



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
June 23, 2021

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

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

Online Present: Brian White  
Tom Weiskotten

The board meeting was Called to Order at 7:31am by Board President Phyllis Klein.

Pledge of Allegiance

#### **Acceptance of Minutes**

The minutes from the 6-8-21 regular board meeting were accepted as presented.

#### **New Business**

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

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding retirement of a particular employee.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the financing of the contract between the Superintendent and the Willsboro Teachers' Association. The contract is for the period of July 1, 2021 to June 30, 2024.

### **Business & Finance**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to authorize the transfer of funds in the amount of \$115,000 from the Cafeteria to the General Fund to offset the cost of several years of transfers used to subsidize deficits in the operating budget of the Cafeteria Fund.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to authorize the transfer of funds in the amount of \$30,000 to fund the TRS Reserve to subsidize the cost of TRS expenses in the future.

### **Personnel**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve Margie Jaquish as a certified substitute teacher (\$100.00 per day), on a per diem as needed basis for the 2021-2022 school year.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve Kimberly Pfund as substitute custodial worker (\$13.50 per hr.) on a per diem as needed basis effective July 12, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Melissa Huff as Special Education Summer School Teaching Assistant at a rate of \$25 / hr. for approximately 3 hours weekly for a duration of 6 weeks during the period of July 6<sup>th</sup> – August 13<sup>th</sup>, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Gail MacDougal as Special Education Summer School Teaching Assistant at a rate of \$25 / hr. for approximately 3 hours weekly for a duration of 6 weeks during the period of July 6<sup>th</sup> – August 13<sup>th</sup>, 2021.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0-1) to approve Deanna Mero, as a (full-time – 10month /certified) Secondary Special Education Teacher effective September 2, 2021 at STEP 2 B+54 with a salary of \$51,755 for the 2021-2022 school year with a probationary period effective September 2, 2021 to September 2, 2025. (one abstention Phyllis Klein)

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the letter of intent to retire provided by Sue LaFontaine, HS English Teacher at Willsboro Central School and approve the retirement effective June 30, 2021 as requested.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to accept the letter of resignation provided by Erin Kelley, 7-12<sup>th</sup> Special Education Teacher at Willsboro Central School and approve the resignation effective June 30, 2021 as requested.

**Board Discussion**

Phyllis Klein talked about the teacher shortage and getting students interested in teaching as a career. Start a teacher to student mentoring program or a Future Teachers of America Club.

**Reports from the Superintendent**

- Will be putting a posting in the paper for Maintenance / Bus Drivers, English Teacher, and HS Special Education Teacher.
- Graduation is on Friday, June 25<sup>th</sup>, 2021 at 7:00pm. Graduation will be open to the public, we ask unvaccinated individuals to wear their masks.
- Our next meetings will be held on the following dates:
  - Reorganizational & Regular Meeting July 6<sup>th</sup>, 2021 at 6:00pm
  - Regular Board Meeting July 27<sup>th</sup>, 2021 at 6:00pm

**Adjournment**

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 8:00am.

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Brandy Pierce Nolette, District Clerk



CENTRAL SCHOOL DISTRICT  
Board of Education

June 23, 2021 at 7:30am via WebEx  
Board Meeting-Agenda

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 6:30 AM on June 23, 2021. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 6-8-21 regular board meeting.

**5. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding retirement of a particular employee.
- c) Approve the financing of the contract between the Superintendent and the Willsboro Teachers' Association. The contract is for the period of July 1, 2021 to June 30, 2024.

**6. Business & Finance**

- a) Authorize the transfer of funds in the amount of \$xxx from the Cafeteria to the General Fund to offset the cost of several years of transfers used to subsidize deficits in the operating budget of the Cafeteria Fund.
- b) Authorize the transfer of funds in the amount of \$30,000 to fund the TRS Reserve to subsidize the cost of TRS expenses in the future.

**7. Personnel**

- a) Approve Margie Jaquish as a certified substitute teacher (\$100.00 per day), on a per diem as needed basis for the 2021-2022 school year.
- b) Approve Kimberly Pfund as substitute custodial worker (\$13.50 per hr.) on a per diem as needed basis effective July 12, 2021.
- c) Approve Melissa Huff as Special Education Summer School Teaching Assistant at a rate of \$25 / hr. for approximately 3 hours weekly for a duration of 6 weeks during the period of July 6<sup>th</sup> – August 13<sup>th</sup>, 2021.
- d) Approve Gail MacDougal as Special Education Summer School Teaching Assistant at a rate of \$25 / hr. for approximately 3 hours weekly for a duration of 6 weeks during the period of July 6<sup>th</sup> – August 13<sup>th</sup>, 2021.
- e) Approve Deanna Mero, as a (full-time – 10month /certified) Secondary Special Education Teacher effective September 2, 2021 at STEP 2 B+54 with a salary of \$51,755 for the 2021-2022 school year with a probationary period effective September 2, 2021 to September 2, 2025.
- f) Accept the letter of intent to retire provided by Sue LaFontaine, HS English Teacher at Willsboro Central School and approve the retirement effective June 30, 2021 as requested.
- g) Accept the letter of resignation provided by Erin Kelley, 7-12<sup>th</sup> Special Education Teacher at Willsboro Central School and approve the resignation effective June 30, 2021 as requested.

**8. Board Discussion**

**9. Reports from the Superintendent**

**10. Executive Session**

**11. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
June 8, 2021

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

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

Online Present: Brian White

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

Pledge of Allegiance

#### **Executive Session**

Motion Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 6:02pm, to discuss personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:24pm.

#### **Acceptance of Minutes**

The minutes from the 5-11-21 public hearing & regular board meeting were accepted as presented.

#### **New Business**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the Boys JV Football Merger with AuSable Valley CSD for the fall 2021 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC dues

**Business & Finance**

Motion by Kasey Young, seconded by Krissy Leerkes voted and carried (5-0) to approve the May 2021 - #1 Cash Disbursements mixed warrant & the April 2021 – Trust & Agency warrant.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the May 2021 Appropriations Status Detail Report.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the May 2021 Treasurer's Report.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following budget transfer in the amount of \$8,500.00 related to the expense of necessary COVID Supplies purchased for the 2020/21 school year as mandated for operations:

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A2110.453-23	Supplies - COVID	\$8,500.00	
A2110.453-00	Supplies - Kindergarten		(\$110.00)
A2110.453-02	Supplies - 2nd Grade		(\$220.00)
A2110.453-03	Supplies - 3rd Grade		(\$50.00)
A2110.453-04	Supplies - 4th Grade		(\$40.00)
A2110.453-05	Supplies - 5th Grade		(\$50.00)
A2110.453-06	Supplies - 6th Grade		(\$40.00)
A2110.453-07	Supplies - 7 - 12 English		(\$400.00)
A2110.453-08	Supplies - 7 - 12 History		(\$320.00)
A2110.453-09	Supplies - 7 - 12 Math		(\$500.00)
A2110.453-10	Supplies - 7 - 12 Science		(\$340.00)
A2110.453-11	Supplies - 7 - 12 Home & Careers		(\$500.00)
A2110.453-12	Supplies - 7 - 12 Business		(\$80.00)
A2110.453-13	Supplies - Cooperative/AV		(\$4000.00)
A2110.453-14	Supplies - 7 - 12 French		(\$150.00)
A2110.453-15	Supplies - K - 12 Music		(\$800.00)
A2110.453-16	Supplies - K - 12 PE		(\$600.00)
A2110.453-19	Supplies - 7 - 12 Technology		(\$300.00)

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the May 2021 Budget Transfers Schedule Report.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$10,050.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association providing a retirement benefit to a particular employee retiring June 30, 2021, and increase the 2020/21 general fund budget as appropriate.

