

Willsboro
CENTRAL SCHOOL DISTRICT
Board of Education
Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Re-Organizational Minutes
July 6, 2021

Members Present: Phyllis Klein, President
Kasey Young, Vice-President
Heather Sheehan
Emily Phillips
Krissy Leerkes

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk

Meeting was called to order at 6:04pm.

Pledge of Allegiance

Election of Board Officers

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2021 – 2022 school year, administration of oath.

Administration of Oath to Phyllis Klein, recently elected Board Member for a three-year term to serve through June 30, 2024.

Administration of Oath to Heather Sheehan, recently elected Board Member for a three-year term to serve through June 30, 2024.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2021-2022 school year.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to nominate Phyllis Klein as President of the Board for the 2021 – 2022 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice-President of the Board for the 2021 – 2022 school year, administration of oath.

Consent Agenda

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following appointment of officers for the 2021-2022 school year:

- ❖ Allison Sucharzewski, School District Treasurer – No Stipend
- ❖ Sheila Vanags, Tax Collector - \$6,250
- ❖ Brandy Pierce Nolette, District Clerk - \$2,750
- ❖ Nancy Ahrent, Internal Claims Auditor - \$30.00 / hour
- ❖ Justin Gardner, Purchasing Agent – \$5,000
- ❖ Lorie Sayward, Offseason Tax Collection - \$1,000

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the following other appointments for the 2021-2022 school year:

- ❖ Boulrice & Wood, District Independent Auditor - \$10,500
- ❖ Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, School Attorney - \$195.00 / hour
- ❖ Harris Beach School Attorney - \$210.00 / hour
- ❖ Elizabethtown Community Hospital School Physician - \$4,929
- ❖ Chris Ford, Chief Faculty Advisor of Student Activity Accounts – No Stipend
- ❖ Cathy Alden, Chief Information Officer (CIO) / Data Coordinator - \$3,750
- ❖ Brandy Pierce Nolette , Sub Call-In Person - \$3,000
- ❖ Brandy Pierce Nolette, Records Management Officer – No Stipend
- ❖ Jennifer Leibeck, Accountability Plan Coordinator - \$3,500
- ❖ Justin Gardner, Data Protection Officer – No Stipend
- ❖ Justin Gardner, Records Appeals Officer – No Stipend
- ❖ Allison Sucharzewski, School Lunch Reviewing Officer – No Stipend
- ❖ John Sucharzewski, Safety Officer / Asbestos (LEA) Designee – No Stipend
- ❖ Tammy Bell Martin NYSIR, Insurance Consultant – No Stipend
- ❖ Michael Douglas & Charmaine Flynn, Dignity Act Co-Coordinators – No Stipend
- ❖ Justin Gardner, Title IX Officer – No Stipend
- ❖ John Sucharzewski, Pesticide Coordinator – No Stipend
- ❖ Jennifer Leibeck, 504 & ADA Coordinator – No Stipend
- ❖ Dawn Bronson & John Oliver, CPR Instructors - \$25.00 / hour

Designations for 2021-2022 school year

Motion by Krissy Leerkes , seconded by Heather Sheehan, voted and carried (5-0) to approve the Champlain National Bank and NYCLASS as the Official Bank Depositories.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the Press Republican as the Official Newspaper.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve that regular Board of Education meetings will be held on the second Tuesday of each month beginning at 6:00pm.

Authorizations for the 2021 – 2022 school year:

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the following authorizations for the 2021 – 2022 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 the general fund \$250.00 and petty cash fund for the cafeteria \$50.00.
- ❖ 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 \$7,5000.00.
- ❖ The Superintendent of Schools is authorized to approve conferences, workshops and conventions.
- ❖ Justin Gardner, Superintendent of Schools, as a member of the CEWW counties Health Consortium Board of Directors.
- ❖ Justine Gardner, Superintendent of Schools, as the lead evaluator for the school district.
- ❖ The Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.
- ❖ The single signature of the District Treasurer to validate school checks for the school year.
- ❖ The Superintendent of Schools attends and represents Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- ❖ The following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:
 - Five Days / Week – 7 Hours / Day
 - Cafeteria / Food Service Helper
 - School Nurse
 - All Office Personnel / Treasurer / Tax Collector

 - Five Days / Week – 3.75 Hours / Day
 - Part-Time Food Service Helper

 - Five Days / Week – 8 Hours / Day
 - All Maintenance Workers
 - Superintendent of Buildings, Grounds & Transportation
 - Bus Driver / Maintenance Person / Custodian
 - Bus Driver / Teacher's Aide
 - Mechanic / Maintenance
 - Senior Cook / Cook Manager

 - Five Days / Week – 6.5 Hours / Day
 - Teacher Aides

 - Five Days / Week – 6 Hours / Day
 - Bus Drivers

Other Items for the 2021 – 2022 school year:

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following instructional substitute compensation for certified teachers, non-certified personnel, and permanent building substitutes at the following rates for the 2021 – 2022 school year:

- ❖ Teacher, Certified \$100.00/day
- ❖ Teacher, Non-Certified \$95.00/day
- ❖ Permeant Building Substitutes \$105.00/day

- ❖ Nurse, RN \$95.00/ day
- ❖ Teaching Assistant \$12.50/hr.
- ❖ Teacher Aide \$12.50/hr.
- ❖ Custodial Worker \$13.50/hr
- ❖ Maintenance Worker \$13.50/hr
- ❖ Cook \$12.50/hr
- ❖ Food Service Helper \$12.50/hr
- ❖ Temporary On-Call Clerical \$12.50/hr
- ❖ Bus Driver \$16.00/hr
- ❖ Bus Monitor \$12.50/hr

- ❖ The current IRS mileage reimbursement rate.
- ❖ The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention / Pre-Licensing programs at CV-TEC for the 2021-2022 school year.
- ❖ The student handbook and the athletic handbook for the 2021-2022 school year.
- ❖ The District safety plan for 2021-2022 school year.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the following resolution:

RESOLUTION

(District to Participate in BOCES Summer School 2022)

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 2022 Special Education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2022 summer school; and

BE IT FURTHER RESOLVED, that no later than August 2, 2021, 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 2022 Special Education School Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the rate charged to the Town of Willsboro for 2021-22 for any contracted Youth Commission busing for ski-trips or other events at \$27/hour.

Committee Assignments for 2021-2022:

Negotiations & Personnel will be up to the availability of the board members.

Brandy Pierce Nolette, District Clerk