as needed in the area of Buildings & Grounds and Transportation, at a rate of \$38.00 / hour.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to approve Ryan Pfund as a substitute cleaner / maintenance / cook for the school district.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve Aimee Lobdell as a substitute teacher / teacher's assistant / aide for the school district.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve Kyli Swires as a substitute teacher for the school district.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve Rexanne Chatterton as a substitute teacher / teacher's assistant / aide / monitor /cafeteria helper for the school district.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Kristin Conway as a substitute teacher for the school district.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the following as mentors for the 2017-2018 school year, with a stipend of \$300:

Marie Blatchley for Ashley Hooper

Wendi Cahill for Leighann Greene

Francesca Duso for Reagan Monarch

Jennifer Leibeck & Theresa Moss for Daniel VanNederynen

(split the stipend \$150 each)

### **Reports from the Superintendent**

- Mr. Broadwell as well as Mrs. Klein, Mrs. Young and Mr. Longware will be attending the NYSSBA 98<sup>th</sup> Annual Convention & Education Expo in Lake Placid on October 12<sup>th</sup> – 14<sup>th</sup>.
- Mr. Broadwell mentioned a possible Memorandum of Agreement with the WTA for added duties as a monitor in the cafeteria in the mornings.
- Clint & Lawson Allen (community members) spoke with students in success and pursuing their goals.

### **Public Comment**

Mr. Broadwell was asked by Tammy Bigelow to clarify certain aspects of reimbursement regarding the District's contractual consulting services with Joe Walsh.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to go in to executive session at 6:40pm, to discuss negotiations.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 6:56pm.

### **Adjournment**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 6:57pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
October 24, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*Updated\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 10-10-17 regular meeting.
4. New Business
  - a) Approve the side letter of agreement with the WTA to provide additional compensation for extended daily morning supervision in the cafeteria (10 minutes / day.)
  - b) Approve the Essex County Real Property tax corrections for John & Penny Montville.
  - c) Approve the Supreme & County Courts tax correction decisions for Kathleen Wiley, Jerry & Linda Joslyn and Louise B. Elliot Trust.
  - d) Approve the updated corrective action plan for the 2016-2017 audit report, as presented.
  - e) Approve the special education recommendations as prepared by Jennifer Leibeck.
5. Personnel
  - a) Approve Lee-Anne Abbriano as a substitute teacher for the school district.
  - b) Approve Cheryl Sweatt as a co-advisor for the junior class.
  - c) Approve the following as volunteer assistant coaches for the basketball season:
    - Gail Wilkins (Girls Basketball)
    - Chris Ford (Boys Basketball)
    - Nick Arnold (Boys Basketball)
    - Kevin Douglas (Boys Basketball)
    - Todd Pierson (Boys Basketball)
    - Clayton Cross (Boys Basketball)
6. Board Discussion
  - a) NYSSBA Conference

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



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
October 24, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young (absent with notice)

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

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The amended minutes from the 10-10-17 regular board meeting were accepted.

#### **New Business**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the side letter of agreement with the WTA to provide additional compensation for extended daily morning supervision in the cafeteria (10 minutes / day.)

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve the Essex County Real Property tax correction for John & Penny Montville.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (4-0) to approve the Supreme & County Courts tax correction decisions for Kathleen Wiley, Jerry & Linda Joslyn, and Louise B. Elliot Trust.

Motion by Herb Longware, second by Don Hollingsworth, voted and carried (4-0) to approve the updated corrective action plan for the 2016-2017 audit report, as presented.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (4-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

### **Personnel**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve Lee-Anne Abbriano as a substitute teacher for the school district.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve Cheryl Sweatt as a co-advisor for the junior class.

Motion by Craig Jackson, second by Herb Longware, voted and carried (4-0) to approve the following as volunteer assistant coaches for the basketball season:

Gail Wilkins (Girls Basketball)  
Chris Ford (Boys Basketball)  
Nick Arnold (Boys Basketball)  
Kevin Douglas (Boys Basketball)  
Todd Pierson (Boys Basketball)  
Clayton Cross (Boys Basketball)

### **Board Discussion**

Mrs. Klein, Mr. Broadwell & Mr. Longware updated the Board with information of their attendance at the NYSSBA Conference on October 12<sup>th</sup> – 14<sup>th</sup>. They were very impressed with the presenters and the sessions were very informative. Next year's conference will be held in NYC.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to go in to executive session at 6:24pm, to discuss negotiations.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to end executive session at 6:50pm.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to adjourn the meeting at 6:51pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
November 14, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Presentation  
CVES District Superintendent Dr. Mark Davey will be presenting to the board.
4. Acceptance of Minutes
  - a) Accept the minutes from the 10-24-17 regular meeting.
5. New Business
  - a) Approve the special education recommendation as prepared by Jennifer Leibeck.
  - b) The following are bid winners of some items off of our surplus list:
    - Mark Walker** – Pipe Bender, Metal Brake, Delta Bandsaw, Shaper, & Milwaukee 3 Phase Bandsaw \$745
    - Ron Bauer** – Welder & Thatcher \$20
    - Joe Walsh** – Dust Collector \$59.75
    - Linda Therrian** – Kiln \$20
  - c) Approve the contractual agreement with Symquest for replacement of the district's current copiers and printers. The contract is based on NYS contract pricing and will be lower than our current yearly agreement with the same company.
6. Business & Finance
  - a) Approve the claim audit report (general fund, school lunch fund, capital fund, and trust & agency) dated 10-31-17.
  - b) Accept the budget status report dated 10-30-17.
  - c) Approve the tax roll correction of Norman & Marilyn Miller, refund of \$162.82.
7. Personnel
  - a) Approve Nicholas Arnold as a substitute teacher for the school district.
  - b) Approve Michael Gentile as a substitute teacher for the school district.
  - c) Approve Larry Allen as substitute bus driver for the school district.

8. Board Discussion
  - a) Discussion of Membership in Rural Schools Association
  - b) Consider waiving the penalty on Deborah Trudeau tax bill (\$383.80.)
9. Reports from Superintendent
  - a) Health Insurance Consortium Discussion.
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
November 14, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Teri Calabrese-Gray, Assistant Superintendent for Instruction &  
21<sup>st</sup> Century Learning  
Dr. Mark Davey, District Superintendent

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

### **Presentation**

Dr. Mark Davey presented regarding the duties he performs as CVES District Superintendent. He gave a brief update on the BOCES Aid Ratios. Teri Calabrese-Gray presented regarding her duties as Assistant Superintendent for Instruction and 21<sup>st</sup> Century Learning at CVES. She also reviewed the different ISC Cooperative Services offered by CVES.

### **Acceptance of Minutes**

The minutes from the 10-24-17 regular board meeting were accepted.

### **New Business**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the following are bid winners of items from our surplus list:

**Mark Walker** – Pipe Bender, Metal Brake, Delta Bandsaw, Shaper,  
& Milwaukee 3 Phase Bandsaw \$745

**Ron Bauer** – Welder & Thatcher \$20

**Joe Walsh** – Dust Collector \$59.75

**Linda Therrian** – Kiln \$20

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the contractual agreement with Symquest for replacement of the district's current copiers and printers. The contract is based on NYS contract pricing and will be lower than our current yearly agreement with the same company.

### **Business & Finance**

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve the claims audit report (general fund, school lunch fund, capital fund, and trust & agency) dated 10-31-17.

The budget status report dated 10-30-17 was accepted as presented.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve the tax roll correction of Norman & Marilyn Miller, refund of \$162.82.