## **Personnel**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried to approve the resignation of Kimberly Pfund, part-time Cafeteria Food Service Worker, effective May 27<sup>th</sup>, 2021.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Kimberly Pfund as a Substitute Cafeteria Food Service Worker, effective May 28, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the provisional appointment of Dominick Ruggeri to the full-time 12-month Network & Systems Technician, effective July 1, 2021 with a salary of \$56,500 for the 2021-2022 school year

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the Superintendents recommendation to abolish one full-time math position and create one half-time (50% FTE) math position effective June 30, 2021.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the letter of resignation for purpose of retirement from Robert LePage, Technology Teacher, effective July 1, 2022.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve Nicholas Hebert, as a (full-time – 10month /certified) Elementary Special Education Teacher effective September 2, 2021 at STEP 3 B+27 with a salary of \$ TBD for the 2021-2022 school year with a probationary period effective September 2, 2021 to September 2, 2025.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the individual employment agreements for the 2021-2024 for the following staff:

- Cathy Alden
- Brandy Pierce Nolette
- Lorie Sayward
- Allison Sucharzewski
- John Sucharzewski
- Dominick Ruggeri

## **Board Discussion**

Phyllis Klein suggested that the board members provide ideas / goals for next school year. Board members should email any ideas / goals to Phyllis and the board will discuss at the re-org meeting on July 6, 2021.

## **Reports from the Superintendent**

- Next board meeting will be held on June 23<sup>rd</sup>, 2021 at 7:30am (appointments & potential approval agreement.)
- Reorganizational meeting will be held on July 6<sup>th</sup>, 2021 at 6:00pm.
- Graduation will be held on June 25<sup>th</sup>, 2021 at 7:00pm in the Gymnasium. The seniors had a formal dinner at the Adirondack Room at the Butcher Block, it was a great success.



- We received guidance from the Health Department on mask requirements. Masks will no longer be required outdoors on school grounds (sports, physical education classes, recess, etc.) The mask requirements will stay in effect for inside the school building and on busses until further guidance is given from the Health Department.
- The state has waved the APPR results for teachers this school (2020-2021.) Our teachers have been observed twice this year.
- Essex County Senior awards will be held on June 16<sup>th</sup>, 2021 here in our school Auditorium. Also, the CvTech graduations will be held on 3 different days, June 18<sup>th</sup>, 21<sup>st</sup>, and 22<sup>nd</sup> at the Westside Ballroom; these 3 days will help accommodate all classes so that social distancing COVID guidance can take place.
- Mr. Gardner gave a brief presentation on Administrative Staffing and possible changes in the upcoming school year.

### **Executive Session**

Motion Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to go into executive session at 7:53pm, to discuss personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 9:12pm.

### **Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 9:13pm.

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Brandy Pierce Nolette, District Clerk



June 8, 2021 at 6:00pm via WebEx

**Regular Meeting-Agenda**

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- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Executive Session**
- 4. Public Comment**
- 5. Acceptance of Minutes**
  - a) Accept the minutes from the 5-11-21 Public Hearing & regular board meeting.
- 6. New Business**
  - a) Approve the Special Education Recommendations prepared by Jennifer Leibeck.
  - b) Approve the consideration of Boys JV Football Merger with AuSable Valley CSD. For the fall 2021 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC dues.
- 7. Business & Finance**
  - a) Approve the May 2021 - #1 Cash Disbursements mixed warrant & the April 2021 – Trust & Agency warrant.
  - b) Approve the May 2021 Appropriations Status Detail Report.
  - c) Approve the May 2021 Treasurer's Report.

- d) Approve the following budget transfer in the amount of \$8,500.00 related to the expense of necessary COVID Supplies purchased for the 2020/21 school year as mandated for operations:

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A2110.453-23	Supplies - COVID	\$8,500.00	
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A2110.453-13	Supplies - Cooperative/AV		(\$4000.00)
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A2110.453-16	Supplies - K - 12 PE		(\$600.00)
A2110.453-19	Supplies - 7 - 12 Technology		(\$300.00)

- e) Approve the May 2021 Budget Transfers Schedule Report.
- f) Approve a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$10,050.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association providing a retirement benefit to a particular employee retiring June 30, 2021, and increase the 2020/21 general fund budget as appropriate.

## 8. Personnel

- a) Approve the resignation of Kimberly Pfund, part-time Cafeteria Food Service Worker, effective May 27<sup>th</sup>, 2021.
- b) Appoint Kimberly Pfund as a Substitute Cafeteria Food Service Worker, effective May 28, 2021.
- c) Approve the provisional appointment of Dominick Ruggeri to the full-time 12-month Network & Systems Technician, effective July 2, 2021 with a salary of \$56,500 for the 2021-2022 school year
- d) The Superintendent recommends that the Board of Education abolish one full-time math position and create one half-time (50% FTE) math position effective June 30, 2021.
- e) Accept the letter of resignation for purpose of retirement from Robert LePage, Technology Teacher, effective July 1, 2022.

- f) Approve Nicholas Hebert, as a (full-time – 10month /certified) Elementary Special Education Teacher effective September 2, 2021 at STEP 3 B+27 with a salary of \$ TBD for the 2021-2022 school year with a probationary period effective September 2, 2021 to September 2, 2025.
  
- g) Approve the individual employment agreements for the 2021-2024 for the following staff:
  - Cathy Alden
  - Brandy Pierce Nolette
  - Lorie Sayward
  - Allison Sucharzewski
  - John Sucharzewski
  - Dominick Ruggeri

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



May 11, 2021 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on May 11, 2021. These temporary changes are based on Executive Order 202.1. \*\***

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Public Hearing & Presentation of the 2021-2022 budget**
- 5. Acceptance of Minutes**
  - a) Accept the minutes from the 4-22-21 regular board meeting.
- 6. New Business**
  - a) Approve the special education recommendations prepared by Jennifer Leibeck.
- 7. Business & Finance**
  - a) Approve the attached agreement for Professional Architectural and Engineering Consulting Services from Tetra Tech.
  - b) Approve the 2021-2022 Capital Outlay Exception Project with Professional Architectural and Engineering Consulting Services by Tetra Tech.
  - c) Approve the April 2021 #2 Mixed Fund Warrant
  - d) Approve the April 2021 Budget Status report.
  - e) Approve the April 2021 Treasurer's report.
- 8. Personnel**
  - a) Approve the tenure of Katie Gibbons-Campbell, Speech Therapist, effective September 1, 2021.

- b) Approve the resignation of Molly Rascoe, Elementary Special Education Teacher, effective June 30, 2021.

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
May 11, 2021

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

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

Online Present: Brian White

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

Pledge of Allegiance

#### **Presentations**

2021-22 Public Budget Hearing was presented by Mr. Gardner.

#### **Acceptance of Minutes**

The minutes from the 4-20-21 regular board meeting were accepted as presented.

#### **New Business**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

#### **Business & Finance**

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the attached agreement for Professional Architectural and Engineering Consulting Services from Tetra Tech.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the 2021-2022 Capital Outlay Exception Project with Professional Architectural and Engineering Consulting Services by Tetra Tech.

Motion by Heather Sheehan, seconded by Emily Phillips voted and carried (5-0) to approve the April 2021 #2 Mixed Fund Warrant

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the April 2021 Budget Status report.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the April 2021 Treasurer's report.

### **Personnel**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the tenure of Katie Gibbons-Campbell, Speech Therapist, effective September 1, 2021.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried 95-0) to approve the resignation of Molly Rascoe, Elementary Special Education Teacher, effective June 30, 2021.

### **Reports from the Superintendent**

- Last week was Teacher Appreciation week, thank you to all our teachers for their hard work and dedication to all of our students! Nurse's Day is Wednesday the 12<sup>th</sup>, thank you to Mrs. Crowninshield for all of her dedication to WCS.
- Essex County Health Department will be holding a vaccination clinic on May 25<sup>th</sup> (1<sup>st</sup> dose) & June 15<sup>th</sup> (2<sup>nd</sup> dose) to all 16 – 18-year-old students who would like to get vaccinated.
- Still waiting on direct guidance from the county on gatherings, but as it looks now we will be able to have 250 people inside or 500 outside for graduation.
- The Essex County Senior Awards ceremony will be held in-person on June 16<sup>th</sup>. Willsboro Central School will be the host site for the awards.
- Student awards and athletic awards will not be in-person and all awards will be sent home to the students.
- No information from the senior class in regards to a trip, but will keep the Board posted on any information.
- Congratulations to Randy Swires on his retirement, effective May 7<sup>th</sup>, 2021.
- Internal posting for Summer Special Education teacher. Network interviews are Tuesday, May 18<sup>th</sup>.
- Working on plans for next school year with the hopes of a more normal year and schedule.
- Prom June 12<sup>th</sup>, 2021, 7:30 – 10:30pm.
- Spring sports have begun and are going great!



**Executive Session**

Motion Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 6:58pm, to discuss personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:12pm.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following resolution:

WHEREAS, the Board of Education of the Willsboro Central School District  
("District")  
and Superintendent Justin Gardner are parties to a new valid, binding employment  
agreement

("Agreement"); and

WHEREAS, in accordance with Agreement, the Board and Superintendent have  
agreed

to terms for a new employment agreement in accordance with law;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Board hereby authorizes and approves the entering into a new Employment Agreement, attached hereto, with Superintendent Gardner upon the terms and conditions of employment, including duration, as set forth therein; and,
2. The Board hereby directs the Board President to execute the new Employment Agreement with Superintendent Gardner, effective July 1, 2021 and,
3. The Board hereby deems the prior employment agreement with the superintendent superseded by the negotiated and agreed to new Employment Agreement as of July 1, 2021.

**Adjournment**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:18pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Agenda April 22, 2021  
Regular Meeting-Agenda  
6:00pm in the Conference Room

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on April 22, 2021. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Drawing**

- a) For the order in which the board member nominees will be placed on the ballot.

**5. Acceptance of Minutes**

- a) Accept the minutes from the 4-20-21 regular board meeting

**6. New Business**

- a) Pursuant to Educational Law 3602-c, approve Special Education Instructional Services at a rate of \$35 per hour, to be provided by Melissa LaVallee for the remainder of the 2020-21 school year for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Melissa will be replacing Alexandra Lashway who was previously appointed in December 2020.

**7. Business & Finance**

- a) Approve the 2021-22 Willsboro Central School District Spending Plan Budget of \$10,114,584, reflecting a 1.55% tax levy increase.
- b) RESOLVED, the Board of Education of the Willsboro Central School District does hereby authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department (SED) for the 2021-2022 school year.

- c) 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 2021-2022.
- d) Elect board members from the attached 3 (three) candidates, for the Board of Cooperative Educational Services (CVES) Board of Education. There are 5 (five) vacancies and only three nominations.
- e) Approve the following State Environmental Quality Review (SEQRA) resolution:

WHEREAS, the Willsboro Central School District is considering undertaking a capital improvement project consisting of upgrades to the Fire Alarm & the Public Announcement System including, site improvements, original furnishings, fixtures and equipment (the "Project"); and

WHEREAS, the District, as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0 IO1, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility" and Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site ...."

NOW THEREFOR, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility" and Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility in kind on the same site.

Section 2. This Resolution shall take effect immediately.

**8. Executive Session**

**9. Adjournment**



Board of Education  
April 20, 2021 at 6:00pm via WebEx  
**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on April 20, 2021. These temporary changes are based on Executive Order 202.1. \*\***

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Acceptance of Minutes**
  - a) Accept the minutes from the 3-9-21 regular board meeting.
- 5. New Business**
  - a) Approve the special education recommendations prepared by Jennifer Leibeck.
- 6. Business & Finance**
  - a) Approve the April #1, March #1 - #3 & February #3 Mixed Warrants.
  - b) Approve the March, February & January Trust & Agency Warrants.
  - c) Approve the March 2021 Treasurer's Report for the General Fund.
  - d) Approve the March 2021 General Fund Budget Status.
  - e) Pursuant to Board of Education Policy 6150 approve a budget transfer in the amount of \$23,500.00 from the following account codes due to different distributions of actual salary budget codes from anticipated salary budget codes:  
A2110.1200-00 Salary K-6 (\$23,500.00)  
A2110.130-00 Salary 7-12 (\$23,500.00)
  - f) Approve the March 2021 Budget Transfer Report

**7. Personnel**

- a) Approve Payton Gough as a non-certified substitute teacher (\$90 per day), a teacher assistant and teacher aide (\$12.50 / hr.) on an as needed per diem basis.
- b) Approve the creation of a full-time Network & Systems Technician position effective July 1, 2021.
- c) Approve the retirement of Randy Swires, maintenance, effective May 8<sup>th</sup>, 2021. His last day of employment will be May 7<sup>th</sup>, 2021.
- d) Approve the following as spring coaches for the 2020-21 season with compensation in the form of stipends set forth per the current WTA agreement:
  - Modified Softball – Terry Cross
  - Varsity Softball – Kyli Swires -
  - Golf – John Oliver
- e) Approve Paul Fine-Lease as a Volunteer Assistant Golf Coach for the 2020-21 spring sports season (no compensation provided.)
- f) Approve the consideration of boys’ baseball merger with Boquet Valley CSD. For the spring 2021 season pending approval by the other school District’s Board of Education at no expense to the district.
- g) Approve the following as election workers for the budget vote on May 18, 2021 at a rate of \$12.50 (current minimum wage) an hour:
  - Gail Drinkwine
  - Cecile McVicker
  - Laurie Bauer

**8. Board Discussion**

**9. Reports from the Superintendent**

- 2021-2022 budget update

**10. Executive Session**

**11. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
April 22, 2021

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

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

Online Present: Brian White  
Jack Daly

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

Pledge of Allegiance

### **Drawing**

The order in which the board member nominees will be placed on the ballot are as follows:

Lawrence Allen  
Phyllis Klein  
Heather Sheehan

### **Acceptance of Minutes**

The minutes from the 4-20-21 regular board meeting were accepted as presented.