### **Personnel**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve Nicholas Arnold as a substitute teacher for the school district.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve Michael Gentile as a substitute teacher for the school district.

Motion by Don Hollingsworth, second by Herb Longware, voted and carried (5-0) to approve Larry Allen a substitute bus driver for the school district.

### **Board Discussion**

Mr. Broadwell provided to the board members via email, the information regarding membership in Rural Schools Association. Mrs. Klein will contact local schools to get more information regarding the association.

The board members discussed the letter to waive the penalty for Ms. Deborah Trudeau. Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to deny the request for waiving the penalty of \$383.80 on Ms. Deborah Trudeau's tax bill.



### **Reports from the Superintendent**

- Mr. Broadwell updated the board on the health insurance increase that will go in effect in January of 2018. Mr. Broadwell will put together a memo to distribute to our staff in faculty with the details of the increase.
- There will be a cafeteria audit review and on site visit held on December 12<sup>th</sup>, 2017.
- Mr. Broadwell updated the board on the decrease of students in the Pre-K room and recommended that the enrollment for Pre-K be established at 18 students.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve the Pre-K enrollment of 18 students.

### **Adjournment**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:07pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
November 28, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\* REVISED \*\***

1. Call to Order
2. Pledge of Allegiance
3. Presentation
  - a) The Class of 2018 will be presenting their senior class field trip proposal.
4. Acceptance of Minutes
  - a) Accept the minutes from the 11-14-17 regular meeting.
5. Accept the following resolution:

**Whereas:** The Board of Education of the Willsboro Central School District (“Board”) is considering a proposed Smart Schools Bond project to construct portions of its single building (Willsboro Central School) including construction upgrades, additions and improvements related to security cameras, and technology upgrades associated with upgraded security features.

**Whereas:** The Board has received and reviewed the proposed scope of the Project and has determined that it complies with one or more of the following criteria for a Type II action set forth in 6 NYCRR Part 617.5 – State Environmental Quality Review (SEQRA):

  1. Maintenance or repairs involving no substantial changes to an existing structure or facility, or
  2. Replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading a building to meet building or fire codes, or
  3. Expansion of an existing school facility by less than 10,000 square feet, or
  4. The proposed action will in no case have a significant adverse impact on the environment based on the criteria contained in 6 NYCRR Part 617.7 (c), and is not otherwise a Type I action as defined by 6 NYCRR Part 617.4.

**Whereas:** The Board has submitted, or will duly submit, a scope of the proposed project to the State Education Department identifying the nature of the scope proposed Project;

**Now Thereafter Be It Resolved:** The Board hereby determines in accordance with 6 NYCRR Part 617.5 that the Project is a Type II action for the purpose of SEQRA review, which will not have a significant impact on the environment and hence is not subject to review under 6 NYCRR Part 617.5.

6. Business & Finance
  - a) Approve the claim audit report (general fund, cafeteria fund and trust & agency) dated 11-17-17.
  - b) Accept the budget status dated 11-15-17.
  - c) Accept the donation of \$3,500 from the Paine Family Fund to be used toward upgrades to outdoor fencing.
7. Personnel
  - a) Approve Reagan Monarch as the art club advisor for 25 hours at \$20 per hour.
  - b) Approve Rexanne Chatterton as a substitute nurse for the school district.
  - c) Approve Kyli Swires as a permanent building substitute for the remainder of the 2017-2018 school year.
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
November 28, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Dawn Bronson, Class of 2018 Advisor  
Rylee Pierson, Class of 2018 President

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

### **Presentation**

The advisors for the Class of 2018 presented a request to the board to take a four day field trip in June to Portland, Maine.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the field trip of the Class of 2018 to travel to Portland, Maine in June for four days.

### **Acceptance of Minutes**

The minutes from the 11-14-17 regular board meeting were accepted.

### **New Business**

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

**Whereas:** The Board of Education of the Willsboro Central School District ("Board") is considering a proposed Smart Schools Bond project to construct portions of its single building (Willsboro Central School) including construction upgrades, additions and improvements related to security cameras, and technology upgrades associated with upgraded security features.

**Whereas:** The Board has received and reviewed the proposed scope of the Project and has determined that it complies with one or more of the following criteria for a Type II action set forth in 6 NYCRR Part 617.5 – State Environmental Quality Review (SEQRA):

1. Maintenance or repairs involving no substantial changes to an existing structure or facility, or
2. Replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading a building to meet building or fire codes, or
3. Expansion of an existing school facility by less than 10,000 square feet, or
4. The proposed action will in no case have a significant adverse impact on the environment based on the criteria contained in 6 NYCRR Part 617.7 (c), and is not otherwise a Type I action as defined by 6 NYCRR Part 617.4.

**Whereas:** The Board has submitted, or will duly submit, a scope of the proposed project to the State Education Department identifying the nature of the scope proposed Project;

**Now Thereafter Be It Resolved:** The Board hereby determines in accordance with 6 NYCRR Part 617.5 that the Project is a Type II action for the purpose of SEQRA review, which will not have a significant impact on the environment and hence is not subject to review under 6 NYCRR Part 617.5.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

### **Business & Finance**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the claims audit report (general fund, school lunch fund, and trust & agency) dated 11-17-17.

The budget status report dated 11-15-17 was accepted as presented.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to accept the donation of \$3,500 from the Paine Family Fund to be used toward upgrades to outdoor fencing and increase the budget revenue appropriations.

### **Personnel**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve Reagan Monarch as the art club advisor for 25 hours at \$20 per hour.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Rexanne Chatterton as a substitute nurse for the school district.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve Kyli Swires as a permanent building substitute for the remainder of the 2017 – 2018 school year.

**Reports from the Superintendent**

- If any board members are interested in attending the Clinton-Essex-Warren-Washington School Boards Association meeting that will be held on January 11, 2018 at West Side Ballroom, Plattsburgh, NY, please let Brandy know by December 22<sup>nd</sup>, 2017. The topic for the evening is “Learning From Our Colleagues: Making It Happens Here.”
- Mr. Broadwell share information from Siemens regarding the energy project.

**Executive Session**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to enter into executive session at 6:38pm, to discuss personnel.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 6:56pm.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:57pm.

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Brandy Pierce, District Clerk



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
December 19, 2017

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Dan Shaw, Labor Relations Specialist

The regular board meeting was Called to Order at 6:05pm by President Phyllis Klein.

### **Executive Session**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 6:05pm, to discuss personnel.

Craig Jackson left the meeting at 6:32pm.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to end executive session at 7:55pm.

### **Acceptance of Minutes**

The minutes from the 11-28-17 regular board meeting were accepted.

### **Business & Finance**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the claims audit report (general fund, cafeteria fund and trust & agency) dated 12-1-17.

### **New Business**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve eliminating the December 26, 2017 Board of Education meeting.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the request to endorse a statement of support to raise the minimum legal sale of tobacco products to 21 years of age.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to approve the Application for Appointment of Building Aid as prepared by Tetra Tech. This is conjunction with the Smart School Bond Grant.

### **Personnel**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve Chris Ford for weight room supervision and instruction for 25 hours @ \$20.00 / hour for a total of \$500.00.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to increase the stipend for the athletic director to \$9,283 from \$7,957 based on the contract and his current release periods.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the emergency conditional appointment of Mark Wilcox as a substitute teacher for the school district.

### **Policies**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the 1<sup>st</sup> reading of policy #6240 Investments.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the 1<sup>st</sup> reading of policy #4321.4 Independent Educational Evaluation.