### **New Business**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Special Education Instructional Services at a rate of \$35 per hour, to be provided by Melissa LaVallee for the remainder of the 2020-2021 school year for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school

located within the Willsboro School District. Melissa will be replacing Alexandra Lashway who was previously appointed in December 2020.

### **Business & Finance**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the 2021-2022 Willsboro Central School District Spending Plan Budget of \$10,114,584, reflecting a 1.55% tax levy increase.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) that the Board of Education of the Willsboro Central School District does hereby authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department (SED) for the 2021-2022 school year.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the resolution of the BOCES Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2021-2022.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to elect board members Patricia Gero, Richard Harriman, Sr., and Donna Wotton, for the Board of Cooperative Educational Services (CVES) Board of Education. There are 5 (five) vacancies and only three nominations.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the following State Environmental Quality Review (SEQRA) resolution:

WHEREAS, the Willsboro Central School District is considering undertaking a capital improvement project consisting of upgrades to the Fire Alarm & the Public Announcement System including, site improvements, original furnishings, fixtures and equipment (the "Project"); and

WHEREAS, the District, as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0 IO1, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility" and Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site ...."

NOW THEREFOR, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or

repair involving no substantial changes in an existing structure or facility" and Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility in kind on the same site.

Section 2. This Resolution shall take effect immediately

**Board Discussion**

Mr. Gardner asked the board about the senior class going on an overnight trip. The board will do further research and look into the health department guidance.

**Executive Session**

Motion Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 6:25pm, to discuss personnel history of a particular person and contract negotiations.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:04pm.

**Adjournment**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:05pm.

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Brandy Pierce Nolette, District Clerk





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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
April 20, 2021

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

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

Online Present: Brian White

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

Pledge of Allegiance

**Acceptance of Minutes**

The minutes from the 3-9-21 regular board meeting were accepted as presented.

**New Business**

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

**Business & Finance**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the March, February & January Trust & Agency Warrants.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the March 2021 Treasurer's Report for the General Fund.

Motion by Kasey Young, second by Heather Sheehan, voted and carried (5-0) to approve the March 2021 General Fund Budget Status.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve a budget transfer in the amount of \$23,500.00 from the following account codes due to different distributions of actual salary budget codes from anticipated salary budget codes:

- A2110.1200-00 Salary K-6 (\$23,500.00)
- A2110.130-00 Salary 7-12 \$23,500.00

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the March 2021 Budget Transfer Report

**Personnel**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Payton Gough as a non-certified substitute teacher (\$90 per day), a teacher assistant and teacher aide (\$12.50 / hr.) on an as needed per diem basis.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the creation of a full-time Network & Systems Technician position effective July 1, 2021.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the retirement of Randy Swires, maintenance, effective May 8<sup>th</sup>, 2021. His last day of employment will be May 7<sup>th</sup>, 2021.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the following as spring coaches for the 2020-21 season with compensation in the form of stipends set forth per the current WTA agreement:

- Modified Softball – Terry Cross
- Varsity Softball – Kyli Swires Miller
- Golf – John Oliver

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Paul Fine-Lease as a Volunteer Assistant Golf Coach for the 2020-21 spring sports season (no compensation provided.)

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the consideration of boys' baseball merger with Boquet Valley CSD. For the spring 2021 season pending approval by the other school District's Board of Education at no expense to the district.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following as election workers for the budget vote on May 18, 2021 at a rate of \$12.50 (current minimum wage) an hour:

Gail Drinkwine  
Cecile McVicker  
Laurie Bauer

### **Board Discussion**

**Phyllis** – Spoke about being on the NYSSBA awards committee.

**Krissy** – Would like the Youth Commission and Mr. Douglas to work more with the students on getting them interested in sports. Have different programs to get the students more involved.

### **Reports from the Superintendent**

- Congratulations to Christine Charbonneau on getting her National Board recertification.
- Administrative Professionals Day is Wednesday, April 21<sup>st</sup>, thank you to Brandy, Lorie, and Cathy for all that you do.
- ELA state testing started today for 3<sup>rd</sup> – 8<sup>th</sup> graders. Math and Science will be held in the next couple of weeks.
- Update on COVID guidance, no changes to the district itself but rather to ceremonies. Graduation will be allowed 100 people inside or 200 people outside. Same for the Jr Prom, they will be allowed 100 people.
- The Spelling Bee was held and we have winners moving on to the finals at Plattsburgh.
- There will be no NHS Inductions this Spring.
- Spring sports have started (var. softball, mod. Softball, and golf.)
- Working with Beekmantown in regards to sharing a consultant on preparing a Mission Statement.
- There has been a rise in unemployment fraud, we have had a few employees experience such fraud.
- Presented the budget update and reviewed each line item line by line with the board. The board requested a couple of changes before it gets final approval. The budget will go for board approval Thursday, April 22<sup>nd</sup>, 2021 at the board meeting.

### **Executive Session**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 7:53pm, to discuss personnel history of a particular person.

Jennifer Leibeck was invited into the meeting at 7:54pm.

Jennifer Leibeck left the meeting at 8:46pm.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 9:37pm.

**Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 9:38pm.

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Brandy Pierce Nolette, District Clerk



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
March 9, 2021

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

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Michael Douglas, Athletic Director

The board meeting was Called to Order at 6:03pm by Board President Phyllis Klein.

Pledge of Allegiance

**Acceptance of Minutes**

The minutes from the 2-9-21 regular board meeting were accepted as presented.

**Presentation**

Michael Douglas gave an update on how the winter sports are going. The basketball teams are running well and all of the students have been amazing with all of the guidelines. The games have been streamed via NFHS at our school and other districts are using Facebook or YouTube. With Spring approaching we will have Golf, Modified & Varsity Softball teams. We have posted for a Varsity Softball coach. Hoping to get to work more with the Youth Commission on recruiting and providing clinics to our students.

**New Business**

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve a Track & Field Merger with AuSable Valley CSD for the spring 2021 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the adoption of the 2021 – 2022 school calendar.

### **Business & Finance**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the January 2021 #2, February #1 & #2 warrants, prepared by Allison Sucharzewski.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the February 2021 Treasurer's Report, Budget Status & Budget Transfers, prepared by Allison Sucharzewski.

### **Personnel**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Laura Bridge as a Certified Substitute Teacher on an as-needed per diem basis at a rate of \$100 per day.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following as a Volunteer Assistant Basketball Coach for the 2020-21 winter sports season (no compensation provided):

Boys' Varsity Basketball – Paul Arnold

### **Policies**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the second reading and adoption of the following policies:

- # 6150 Balance Transfers
- # 1800 Donations

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

- # 0101 Gender Neutral Single-Occupancy Bathrooms

### **Board Discussion**

**Emily Phillips** - attended the virtual Superintendents Evaluation Workshop on March 5<sup>th</sup>, 2021. Was a wonderful presentation and there was great instructors that provided great information.

**Kasey Young** – attended the Drama Club production of “Avenue Q”, it was a wonderful performance!

## **Reports from the Superintendent**

- Thankful for the opportunities that our students are getting. Being able to participate in plays & sports. Potential for a Prom and normal Graduation is being reviewed.
- We will use an unused snow day on April 12<sup>th</sup>, 2021. And other possible unused snow days will be May 28<sup>th</sup> and June 1<sup>st</sup>, 2021.
- A donation of some drums was made to our Music Department from Bill James & The Pipe and Drum Corps. Thank you!
- We will have 2 board meetings in April:
  - April 13<sup>th</sup> – Regular Meeting – Budget Approval
  - April 22<sup>nd</sup> – BOCES Annual Vote
- Mr. Gardner gave an update on Covid-19, the newest guidelines, travel guidelines, and protocols, including an update on the vaccinations and sites for the vaccinations. Most of our staff has been vaccinated. Thank you to all the faculty and staff for all the hard work and commitment that they have had throughout the pandemic!
- Mr. Gardner gave a brief update on the 2021-2022 budget. Will have more detailed information on the numbers at the next meeting and a potential adoption of the budget by the board.

## **Executive Session**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to go into executive session at 7:45pm, to discuss personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 9:18pm.

## **Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 9:19pm.

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Brandy Pierce Nolette, District Clerk



CENTRAL SCHOOL DISTRICT  
Board of Education

March 9, 2021 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**REVISED**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on March 9, 2021. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Presentation**

- a) Michael Douglas - winter sports update

**5. Acceptance of Minutes**

- a) Accept the minutes from the 2-9-21 regular board meeting.

**6. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
  
- b) Approve a Track & Field Merger with AuSable Valley CSD. For the spring 2021 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.
  
- c) Approve the adoption of the 2021 – 2022 school calendar.

**7. Business & Finance**

- a) Approve the January 2021 #1, February #1 & #2 warrants, prepared by Allison Sucharzewski.
  
- b) Approve the February 2021 Treasurer's Report, Budget Status & Budget Transfers, prepared by Allison Sucharzewski.



**8. Personnel**

- a) Approve Laura Bridge as a Certified Substitute Teacher on an as-needed per diem basis at a rate of \$100 per day.
  
- b) Approve the following as a Volunteer Assistant Basketball Coach for the 2020-21 winter sports season (no compensation provided):  
Boys' Varsity Basketball – Paul Arnold

**9. Policies**

- a) Approve the second reading of the following policies:
  - # 6150 Balance Transfers
  - # 1800 Donations
  
- b) Approve the first reading of the following:
  - # 0101 Gender Neutral Single-Occupancy Bathrooms

**10. Board Discussion**

**11. Reports from the Superintendent**

- 2021-2022 budget update

**12. Executive Session**

**13. Adjournment**



February 9, 2021 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on February 9, 2021. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 1-12-21 regular board meeting.

**5. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve the Winter Sports Preparedness Plan as presented.

**6. Business & Finance**

- a) Amend the following resolution from the January 12, 2021 meeting to read: Approve the transfer from the Employee Benefits Reserve Fund to the General Fund in the amount of \$4,650 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association, and increase the general fund budget as appropriate.
- b) Approve the January 2021 #1 Mixed Warrant and the January 2021 Trust & Agency Warrant prepared by Allison Sucharzewski.
- c) Approve the January 2021 Treasurer's Report as prepared by Allison Sucharzewski.
- d) Approve the January 2021 Budget Transfers as prepared by Allison Sucharzewski.

- e) Approve the January 2021 Budget Status as prepared by Allison Sucharzewski.

**7. Personnel**

- a) Appoint Deanna Mero as a long-term substitute teacher (certified) at the rate of \$100/day with a start date on or about March 15, 2021. Deanna will be covering for Erin Kelley who will be on maternity leave.
- b) Approve the following as Basketball Coaches for the 2020-21 winter sports season with compensation in the form of stipends set forth per the current WTA agreement:
  - Shannon Passno – Girls’ Modified
  - Nick Arnold – Girls’ Varsity
  - Terry Cross – Boys’ Modified
  - Jim Spring – Boys’ Varsity
- c) Approve the following as Volunteer Assistant Basketball Coaches for the 2020-21 winter sports season (no compensation provided):
  - Girls’ Varsity – Chris Ford, Zach Pierson, & Justin Drinkwine
  - Boys’ Varsity – Todd Pierson

**8. Policies**

- a) Approve the first reading of the following policies:
  - # 6150 Balance Transfers
  - # 1800 Donations

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
February 9, 2021

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

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Michael Douglas, Athletic Director

Online Public: Ed Collazo

The board meeting was Called to Order at 6:03pm by Board President Phyllis Klein.

Pledge of Allegiance

**Acceptance of Minutes**

The minutes from the 1-12-21 regular board meeting were accepted as presented.

**New Business**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the Winter Sports Preparedness Plan as presented.

## **Business & Finance**

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to amend the following resolution from the January 12, 2021 meeting to read: Approve the transfer from the Employee Benefits Reserve Fund to the General Fund in the amount of \$4,650 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association, and increase the general fund budget as appropriate.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the January 2021 #1 Mixed Warrant and the January 2021 Trust & Agency Warrant prepared by Allison Sucharzewski.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the January 2021 Treasurer's Report as prepared by Allison Sucharzewski.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the January 2021 Budget Transfers as prepared by Allison Sucharzewski.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the January 2021 Budget Status as prepared by Allison Sucharzewski.

## **Personnel**

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0-1) to appoint Deanna Mero as a long-term substitute teacher (certified) at the rate of \$100/day with a start date on or about March 15, 2021. Deanna will be covering for Erin Kelley who will be on maternity leave (one abstention Phyllis Klein.)

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following as Basketball Coaches for the 2020-21 winter sports season with compensation in the form of stipends set forth per the current WTA agreement:

Shannon Passno – Girls' Modified  
Nick Arnold – Girls' Varsity  
Terry Cross – Boys' Modified  
Jim Spring – Boys' Varsity

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following as Volunteer Assistant Basketball Coaches for the 2020-21 winter sports season (no compensation provided):

Girls' Varsity – Chris Ford, Zach Pierson, & Justin Drinkwine  
Boys' Varsity – Todd Pierson

## **Policies**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the first reading of the following policies:

- # 6150 Balance Transfers
- # 1800 Donations

## **Board Discussion**

The Drama Club will be presenting “Avenue Q”, performances are February 18 (7pm), February 19 (7pm), and February 20 (2pm, 7pm) at the Willsboro Central School auditorium. Tickets are \$10 per person. Seating is restricted due to the ongoing COVID pandemic.

Emily Phillips will be attending the virtual Superintendents Evaluation Workshop on March 5<sup>th</sup>, 2021.

## **Reports from the Superintendent**

- NYS has applied for a waiver for dismissal of the regents exams, but a decision has not been made yet. The 3-8 state testing was cancelled and also the January 2021 regents.
- Mr. Gardner & Allison are working on the bond- refinancing process.
- There will be Virtual Legislative Breakfast on Thursday @ 9:00am. If any board members would like to attend please let Justin know.
- Mr. Gardner gave an update on Covid-19, the newest guidelines and protocols, including an update on the vaccinations and sites for the vaccinations. We have a small amount of our staff still waiting for their vaccine.
- A message was sent to the parents/guardians regarding the upcoming winter break including the travel guidelines and quarantining procedures for returning to school.
- Mr. Gardner gave a brief update on the 2021-2022 budget.

## **Executive Session**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 7:36pm, to discuss personnel issue.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 7:58pm.

## **Adjournment**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:00pm.

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Brandy Pierce Nolette, District Clerk



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

**\*\*Via WebEx\*\***

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
January 12, 2021

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

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

Online Public: Greg Gordon  
Alyson Hutchins

The board meeting was Called to Order at 6:04pm by Board President Phyllis Klein.