### **Reports from the Superintendent**

- Tetra Tech Architects & Engineers donated 100 flocks of geese to impoverished families around the globe, and they donated one of the flocks in our name.
- Mr. Broadwell shared pricing information regarding the bus garage project with the Town. Mr. Broadwell requested the board's permission to proceed with the drafting of a intermunicipal agreement
- The District will provide shared services again to a school districts on travel to the Ithaca Festival in April 2018. School District's will be billed for their costs.
- The cafeteria audit was held on December 12<sup>th</sup>. The audit went smoothly.



**Adjournment**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to adjourn the meeting at 8:33pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
December 19, 2017  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*REVISED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 11-28-17 regular meeting.
4. Business & Finance
  - a) Approve the claim audit report (general fund, cafeteria fund and trust & agency) dated 12-1-17.
5. New Business
  - a) Consider eliminating the December 26, 2017 Board of Education meeting.
  - b) Consider the request to endorse a statement of support to raise the minimum legal sale of tobacco products to 21 years of age.
  - c) Accept the special education recommendations as prepared by Jennifer Leibeck.
  - d) Approve the Application for Apportionment of Building Aid as prepared by Tetra Tech. This is in conjunction with the Smart School Bond Grant.
6. Personnel
  - a) Approve Chris Ford for weight room supervision and instruction for 25 hours @ \$20.00 / hour for a total of \$500.00.
  - b) Increase the stipend for the athletic director to \$9,283 from \$7,957 based on the contract and his current release periods.
  - c) Approve the emergency conditional appointment of Mark Wilcox as a substitute teacher for the school district.
7. Policies
  - a) Approve the 1<sup>st</sup> reading of Policy #6240 Investments.
8. Board Discussion
9. Reports from Superintendent

- a) Discussion of the potential shared bus garage.
- b) Consider the request to eliminate charging WCS students to attend home basketball games.

10. Public Comment Regarding the Agenda Items

11. Executive Session

12. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Special Meeting-Minutes  
January 8, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson (absent with notice)  
Kasey Young

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

The special board meeting was Called to Order at 7:50am by President Phyllis Klein.

### **Personnel**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to accept the resignation of Charlene Lobdell as the Girls Varsity Basketball Coach.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve Chris Ford, Andrew Lee, and Nick Arnold as tri-coaches for the Girls Varsity Basketball program for the remainder of the 2018 season.

### **Adjournment**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to adjourn the meeting at 7:52am.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 9, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 12-19-17 regular meeting and the 1-8-18 special meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
5. Business & Finance
  - a) Approve the claim audit report (general fund, school lunch fund, federal fund, and capital fund) dated 12-28-17.
  - b) Approve the budget transfers dated 12-22-17.
  - c) Accept the budget status report dated 12-22-17.
6. Personnel
  - a) Approve the appointment of Mark Wilcox as a substitute teacher for the school district.
  - b) Approve Michael Douglas as a potential substitute coach for all sports. Mr. Douglas could coach any of our teams, if needed, in an emergency situation.
7. Policies
  - a) Approve the 2<sup>nd</sup> reading of Policy #6240 Investments.
  - b) Approve the 2<sup>nd</sup> reading of policy #4321 Independent Educational Evaluation.
8. Board Discussion
9. Reports from Superintendent
10. Public Comment Regarding the Agenda Items
11. Executive Session
12. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
January 9, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Nathan & Jennifer Jacques

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 12-19-18 regular board meeting and the 1-8-18 special meeting were accepted.

#### **New Business**

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

#### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the claims audit report (general fund, school lunch fund, federal fund and capital fund) dated 12-28-18.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the budget transfers dated 12-22-18.

The budget status report dated 12-22-18 was accepted as presented.

### **Personnel**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the appointment of Mark Wilcox as a substitute teacher for the school district.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Michael Douglas as a potential substitute coach for all sports. Mr. Douglas could coach any of our teams, if needed, in an emergency situation.

### **Policies**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the 2<sup>nd</sup> reading of policy #6240 Investments.

Motion by Craig Jackson, Don Hollingsworth, voted and carried (5-0) to approve the 2<sup>nd</sup> reading of policy #4321 Independent Educational Evaluation.

### **Reports from the Superintendent**

- The 2<sup>nd</sup> phase of the Smart School Grant was submitted today. This phase is for the camera upgrade.
- The health insurance increase will be about \$70,000 annually. Another increase is projected to happen in July.
- Mr. Jackson suggested getting some mats for the gymnasium floor or hallway as the floors are very wet with the basketball traffic in and out of the building on game days. Mr. Sucharzewski is getting information on purchasing runners / rubber mats to put in the hallway during basketball games.

### **Executive Session**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 6:14pm, to discuss personnel and negotiations.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 7:40pm.

### **Adjournment**

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 7:41pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
January 23, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 1-9-18 regular meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Consider the 2018-2019 senior citizen exemption regarding maximum income limits. Our current limit is \$20,000.
  - c) Approve the attached list of printers as surplus with no value and remove from inventory. We will investigate possible venues for disposal.
5. Business & Finance
  - a) Approve the claims audit report (general fund, school lunch fund, trust & agency and capital fund) dated 1-16-18.
  - b) Accept the budget status report dated 1-11-18.
6. Personnel
  - a) Approve the resignation of Charlene Lobdell as the Modified Girls Softball coach.
  - b) Approve Mrs. Bronson and Mr. Cross, senior class advisors, as the chaperones on the senior field trip to Portland Maine in May.
  - c) Approve Andrew Chatterton as a substitute teacher for the school district.
  - d) Approve Colleen Nolette as a substitute aide / monitor effective January 22, 2018.
7. Board Discussion
8. Reports from Superintendent
  - Shared services regarding Bus Garage & Highway Shed.
9. Public Comment Regarding the Agenda Items
  - Mr. & Mrs. Glen Bronson have requested to address the board.
10. Executive Session
11. Adjournment





Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
January 23, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson (absent with notice)  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Andre Klein  
Glen Bronson

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

**Acceptance of Minutes**

The minutes from the 1-9-18 regular board meeting were accepted as presented.

**New Business**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve the 2018-2019 senior exemption regarding maximum income limits and with an increase from \$20,000 to \$25,000.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the attached list of printers as surplus and remove from inventory.

### **Business & Finance**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve the claims audit report (general fund, school lunch fund, capital fund and trust & agency) dated 1-16-18.

The budget status report dated 1-11-18 was accepted as presented.

### **Personnel**

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to accept the resignation of Charlene Lobdell as the Modified Girls Softball coach.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to approve Mrs. Bronson & Mr. Cross, senior class advisors, as the chaperones on the senior field trip to Portland, Maine in June.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve Andrew Chatterton as a substitute teacher for the school district.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve Colleen Nolette as a substitute aide / monitor effective January 22, 2018.

### **Reports from the Superintendent**

- Mr. Broadwell met with Willsboro Supervisor Shaun Gilliland and Essex Supervisor Ron Jackson to discuss the shared services project. Mr. Jackson is interested in exploring the possibility of the Town of Essex joining this project as a 3<sup>rd</sup> partner. There is the possibility of shared service grant money available to Towns. The grant is available during summer months.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to enter into executive session at 6:17pm, to discuss personnel and also invited Mr. Bronson into executive session.

Mr. Jackson entered the meeting at 7:30pm

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to end executive session at 7:55pm.