Pledge of Allegiance

#### **Acceptance of Minutes**

The minutes from the 12-8-20 regular board meeting were accepted as presented.

#### **Public Comment**

No public comment.

#### **New Business**

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

### **Business & Finance**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the transfer from the Employee Benefits Reserve Fund to the General Fund in the amount of \$4,650 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the November 2020 Trust & Agency Warrant.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the following mixed fund (General Fund, Cafeteria Fund & Capital Fund) warrants: December #1 2020; December #2 2020; November #2 2020; July 2020 #3.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the Refunding Bond Resolution Request which authorizes the issuance of Refunding (Serial) Bonds to refund the District's outstanding \$4,995,000 of School District (Serial) Bonds, 2011 dated April 19, 2011 originally issued in the aggregate principal amount of \$9,715,000 (the "Refunded Bonds"). The Refunded Bonds carry interest rates that are higher than interest rates available in the current capital markets. It is now desired to authorize the President of the Board of Education, as Chief Fiscal Officer of the District, to refund and refinance the Refunded Bonds in order to achieve lower interest rates and present value debt service savings (full resolution is attached.)

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the December 2020 Budget Transfers.

The December 2020 budget status report was accepted as presented.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the December 2020 Treasurer's report.

### **Personnel**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the retirement of Margie Jaquish as HS Math Teacher at Willsboro Central School at the end of the 2020-21 school year. The effective date of retirement will be June 30, 2021.

### **Board Discussion**

Phyllis Klein - Thanked Mr. Gardner and the staff & faculty for all of their hard work during this difficult school year. They are all doing a fantastic job!

Heather Sheehan – Discussed possible incentives for substitute bus drivers.



### **Reports from the Superintendent**

- Special thank you to Laura Bridge for all of her hard work and years at WCS (32yrs. teaching and a total of 45yrs at Willsboro!)
- Mr. Gardner gave updates on COVID-19 and the newest guidelines and protocols. The school district is doing great with only 5 positive cases of students or staff at the school, none of which have come from the school itself and Mr. Gardner is very thankful and appreciative of the hard work of the faculty and staff for getting us ½ way through the school year before having to go remote. We will be remote learning from January 12<sup>th</sup> – 22<sup>nd</sup>, 2021, due to the staffing concerns of contacts with positive cases and quarantining. Deliveries have started today of materials and food deliveries will start on Wednesday.
- Mr. Gardner updated the board on the vaccination process. Essex County should be receiving vaccinations this week and they will also be distributed to several pharmacies in the area. Groups 1a (health care workers) are top of the list and 1b (other essential workers & school staff) are second in line for shots. The school may be set up as a vaccination site (working with Essex County.)
- Next meeting we will have the first reading of balance transfers and donations polices.
- Next meeting Mr. Gardner will present the budget calendar and discuss some budget information. Governor Cuomo is hoping with the new federal government coming in that they will pass a stimulus bill.
- Mrs. Sucharzewski discussed updates to the State & Federal Funding. Some payments are coming in and the outstanding balances are minimizing.

### **Executive Session**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to go into executive session at 7:08pm, to discuss the personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 7:57pm.

### **Adjournment**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:02pm.

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Brandy Pierce Nolette, District Clerk



December 8, 2020 at 6:00pm via WebEx

### **Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on December 8, 2020. These temporary changes are based on Executive Order 202.1. \*\***

#### **1. Call to Order**

#### **2. Pledge of Allegiance**

#### **3. Public Comment**

#### **4. Acceptance of Minutes**

- a) Accept the minutes from the 11-10-20 regular board meeting.

#### **5. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
  
- b) Approve Special Education Instructional Services provided by Alexandra Lashway & Heather Walsh for the 2020-21 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c, Alexandra Lashway & Heather Walsh will be providing instructional assistance to identified students at a contractual rate of \$35 per hour.

#### **6. Business & Finance**

- a) RESOLVE to approve the Response to Management Memorandum for the 2019/20 Financial Audit completed by Boulrice & Wood, CPAs, PC.
  
- b) Approve the November 2020 #1 Warrant as well as the July 2020 #2 & August 2020 #3 Warrants which include General Fund & Cafeteria Fund Cash Disbursements.
  
- c) Approve the July - October 2020 warrants for the Trust & Agency Fund.
  
- d) Approve the July, August, September, October & November 2020 Treasurer's Reports.

- e) Approve the July 2020 Budget Status, the August 2020 Budget Status, September, October & November 2020 Budget Status & Budget Transfers Report.

**7. Personnel**

- a) Approve the request for maternity leave for Erin Kelley, effective late March 2021
- b) Approve Lucas Perez as a substitute teacher for the school district, effective January 1, 2021 Mr. Perez is finishing up his student teaching with Mr. Daly.
- c) Approve the following as winter coaches:
  - Rifle – John Oliver & Charmaine Flynn
  - Bowling – David Lee

**8. Board Discussion**

**9. Reports from the Superintendent**

**10. Executive Session**

**11. Adjournment**



November 10, 2020 at 6:00pm via WebEx

## **Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on November 10, 2020. These temporary changes are based on Executive Order 202.1. \*\***

### **1. Call to Order**

### **2. Pledge of Allegiance**

### **3. Public Comment**

### **4. Acceptance of Minutes**

- a) Accept the minutes from the 10-13-20 regular board meeting.

### **5. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) RESOLVE to approve Special Education Instructional Services provided by Kathleen Morse for the 2020-21 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c, Ms. Morse will be providing instructional assistance to identified students at a contractual rate of \$25.00 per hour.
- c) RESOLVE to approve Speech Therapy Services provided by Laura McDaniel for the 2020-21 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c, Ms. McDaniel will be providing speech therapy to identified students at a contractual rate of \$70.00 per hour.

### **6. Business & Finance**

- a) Approve the October 2020 #1 warrant which includes General, Cafeteria & Federal Cash Disbursements.

### **7. Personnel**

- a) Approve Kimberly Pfund to a one year probationary appointment as a part-time food service helper, effective November 11, 2020, STEP 1 \$12.50 / hr.

- b) Approve the amendment of Laura Bridge's retirement date of January 8th, 2021 to January, 9th, 2021.
- c) Approve Ed Mason as a substitute teacher for the school district, effective November 6, 2020.

**8. Policies**

Approve the third reading & adopt the following policies:

Student Health Services #5420

Student Health Services Regulations #5420-R

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
November 10, 2020

Members Present: Phyllis Klein, President (via WebEx)  
Kasey Young, Vice President  
Heather Sheehan  
Krissy Leerkes  
Emily Phillips

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

The board meeting was Called to Order at 6:04pm by Board President Phyllis Klein.

Pledge of Allegiance

### **Acceptance of Minutes**

The minutes from the 10-13-20 regular board meeting were accepted as presented.

### **Public Comment**

No public comment.

### **New Business**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Special Education Instructional Services provided by Kathleen Morse for the 2020-21 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c, Ms. Morse will be providing instructional assistance to identified students at a contractual rate of \$25.00 per hour.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Speech Therapy Services provided by Laura McDaniel for the 2020-21 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c. Ms. McDaniel will be providing speech therapy to identified students at a contractual rate of \$70.00 per hour.

### **Business & Finance**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the October 2020 #1 warrant which includes General, Cafeteria & Federal Cash Disbursements.

### **Personnel**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Kimberly Pfund to a one year probationary appointment as a part-time food service helper, effective November 11, 2020, STEP 1 \$12.50 / hr.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the amendment of Laura Bridge's retirement date of January 8th, 2021 to January, 9th, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Ed Mason as a substitute teacher for the school district, effective November 6, 2020.

### **Policies**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the third reading & to adopt the following policies:

- Student Health Services #5420
- Student Health Services Regulations #5420-R

### **Board Discussion**

Mrs. Klein attended the virtual NYSSBA Annual Business Meeting as a Voting Delegate on Saturday, October 31<sup>st</sup>, 2020.

### **Reports from the Superintendent**

- Halloween festivities were held on Friday October 30<sup>th</sup>. The Halloween parade was held indoors and streamed live on Facebook for the community.
- There will be no Veterans' dinner this year, instead they will have a drive thru for all Veteran's to receive cheers and thanks! Our students and staff made cards that will be given to the veterans.
- Fall sports will end on November 14<sup>th</sup>, and it was a fun and successful season! As of now winter sports (basketball) are on hold, and the earliest start would be December 30<sup>th</sup>. Rifle & bowling fall in the low/moderate level so those sports could possibly start on December 1<sup>st</sup>.

- Will present an updated report on the Energy Performance Contract at the next meeting on December 8<sup>th</sup>.
- Will review budget reports at the next meeting.
- It's the end of the 1<sup>st</sup> quarter! Everyone has done a fantastic job in getting to this point. Still need to follow the COVID guidelines to keep everyone safe.
- Updated the board on some new quarantine rules given by the State Health Dept.

### **Other Reports**

Allison Sucharzewski updated the board on a few business office items:

- The school tax collecting went smoothly this year. Collection ended on November 9<sup>th</sup> and a full report will be given at the December 8<sup>th</sup> meeting.
- Went over in detail the new financial program Nvision that she is using in the Business Office. It will do all financial reports (reviewed some of the reports that have to be done throughout the year) and be able to track employee payroll, attendance & demographics. Has been working closely with NERIC as there is still a few issues with information to be moved over into this new program. Will have budget reports and bank records for review at the next meeting.

### **Executive Session**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to go into executive session at 7:11pm, to discuss the personnel history of a particular person.

Krissy Leerkes left the meeting at 7:30pm.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (4-0) to end executive session at 8:13pm.

### **Adjournment**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 8:14pm.

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Brandy Pierce Nolette, District Clerk





October 13, 2020 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on October 13, 2020. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 9-21-20 special board meeting.

**5. New Business**

- a) Approve the special education annual report and recommendations prepared by Jennifer Leibeck.
- b) Approve the “Gear Up” MOA with CFES Brilliant Pathways for services in the 2020-2021 school year.

**6. Business & Finance**

- a) Approve the following warrants which includes General Fund, Cafeteria & Federal Disbursements: August #2 2020, September 2020 & September #2 2020
- b) Approve the June 30, 2020 & 2019 financial report prepared by Boulrice & Woods CPA’s, P.C.
- c) Approve the management letter dated September 25, 2020 for the June 30, 2020 & 2019 financial report, prepared by Boulrice & Woods CPA’s, P.C.

- d) Approve the following tax refunds due to overpayment in the total amount of \$1,274.66:
  - Edwina Olcott - \$10.00
  - Maurice Poitras - \$100.00
  - Corelogic (on behalf of John Champine Sr.)- \$997.11
  - Bruce Boisen - \$100.00
  - Nancy Lasko - \$67.55

**7. Personnel**

- a) Approve Hillary Hardwood and Ann White as substitute teacher, teaching assistant and teacher aides for the school district.
- b) Accept the resignation of Brian White as a building substitute, effective September 21, 2020.
- c) Accept the resignation of Vanessa Hathaway as a dishwasher, effective October 2, 2020.
- d) Approve Joseph Puleo as a substitute bus driver for the school district.
- e) Approve James Leibeck as a volunteer assistant coach for the Boys Varsity Soccer team.
- f) RESOLVE to authorize CPR instruction to be provided by Dawn Bronson & John Oliver for the 2020-2021 school year as needed at a rate of \$25/hour.
- g) Approve the following teachers as mentors for the 2020-2021 school year, with a stipend of \$300.00:

<u><b>New Teacher</b></u>	<u><b>Mentor</b></u>
Erin Kelley	Jennifer Moore
Heather Walsh	Charmaine Flynn
Shannon Passno	Sheree Ford
Erin Rasco	John Oliver
Molly Rascoe	Miranda Laferriere
Kristen Theriault	Pam Drollette

- h) Approve the following extra-curricular positions for 2020-2021, stipends as per contract:

**Advisors**  
**Senior Class** Brandy Nolette – Jennifer Leibeck  
**Junior Class** Shelley Moran –Melissa Huff  
**Sophomore Class** Kyli Swires – Heather Nolette  
**Freshman Class** Erin Rasco – Shannon Passno  
**Yearbook Class** Christine Charbonneau – Heather Walsh – Erin Kelley  
**Drama Club** Derrick Hopkins

**High School Play** Derrick Hopkins  
**Model UN** Keith Stone  
**Student Council** Keith Stone  
**French Club** Marie Blatchley  
**Extra-Curricular Treasurer** Cathy Alden  
**Key Club** Nicole Cassavaugh – Brandy Nolette  
**Art Club** Reagan Monarch  
**Elementary Drama Club** Derrick Hopkins  
**Band Director & Music** Jennifer Moore

**8. Policies**

Approve the second reading of the following policies:

Student Health Services #5420

Student Health Services Regulations #5420-R

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Meeting Minutes  
October 13, 2020

Members Present: Phyllis Klein, President (via WebEx)  
Kasey Young, Vice President  
Heather Sheehan  
Krissy Leerkes  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk (entered the mtg. @ 6:23pm)

Public Online: Ed Collazo

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

Pledge of Allegiance

### **Acceptance of Minutes**

The minutes from the 9-21-20 special board meeting were accepted as presented.

### **Public Comment**

No public comment.

### **New Business**

Motion by Krissy Leerkes, seconded by heather Sheehan, voted carried (5-0) to approve the special education annual report and recommendations prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the "Gear Up" MOA with CFES Brilliant Pathways for services in the 2020-2021 school year.

### **Business & Finance**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following warrants which includes General Fund, Cafeteria & Federal Disbursements: August #2 2020, September 2020 & September #2 2020

Motion by Krissy Leerkes, seconded by Kasey Young voted and carried (5-0) to approve the June 30, 2020 & 2019 financial report prepared by Boulrice & Woods CPA's, P.C.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the management letter dated September 25, 2020 for the June 30, 2020 & 2019 financial report, prepared by Boulrice & Woods CPA's, P.C.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the following tax refunds due to overpayment in the total amount of \$1,274.66:

Edwina Olcott - \$10.00  
Maurice Poitras - \$100.00  
Corelogic (on behalf of John Champine Sr.) \$997.11  
Bruce Boisen - \$100.00  
Nancy Lasko - \$67.55

### **Personnel**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve Hillary Hardwood and Ann White as substitute teacher, teaching assistant and teacher aides for the school district, effective October 14, 2020.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to accept the resignation of Brian White as a building substitute, effective September 21, 2020.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to accept the resignation of Vanessa Hathaway as a dishwasher, effective October 2, 2020.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Joseph Puleo as a substitute bus driver for the school district.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve James Leibeck as a volunteer assistant coach for the Boys Varsity Soccer team.