### **Adjournment**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 7:56pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
February 13, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*REVISED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 1-23-18 regular meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Approve the settlement agreement with the CSEA Unit dated January 31, 2018 regarding a grievance related to health insurance.
  - c) Consider moving the April 24<sup>th</sup> meeting to April 26<sup>th</sup> to coincide with the Annual BOCES election of board members.
5. Business & Finance
  - a) Approve the claims audit report (general fund & school lunch fund) dated 2-2-18.
6. Personnel
  - a) Approve Annie-Laurie Lemieux as the Co-High School Play advisor retroactive to January 26, 2018.
  - b) Approve the retirement of Stephen Broadwell, Superintendent of Schools effective June 30, 2018.
  - c) Consider approving a Memorandum of Understanding with the Willsboro Teacher's Association to waive Article 21, Retirement Bonus of the CBA on behalf of Linda Jacques. Such a MOU shall not set a precedent on future matters with the district. Mrs. Jacques would retire from the district by July 1, 2018.
7. Board Discussion
8. Reports from Superintendent
  - a) BOCES Board of Education seat.

9. Public Comment Regarding the Agenda Items

10. Executive Session

11. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
February 13, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson (absent with notice)  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Douglas Gerhardt, School Attorney

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 1-23-18 regular board meeting were accepted as presented.

#### **New Business**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the settlement agreement with the CSEA Unit dated January 31, 2018 regarding a grievance related to health insurance.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (4-0) to approve moving the April 24<sup>th</sup> meeting to April 26<sup>th</sup> to coincide with the annual BOCES election of board members. Anyone interested, contact Mr. Broadwell.

### **Business & Finance**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve the claims audit report (general fund & school lunch fund) dated 2-2-18.

### **Personnel**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve Annie-Laurie Lemieux as the Co-High School Play advisor retroactive to January 26, 2018.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to accept the retirement of Stephen Broadwell, Superintendent of Schools effective June 30, 2018.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the Memorandum of Understanding with the Willsboro Teacher's Association to waive Article 21, Retirement Bonus of the CBA on behalf of Linda Jacques. Such MOU shall not set precedent on future matters with the district.

### **Reports from the Superintendent**

- Mr. Broadwell recommended changing the next meeting from Tuesday, February 27<sup>th</sup> to Wednesday, the 28<sup>th</sup> or Thursday, March 1<sup>st</sup>, so that Dr. Davey would be available to attend.

### **Public Comment**

Mr. Douglas Gerhardt provided the board with a PowerPoint and information regarding the initial search process for obtaining a new Superintendent.

### **Executive Session**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to enter into executive session at 6:41pm, to discuss litigation and also invited Mr. Gerhardt into executive session.

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (4-0) to end executive session at 7:35pm.

### **Adjournment**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to adjourn the meeting at 7:36pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
February 28, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*REVISED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 2-13-18 regular meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Approve a toddler music class, sponsored by the music booster club for 18 month old children – 3 year olds. Mrs. Moore will instruct the class and parents will be in attendance during the classes. There is no cost to the district.
5. Personnel
  - a) Approve an amendment of the original appointment of Reagan Monarch to a “3 year probationary appointment, beginning September 1, 2017, due to the teacher previously being tenured in NYS and receiving an effective or highly effective rating in her last year of employment at her previous district.”
  - b) Accept the resignation of Justin Spring effective February 14<sup>th</sup>, 2018.
  - c) Approve the recommendation of Dawn Bronson as the Modified Girls Softball Coach.
  - d) Accept the resignation of Derrick Hopkins as the senior play advisor.
6. Policies
  - a) Approve the 1<sup>st</sup> and 2<sup>nd</sup> reading of policy #4772 & #4772-R Graduation Ceremonies.

7. Board Discussion
  - a) Dr. Mark Davey, District Superintendent from CVES will be working with the Board of Education regarding the timeline and process associated with the Superintendent selection process.
8. Reports from Superintendent
9. Public Comment Regarding the Agenda Items
10. Executive Session
11. Adjournment





Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
February 28, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Dr. Mark Davey, District Superintendent  
Grace Stay, Principle Mineville Campus

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

**Acceptance of Minutes**

The minutes from the 2-13-18 regular board meeting were accepted as presented.

**New Business**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve a toddler music class, sponsored by the music booster club for 18 month old children – 3 year olds. Mrs. Moore will instruct the class and parents will be in attendance during the classes. There is no cost to the district.

### **Personnel**

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve an amendment of the original appointment of Reagan Monarch to a “3 year probationary appointment, beginning September 1, 2017, due to the teacher previously being tenured in NYS and receiving an effective or highly effective rating in her last year of employment at her previous district.”

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to accept the resignation of Justin Spring, effective February 14<sup>th</sup>, 2018.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the recommendation of Dawn Bronson as the Modified Girls Softball Coach.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to accept the resignation of Derrick Hopkins as the senior play advisor.

### **Policies**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the 1<sup>st</sup> & 2<sup>nd</sup> reading of policies #4772 & #4772-R Graduation Ceremonies.

### **Board Discussion**

Dr. Mark Davey, District Superintendent from CVES discussed with the board the timeline and process associated with the Superintendent selection process.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve CVES and Dr. Mark Davey as the Superintendent search consultants.

### **Reports from the Superintendent**

- Today we practiced a lock-down drill. Mr. Broadwell sent out a reminder email to all staff / faculty on the safety protocols.
- Mr. Broadwell gave a brief update on the 2018-19 school budget.
- We are exploring the possibility of expanding our agreement with The Prevention Team for an extra day of counseling service next year.
- Mr. Broadwell recommended making the Pre-K limit 18 for the upcoming 18-19 school year.
- The weight room is being you used daily by several of our 7<sup>th</sup> – 12<sup>th</sup> grade students, under the direction of Chris Ford. The possibility of expanding the room is under discussion.

### **Executive Session**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 7:58pm, to discuss negotiations and personnel.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to end executive session at 8:25pm.

**Adjournment**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 8:26pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
March 13, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 2-27-18 regular meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Consider maintaining our current Pre-K class size at 18 students for the 2018-19 school year.
  - c) Consider the request from the Champlain Area Trails (CATS) for two (2) buses for their community hike on May 12<sup>th</sup>, 2018
  - d) Approve the side letter of agreement with Willsboro Teachers Association regarding allowing members of the WTA to participate in the CSEA employee benefit program for vision and dental coverage. There is no cost to the district as the employee is responsible for all associated costs of the coverage.
  - e) Approve the following two basketball events as school sponsored events:
    - North Country Blazers Basketball
    - @ Paul Smith's College March 17<sup>th</sup> & 18<sup>th</sup>
    - @ Brushton-Moria March 23<sup>rd</sup> – 25<sup>th</sup>
5. Business & Finance
  - a) Approve the claims audit (general fund, School lunch fund, and trust & agency) dated 3-8-18.
  - b) Approve the budget transfers dated 3-2-18.
  - c) Accept the budget status report dated 3-2-18.

6. Personnel
  - a) Approve a six week FMLA leave for Michael Douglas starting approximately April 13<sup>th</sup>, 2018.
  - b) Approve Margie Jaquish as the senior class play advisor
7. Board Discussion
8. Reports from Superintendent
  - Budget update #2.
9. Public Comment Regarding the Agenda Items
  - a) Jessie French & Michelle Koenig to address the board.
10. Executive Session
11. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
March 13, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth (absent with notice)  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Jessie French  
Krissy Leerkes  
Shannon Shofner  
Martha Joslyn  
Mr. & Mrs. James French  
Mr. & Mrs. Daniel Koenig  
Mr. & Mrs. Ryan Pfund  
Chris Maron, Champlain Area Trails

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 2-27-18 regular board meeting were accepted as presented.

#### **Public Comments**

Parents of Pre-K students addressed the board regarding their concerns of having too many kindergartners in the class next year asking for the possibility of 2 classrooms. The board will keep that under consideration but will not be able to make a determination until later in the school year.

Jessie French addressed the board regarding the home schooling situation of her daughter and requested help from the school district to get the appropriate paperwork needed to get her daughter the help she needs.

### **New Business**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve maintaining our current Pre-K class size at 18 students for the 2018-2019 school year.

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (4-0) to approve the request from the Champlain Area Trails (CATS) for two (2) buses for their community hike on May 12<sup>th</sup>, 2018. Mr. Maron spoke about the event and thanked the Board for their support.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the side letter of agreement with Willsboro Teachers Association regarding allowing members of the WTA to participate in CSEA employee benefit program for vision and dental coverage. There is no cost to the district as the employee is responsible for all associated costs of the coverage.

### **Business & Finance**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (4-0) to approve the claims audit (general funds, school lunch fund, and trust & agency) dated 3-8-18.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to approve the budget transfers dated 3-2-18.

The budget status report dated 3-2-18 was accepted as presented.

### **Personnel**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (4-0) to approve a six week FMLA leave for Michael Douglas starting approximately April 13<sup>th</sup>, 2018.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve Margie Jaquish as the senior class play advisor.

### **Board Discussion**

Mrs. Klein updated the board on the meeting that she and Mrs. Young had with Dr. Mark Davey, District Superintendent from CVES in regards to the superintendent search.

### **Reports from the Superintendent**

- Mr. Broadwell provided the board with budget update #2.

**Executive Session**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to enter into executive session at 6:55pm, to discuss negotiations and personnel.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to end executive session at 7:29pm.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0) to adjourn the meeting at 7:30pm.

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Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
March 27, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room  
**\*\*REVISED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Acceptance of Minutes
  - a) Accept the minutes from the 3-13-18 regular meeting.
4. New Business
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Approve the proposed 2018-2019 school calendar.
  - c) Approve the removal and surplus the old laminator from inventory.
  - d) Approve the contract with the Willsboro Teachers' Association beginning July 1, 2018 – June 30, 2021. The teachers' association have ratified the contract.
5. Personnel
  - a) Approve Clay Sherman as the modified boy's baseball coach.
  - b) Approve Andrew Chatterton to the position of custodian, effective March 28<sup>th</sup>, 2018 at Step 1 of the CSEA salary schedule.
  - c) Modify Michael Douglas' FMLA leave to April 10th, 2018. This is an appropriate date and subject to change.
  - d) Approve the following as volunteer assistant coaches:
    - Todd Pierson – Girls Varsity Softball
    - Clayton Cross – Boys Modified Baseball
6. Board Discussion
  - a) Superintendent search update.
7. Reports from Superintendent
  - a) Budget update #3.
8. Public Comment Regarding the Agenda Items
9. Executive Session
10. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
March 27, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Jessie French  
Lorilee Sheehan  
Heather Sheehan  
Sue Thompson  
Nathan Jacques  
Miranda Laferriere  
Linda Jacques  
Bonnie Callahan  
Tammy Bigelow

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 3-13-18 regular board meeting were accepted as presented.

#### **New Business**

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the proposed 2018-2019 school calendar.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve the removal and surplus of the old laminator from inventory.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the contract with the Willsboro Teachers' Association beginning July 1, 2018 – June 30, 2021. The teachers' association have ratified the contract.

### **Personnel**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve Clay Sherman as the modified boy's baseball coach.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve Andrew Chatterton to the position of custodian, effective March 28th, 2018 at Step 1 of the CSEA salary schedule.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the modification of Michael Douglas' FMLA leave to April 10th, 2018. This is an approximate date and subject to change.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the following as volunteer assistant coaches:

Todd Pierson – Girls Varsity Softball  
Clayton Cross – Boys Modified Baseball

### **Board Discussion**

Mrs. Klein shared with the board that tonight's meeting with Dr. Mark Davey, District Superintendent from CVES will be to discuss the process of the school-wide committee's involvement in the superintendent search.

### **Reports from the Superintendent**

- Mr. Broadwell provided the board with budget update #3.

### **Public Discussion**

Jessie French addressed the board regarding the home schooling situation of her daughter and requested that any records that the district had in regards to her daughter needed to be sent to the appropriate agencies for their review. Ms. French also requested that her daughter have additional testing done at the district's expense.

### **Executive Session**

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 6:23pm, to discuss negotiations and personnel.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to end executive session at 6:49pm.

**Adjournment**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to adjourn the meeting at 6:50pm.

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Brandy Pierce, District Clerk



Willsboro Central School  
Board of Education  
April 10, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Acceptance of Minutes**
  - a) Accept the minutes from the 3-27-18 regular meeting.
4. **New Business**
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Approve the attached list of computers, projectors, & smartboard as surplus with no value and remove from inventory. Upcycle, LLC will be picking up the equipment and disposing of it.
  - c) Approve the following as election workers for budget vote on May 15, 2018 at a rate of \$10.40 (current minimum wage) an hour:  
Gail Drinkwine  
Krissy Leerkes  
Cecile McVicker
5. **Business & Finance**
  - a) Approve the claims audit report dated 4-6-18.
  - b) Approve the budget transfers dated 4-2-18.
  - c) Accept the budget status report dated 4-2-18.
  - d) Approve the 2018-19 school district spending plan budget of \$9,259,356. This reflects a 2.21% tax levy increase.
6. **Personnel**
  - a) Approve the retirement of Jane Casamento, Cafeteria Manager effective June 21, 2018.
7. **Board Discussion**
8. **Reports from Superintendent**
9. **Public Comment Regarding the Agenda Items**
10. **Executive Session**
11. **Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
April 10, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce, District Clerk  
Lorilee Sheehan  
Heather Sheehan  
Sue Thompson  
Nathan Jacques  
Miranda Laferriere  
Linda Jacques  
Bob Arnold  
Tanya Bashaw

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 3-27-18 regular board meeting were accepted as presented.

#### **New Business**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Don Hollingsworth, seconded by Kasey Young, voted and carried (5-0) to approve the attached list of computers, projectors & smartboards as surplus with no value and remove from inventory. Upcycle, LLC will be picking the equipment up and disposing of them at no cost to the district.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to approve the following as election workers for the budget vote on May 15, 2018 at a rate of \$10.40 (current minimum wage) an hour:

Gail Drinkwine  
Krissy Leerkes  
Cecile McVicker

### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the claims audit report dated 4-6-18.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the budget transfers dated 4-2-18.

The budget status report dated 4-2-18 was accepted as presented.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the 2018-19 school district spending plan budget of \$9,259,356. This reflects a 2.21% tax levy increase.

### **Personnel**

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the retirement of Jane Casamento, Cafeteria Manager, with regret and thanks for her many years of service, effective June 22, 2018.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve Dawn Bronson as Athletic Director, per diem, at \$46.42 daily.

### **Board Discussion**

Mrs. Klein shared with the board information regarding the meeting she and Mrs. Young had with Dr. Mark Davey, District Superintendent from CVES on Monday, April 9<sup>th</sup>, 2018 in regards to the superintendent search. They discussed the process and timeline.

Several community members had questions in regards to the process of the superintendent's search, selection of the search committee and the Board's criteria for the ideal candidate.

### **Reports from the Superintendent**

- Congratulations to the following students for having their work accepted into the Strand Center for the Arts Juried Exhibition for middle and high school:  
Cody Ahrent, Jenna Ford, Alexis Stoker, Maddy Russell, Lilly Nolette  
Anna McShane, Mackenzie Martin, and Abby Bruno.
- Students will be attending the Ithaca College High School Gospel Choir Festival this Friday, Saturday and Sunday.
- The Booster Club Annual 5K / 1 Mile Fun Run will be held on Saturday, April 14<sup>th</sup>, 2018.

- Mr. Broadwell is looking into having the “Summer After the Bell” programs be in conjunction with Noblewood Summer program at Noblewood instead of the school, to help provide easier access to the summer educational programs for students and parents.

**Executive Session**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to enter into executive session at 6:52pm, to discuss negotiations, personnel and possible litigation.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to end executive session at 7:30pm.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 7:31pm.

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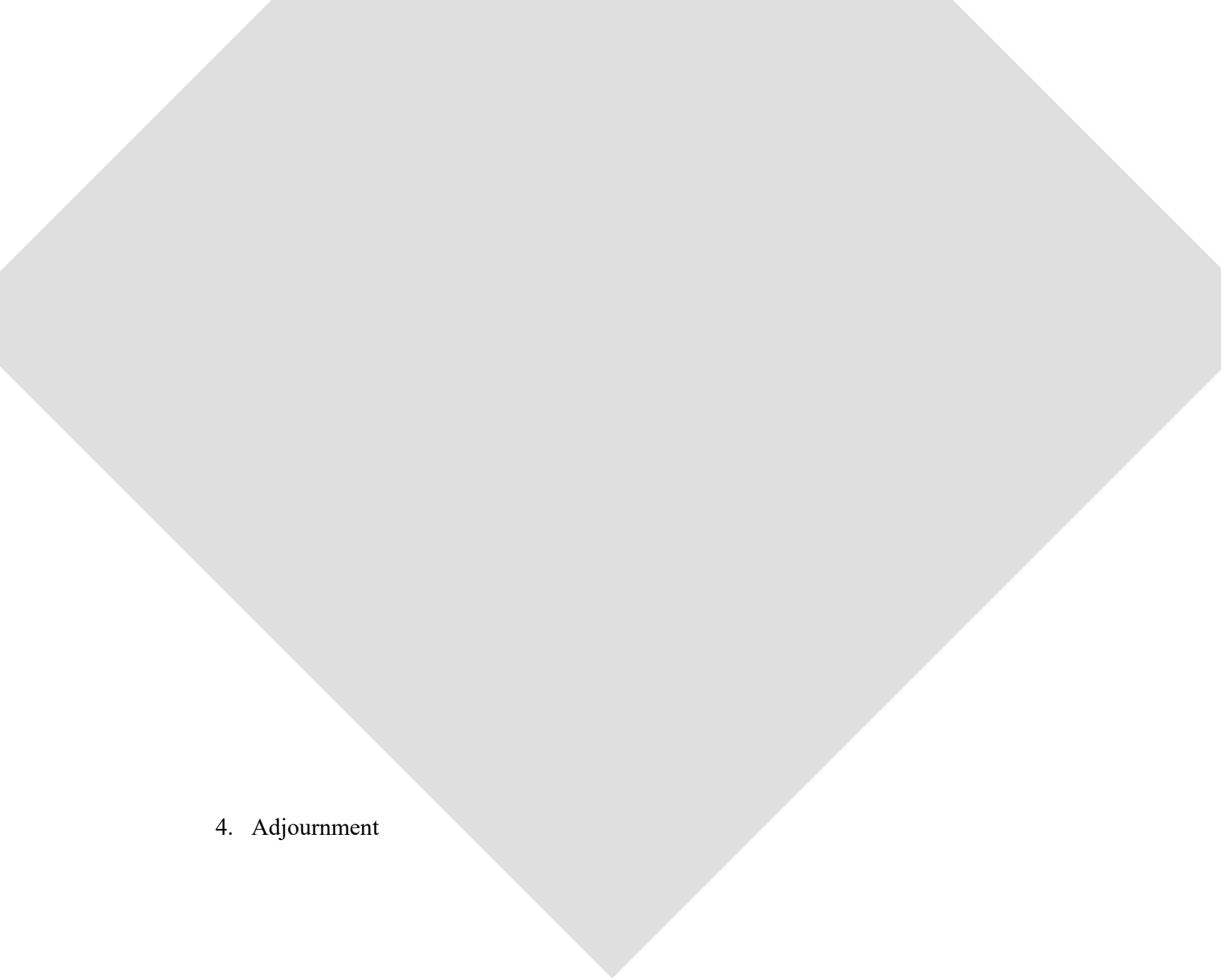
Brandy Pierce, District Clerk





Willsboro Central School  
Board of Education  
April 24, 2018  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Personnel  
Executive Session  
The Board will immediately enter executive session with Dr. Davey to discuss the employment history of individuals leading to the appointment of Superintendent candidates.



#### 4. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
April 26, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young (absent with notice)

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Dr. Mark Davey, BOCES Superintendent  
Louise Jackstadt, Assistant to Dr. Davey  
Lorilee Sheehan  
Heather Sheehan  
Nathan Jacques  
Miranda Laferriere  
Pete & Linda Jacques  
Bob Arnold  
Bridget Brown  
Suzette Montville  
Charlene Lobdell  
Michelle Koenig  
Rich & Pam Drollette  
Paul Arnold  
Edwin Callazo  
Debbie Anderson

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

Pledge of Allegiance

Mr. Bob Arnold presented the board with a letter of questions in regards to meeting concerns and the Superintendent Search expectations.

### **Executive Session**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to enter into executive session at 6:04pm to discuss matters to appointment, employment, promotion of a particular person to the position of Superintendent of Schools.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to end executive session at 7:23pm

Regular meeting reconvened at 7:28pm

### **Acceptance of Minutes**

The minutes from the 4-10-18 regular board meeting were accepted as presented.

### **New Business**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the donation from the Clint and Lawson Allen Foundation in the amount of \$1,800 for SAT / ACT preparation. This donation will be directed to Charmaine Flynn for her work with these classes.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the following to be offered at auction of a sealed bid:

- 2004 GMC Micro Bus
- 14 adults or 22 children passenger
- 6.0 L Chevy Vortec gas engine - 171,494 miles
- Vehicle runs and drives, being sold as is with no warranty

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve Boulrice & Woods CPA's as the districts external auditor for the 2018-2019 school years at \$9,800 and \$10,200 for 2019-2020.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2018-19.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to elect the following 3 (three) board candidates for the Board of Cooperative Educational Services (CVES) Board of Education:

- Larry Barcomb – Chazy
- Evan Glading – Ticonderoga
- Linda Gonyo-Horne – Northeastern Clinton
-

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (4-0) to approve the following as an election worker for the budget vote on May 15, 2018 at a rate of \$10.40 (current minimum wage) an hour:

- Laurie Bauer

### **Business & Finance**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (4-0) to approve the transfer from the unemployment reserve fund in the amount of \$1,419 for costs associated with expenditures to date April 13, 2018.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (4-0) to approve the resolution to use our current debt service money to off-set the 2018-19 budget. The estimated debt service is in the amount of \$214,750. This will dissolve and close this fund.

### **Personnel**

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (4-0) to approve the following as volunteer assistant coaches:

Dawn Bronson, Girls Varsity Softball  
Chris Ford, Girls Modified Softball

### **Board Discussion**

Phyllis Klein read the following update regarding the Superintendent search process: The Board of Education is pleased to announce that we had over ten qualified applicants for the position of superintendent of schools. We will invite five of these candidates for a first round of interviews on May 1st and 2nd. A second round of interviews will be held two weeks later and a third round, if necessary, will follow accordingly. We are excited at the prospect of meeting the candidates and making a selection.

Several community members had questions in regards to the process of the superintendent's search and the Board's criteria for the ideal candidate.

It was noted that the meeting that was scheduled for Tuesday, April 24<sup>th</sup> was cancelled due to a question regarding public notification.

### **Reports from the Superintendent**

- With the help of the District Clerk and Mr. Bob Arnold the names were drawn randomly selected from a basket for the order of board candidates on the budget ballot.

Phyllis Klein  
Sunnie Lobdell  
Heather Sheehan

**Adjournment**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (4-0) to adjourn the meeting at 8:16pm.

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Brandy Pierce Nolette, District Clerk



Willsboro Central School  
Board of Education  
April 26, 2018  
Regular Meeting-Agenda  
6:00pm in the Library  
**\*\*REVISED\*\***

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
  - To discuss matters leading to the appointment, employment, promotion of a particular person to the position of Superintendent of Schools.
4. Acceptance of Minutes
  - a) Accept the minutes from the 4-10-18 regular meeting.
5. New Business
  - a) Approve the donation from the Clint and Lawson Allen Foundation in the amount of \$1,800 for Sat / ACT preparation. This donation will be directed to Charmaine Flynn for her work with these classes.
  - b) Approve the following to be offered at auction of a sealed bid:
    - 2004 GMC Micro Bus
    - 14 adults or 22 children passenger
    - 6.0 L Chevy Vortec gas engine - 171,494 miles
    - Vehicle runs and drives, being sold as is with no warranty
  - c) Consider the approval of Boulrice & Woods CPA's, PC as the district's external auditor for the 2018-2019 school years at \$9,800 and \$10, 200 for 2019-2020.
  - d) 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 2018-19.

- e) Elect up to 3 (three) board members from the following 3 (three) candidates, for the Board of Cooperative Educational Services (CVES) Board of Education:
  - Larry Barcomb – Chazy
  - Evan Glading – Ticonderoga
  - Linda Gonyo-Horne – Northeastern Clinton
  
- f) Approve the following as an election worker for the budget vote on May 15, 2018 at a rate of \$10.40 (current minimum wage) an hour:
  - Laurie Bauer
  
- 6. Business & Finance
  - a) Approve the transfer from the unemployment reserve fund in the amount of \$1,419 for costs associated with expenditures to date April 13, 2018.
  
  - b) Approve the resolution to use our current debt service money to off-set the 2018-19 budget. The estimated debt service is in the amount of \$214,750. This will dissolve and close this fund.
  
- 7. Personnel
  - a) Approve the following as volunteer assistant coaches:
    - Dawn Bronson – Girls Varsity Softball
    - Chris Ford – Girls Modified Softball
  
- 8. Board Discussion
- 9. Reports from Superintendent
- 10. Public Comment Regarding the Agenda Items
- 11. Executive Session
- 12. Adjournment





Willsboro Central School  
Board of Education  
May 8, 2018  
Public Hearing of the Budget  
Regular Meeting-Agenda  
6:00pm in the Auditorium

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Budget Hearing**
  - Presentation of the 2018-2019 Budget.
4. **Acceptance of Minutes**
  - a) Accept the minutes from the 4-26-18 regular meeting.
5. **New Business**
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
6. **Business & Finance**
  - a) Accept the budget status report dated 4-27-18.
  - b) Approve the budget transfers dated 4-27-18.
  - c) Approve the claims audit (general fund & school lunch fund) dated 4-30-18.
7. **Personnel**
  - a) Approve Zachary Pierson as a substitute teacher for the school district.
  - b) Accept the retirement of Holly French cafeteria worker, effective June 22, 2018.
  - c) Approve Lee Abbriano as a volunteer assistant coach for any of our sports.
  - d) Approve Michelle Cross as a chaperone for the senior class trip. Mrs. Cross will be responsible for her own expenses.
  - e) Accept the resignation of Leighann Greene, Special Education Teacher; effective August 31, 2018.
8. **Board Discussion**
  - a) Superintendent search update.
9. **Reports from Superintendent**
10. **Public Comment Regarding the Agenda Items**
11. **Executive Session**
12. **Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
May 8, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Sheila Vanags  
Justin Gardner  
Heather Sheehan  
Sue Thompson  
Nathan Jacques  
Miranda Laferriere  
Linda Jacques  
Suzette Montville  
Charlene Lobdell  
Michelle Koenig  
Erica Cain  
Tierra Jaquish  
Heather Spear  
Win & Polly Belanger  
Rhonda Sloper  
Scott Hommes

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

Pledge of Allegiance

### **Presentation**

2018-19 Public Budget Hearing was presented by Mr. Broadwell.

### **Acceptance of Minutes**

The minutes from the 4-26-18 regular board meeting were accepted as presented.

### **New Business**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendation as prepared by Jennifer Leibeck.

### **Business & Finance**

The budget status report dated 4-27-18 was accepted as presented

Motion by Kasey Young, seconded by Don Hollingsworth, voted and carried (5-0) to approve the budget transfers dated 4-27-18.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the claims audit report dated 4-30-18.

### **Personnel**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve Zachary Pierson as a substitute teacher for the school district.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to accept with regrets the retirement of Holly French cafeteria worker, effective June 22, 2018.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve Lee Abbriano as a volunteer assistant coach for any of our sports.

Motion by Don Hollingsworth, seconded by Craig Jackson, voted and carried (5-0) to approve Michelle Cross as a chaperone for the senior class trip. Mrs. Cross will be responsible for her own expenses.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to accept the resignation of Leighann Greene, Special Education Teacher; effective August 31, 2018.

### **Board Discussion**

Phyllis Klein read the following update regarding the Superintendent search process: "On behalf of the Willsboro Board of Education, I am pleased to announce that our superintendent search process is continuing successfully.

After much analysis, thought and time, the Board has narrowed the search down to three potential candidates. Each brings knowledge and experience we believe could be valuable to the district.

The candidates are:

- Mr. Justin Gardner, High School Principal, Beekmantown CSD
- Mr. Matthew Slattery, 3-6 Elementary Principal, Peru CSD
- Mr. Brian Corey, Superintendent, Jefferson CSD

The Board will now engage in the final stages of the selection process. That will include district visits by each candidate as well as meetings with stakeholders including members of the community, staff, and further interviews with the board.

Working closely with Dr. Mark Davey, our search consultant from BOCES, we anticipate making a final selection and extending an offer of employment at the successful conclusion of the process. The Board wants to thank everyone who has been involved in the process so far and express its appreciation for the time and effort of all involved. We will continue to keep the community posted on the final stages of this process.”

**Public Comment**

Charlene Lobdell & Michelle Koenig spoke on behalf of Leighann Greene and expressed that the school district will be losing a great teacher.

**Adjournment**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:20pm.

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Brandy Pierce Nolette, District Clerk



Willsboro Central School  
Board of Education  
May 22, 2018  
Regular Meeting-Agenda  
6:00pm in the Library  
**\*\*REVISED\*\***

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Acceptance of Minutes**
  - a) Accept the minutes from the 5-8-18 regular meeting.
4. **New Business**
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
5. **Business & Finance**
  - a) Approve the claims audit report dated 5-22-18.
  - b) Approve the budget transfers dated 5-18-18.
  - c) Accept the budget status report dated 5-18-18.
  - d) Approve the refund of real property tax for Vesta Spring (2 years), due to omitted sr. citizen exemption.
6. **Personnel**
  - a) Approve Bonnie Callahan as the summer bus driver for BOCES.
  - b) Approve the game club enrichment activity under the direction of Keith Stone and stipend of \$440.00.
  - c) Approve Melissa Huff as the summer school bus monitor for BOCES.
  - d) Approve Andrew Lee as a substitute summer maintenance worker.
  - e) Approve the donation of \$44.00 from the Clint & Lawson Allen foundation for books and materials associated with the SAT / ACT course. Charmaine Flynn will be reimbursed for the purchased materials.
  - f) Approve the following summer educational camp:  
Linda Jacques / Suzette Montville  
"If You Take a Mouse to School"  
August 28<sup>th</sup> & 29<sup>th</sup> 9:00 – 11:30am

**7. Board Discussion**

- a) Superintendent search update.
- b) Discussion of school safety protocols.

**8. Reports from Superintendent**

**9. Public Comment Regarding the Agenda Items**

**10. Executive Session**

**11. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
May 22, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Heather Sheehan  
Sue Thompson  
Nathan Jacques  
Miranda Laferriere  
Linda Jacques  
Suzette Montville  
Tierra Jaquish  
Lorilee Sheehan  
Bob Arnold  
Bonnie Callahan

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

Pledge of Allegiance

**Acceptance of Minutes**

The minutes from the 5-8-18 regular board meeting were accepted as presented.

**New Business**

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to approve the special education recommendation as prepared by Jennifer Leibeck.

### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the claims audit report dated 5-22-18.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the budget transfers dated 5-18-18.

The budget status report dated 5-18-18 was accepted as presented

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve the refund of real property tax for Vesta Spring (2 years), due to omitted Sr. citizen exemption.

### **Personnel**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve Bonnie Callahan as the summer bus driver for BOCES.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the game club enrichment activity under the direction of Keith Stone and stipend of \$440.00.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve Melissa Huff as the summer school bus monitor for BOCES.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to approve Andrew Lee as a substitute summer maintenance worker.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the donation of \$44.00 from Clint & Lawson Allen foundation for books and materials associated with the SAT / ACT course. Charmaine Flynn will be reimbursed for the purchased materials.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the following summer educational camp:

Linda Jacques / Suzette Montville  
"If You Take a Mouse to School"  
August 28th & 29th 9:00 – 11:30am

### **Board Discussion**

Phyllis Klein read the following update regarding the Superintendent search process:  
"I am aware that everyone is curious to know who the next superintendent of Willsboro CSD will be. So, while my announcement may not be what you'd like to hear at this moment, let me begin by saying that the process the Board selected to follow has been very successful. We were quite fortunate to have a strong cohort of candidates at the outset which made our task easier. Through the interview processes employed by both the Board and the Stakeholders in the last round, we were able to narrow the field from



11 to 5 to 3 and finally to 1. At this time, the contract negotiation process has been set in motion, and as soon as it is complete, the new superintendent's name will be released.”

Mr. Broadwell spoke of the continued safety practices of fire drills and lockdowns.

**Reports from the Superintendent**

The Prom was held on Saturday, May 19<sup>th</sup>. It was a great evening for all the students that attended!

**Public Comment**

Community members expressed their concerns, ideas and thoughts on the school safety protocols.

**Executive Session**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 6:32pm, to discuss matters leading to the appointment, employment, promotion of a particular person to the position of superintendent of schools.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to end executive session at 7:20pm.

**Adjournment**

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 7:21pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Willsboro Central School  
Board of Education

Regular Meeting-Minutes  
June 12, 2018

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Don Hollingsworth  
Craig Jackson  
Kasey Young

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Heather Sheehan  
Lorilee Sheehan  
Nathan Jacques  
Bob & MarySue Arnold

The regular board meeting was Called to Order at 6:00pm by President Phyllis Klein.

Pledge of Allegiance

#### **Acceptance of Minutes**

The minutes from the 5-22-18 regular board meeting were accepted as presented.

#### **New Business**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Herb Longware, seconded by Don Hollingsworth, voted and carried (5-0) to approve the Hobart 135 (#20080094) welder at the bus garage as surplus as it is beyond repair.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve July 3, 2018 as the re-organizational meeting for the 2018-2019 school year. This will be an additional meeting for that month.

### **Business & Finance**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the claims audit report dated 6-5-18.

### **Personnel**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to accept with regrets the retirement of Francine Lee, receptionist, effective June 30, 2018.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0-1) with abstention (Phyllis Klein) to approve Deanna Mero as a substitute teacher for the school district.

Motion by Craig Jackson, seconded by Don Hollingsworth, voted and carried (5-0) to approve the individual employment contracts of Sheila Vanags, Lorie Sayward, Cathy Alden, John Sucharzewski, and Brandy Pierce Nolette.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to amend Jane Casamento's retirement date to June 22, 2018.

Motion by Don Hollingsworth, seconded by Herb Longware, voted and carried (5-0) to approve establishing a cook manager (starting pay \$15.09) and senior cook (starting pay \$14.10) positions in the cafeteria and re-advertise for the new titles.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to accept with regrets the retirement of Linda Jacques, Pre-K teacher, effective June 30, 2018.

### **Policies**

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the 1<sup>st</sup> reading and approval of policy #8505 Charging School Meals.

### **Board Discussion**

Don Hollingsworth thanked the Board, Willsboro & Essex communities, faculty & staff of WCS and Mr. Broadwell for his time served on the Board of Education.

### **Reports from the Superintendent**

- Mr. Broadwell shared information regarding the status of the Energy Performance project.
- The Board discussed the options available regarding the retirement in the elementary faculty. It was decided to utilize existing faculty at this time and to re-evaluate at a later date.
- There was a brief discussion regarding the shared service project with the Town. It currently is on hold.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:27pm.

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Brandy Pierce Nolette, District Clerk



Willsboro Central School  
Board of Education  
June 12, 2018  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Acceptance of Minutes**
  - a) Accept the minutes from the 5-22-18 regular meeting.
4. **New Business**
  - a) Approve the special education recommendations as prepared by Jennifer Leibeck.
  - b) Approve the Hobart 135 (#20080094) welder at the bus garage as surplus as it is beyond repair.
  - c) Approve July 3, 2018 as the re-organizational meeting for the 2018-19 school year. This is an additional meeting for that month.
5. **Business & Finance**
  - a) Approve the claims audit report (general fund, school lunch fund, and trust & agency) dated 6-5-18.
6. **Personnel**
  - a) Accept the retirement of Francine Lee receptionist, effective June 30, 2018.
  - b) Approve Deanna Mero as a substitute teacher for the school district.
  - c) Approve the individual employment contracts of Sheila Vanags, Lorie Sayward, Cathy Alden, John Sucharzewski, and Brandy Nolette.
  - d) Amend Jane Casamento's retirement date to June 22, 2018.
  - e) Consider establishing a cook-manager and senior cook position in the cafeteria and re-advertise for the new titles.
  - f) Accept the retirement of Linda Jacques, PK teacher, effective June 30, 2018.
7. **Policies**
  - a) Approve the 1<sup>st</sup> reading and approve policy #8505 Charging School Meals, as recommended by the NYSSBA and required by the State Education Department.
8. **Board Discussion**

9. **Reports from Superintendent**
  - Energy Performance Contract
10. **Public Comment Regarding the Agenda Items**
11. **Executive Session**
12. **Adjournment**