Motion by Heather Sheehan, second by Emily Phillips, voted and carried (5-0) to authorize CPR instruction to be provided by Dawn Bronson & John Oliver for the 2020-2021 school year as needed at a rate of \$25/hour.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following teachers as mentors for the 2020-2021 school year, with a stipend of \$300.00:

#### **New Teacher**

Erin Kelley  
Heather Walsh  
Shannon Passno  
Erin Rasco  
Molly Rascoe  
Kristen Theriault

#### **Mentor**

Jennifer Moore  
Charmaine Flynn  
Sheree Ford  
John Oliver  
Miranda Laferriere  
Pam Drollette

- Motion by Emily Phillips, seconded Heather Sheehan, voted and carried (5-0) to approve the following extra-curricular positions for 2020-2021, stipends as per contract. Noted that if the activity is not able to be run, or if the duration/frequency of this activity is shortened in some way, due to circumstances related to COVID-19 or school closure, the stipend for this position may be prorated accordingly.

**Advisors**

- Senior Class** Brandy Nolette – Jennifer Leibeck
- Junior Class** Shelley Moran –Melissa Huff
- Sophomore Class** Kyli Swires – Heather Nolette
- Freshman Class** Erin Rasco – Shannon Passno
- Yearbook Class** Christine Charbonneau – Heather Walsh – Erin Kelley
- Drama Club** Derrick Hopkins
- High School Play** Derrick Hopkins
- Model UN** Keith Stone
- Student Council** Keith Stone
- French Club** Marie Blatchley
- Extra-Curricular Treasurer** Cathy Alden
- Key Club** Nicole Cassavaugh – Brandy Nolette
- Art Club** Reagan Monarch
- Elementary Drama Club** Derrick Hopkins
- Band Director & Music** Jennifer Moore

**Policies**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the second reading of the following policies:

- Student Health Services #5420
- Student Health Services Regulations #5420-R

**Board Discussion**

Emily gave a brief summary on the online webinar that she attended called Equity and Inclusivity: Answering the Call to Action.

**Reports from the Superintendent**

- Mr. Gardner talked about the NYSSBA survey reports.
- Fall athletics have begun, Mr. Douglas is working very hard to make sure all of the safety guidelines are in place and being followed by the athletes and the spectators.
- A postcard was sent out to the community and our neighboring communities looking for bus drivers. We appointed a sub tonight and we have a possible full time person applying.
- Mr. Gardner gave a brief update on the Department of Health new guidelines and recommendations.
- Next week is School Board Recognition week. Thank you to all our Board members!

**Executive Session**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 7:09pm, to discuss the personnel history of a particular person.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:11pm.

**Adjournment**

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:12pm.

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Brandy Pierce Nolette, District Clerk



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

Willsboro Central School  
Board of Education

Special Tele-Meeting-Minutes  
September 21, 2020

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

Others Present: Justin Gardner, Superintendent of Schools

Online: Unknown Caller

The board meeting was Called to Order at 8:10am by Board President Phyllis Klein.

### **Pledge of Allegiance**

### **Acceptance of Minutes**

The minutes from the 9-8-20 regular board meeting were accepted as presented.

### **Personnel**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following extra-curricular positions for 2020-2021, stipends as per contract:

#### **Advisors**

**National Honor Society** Gail MacDougal

**Junior National Honor Society** Reagan Monarch

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following coaching positions for 2020-2021, stipends as per contract:

#### **Coaches**

**Boys' Varsity Soccer** Andrew Lee

**Girls' Varsity Soccer** Chris Ford

**Boys' Modified Soccer** Terry Cross

**Girls' Modified Soccer** Nick Arnold & Zach Pierson



**Adjournment**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:21am.

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Justin Gardner, Superintendent of Schools



September 21, 2020 8:00am via WebEx

**Special Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on September 20, 2020. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 9-8-20 regular board meeting.

**5. Personnel**

- a) Approve the following extra-curricular positions for 2020-2021, stipends as per contract:

**Advisors**

**National Honor Society** Gail MacDougal

**Junior National Honor Society** Reagan Monarch

**Coaches**

**Boys' Varsity Soccer** Andrew Lee

**Girls' Varsity Soccer** Chris Ford

**Boys' Modified Soccer** Terry Cross

**Girls' Modified Soccer** Nick Arnold & Zach Pierson

**6. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Tele-Meeting-Minutes  
September 8, 2020

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

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

Online: Greg Gordon  
Larry Allen

The board meeting was Called to Order at 6:02pm by Board President Phyllis Klein.

### **Pledge of Allegiance**

### **Executive Session**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 6:03pm, to discuss the personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:55pm.

### **Acceptance of Minutes**

The minutes from the 8-19-20 special board meeting were accepted as presented.

### **New Business**

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

## **Business & Finance**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve budget transfer for the 2019/20 fiscal year effective 6/30/20 for a transfer to the special aid fund in order to account for the 4408 summer program expenses for the audited financial statements.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the July 2020 Partial Mixed Fund Warrant, the August 2020 Partial Mixed Fund Warrant & the June 2020 Trust & Agency Warrant.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following resolution:

RESOLVE to approve the extension of our existing NYCLASS High Yield Accounts to open a Debt Proceeds account for the purpose of investing Debt Proceeds received by the District on a short term for the purpose of accumulating interest effective July 15, 2020.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the following resolution effective 12-1-2019:

RESOLVE to accept the Title I District School Improvement Special Education Grant in the amount of \$25,000 for Special Education, and additionally,

RESOLVE to increase the 2019/2020 Federal Fund budgeted revenues & appropriations by \$25,000 for the receipt of such grant funding. Revenues shall increase F4126 Title I & expenses shall be increased in various accounts to match the Title I Grant Budget.

## **Personnel**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve to remove Andrew Lee as Dignity Act Co-Coordinator.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to appoint Charmaine Flynn, as Dignity Act Co-Coordinator – No Stipend.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Nick Arnold and Maria Evens as a building substitutes for the 2020- 2021 school year for all days when school is open for in-person instruction.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the termination of Larry Allen, probationary bus driver/custodian, effective September 15, 2020.

## **Policies**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the first reading of the following policies:

Student Health Services #5420

Student Health Services Regulations #5420-R

## **Board Discussion**

- Discussion of the upcoming NYSSBA Conference and if any board member is interested in going. Ms. Phillips said she would be willing to attend and bring back information to the board.

## **Reports from the Superintendent**

- Tomorrow, September 9<sup>th</sup> is the 1<sup>st</sup> day of school for our students. We will have 15 remote learners thus far. We are very excited to have the students and staff back in the building!
- Chromebooks will be available for all 3 – 12 grade. PreK – 2 grade will have devices in their classrooms and will be using the SeeSaw program and the 3-12 grade will be using Google Classroom. We have 15 hotspots that will be used (AT&T and Verizon.)
- We have not approved extracurricular or coaches as it is all still up in the air. We will be looking for ways to do the extracurricular activities online. Athletics are scheduled to be able to start on September 21<sup>st</sup>.

## **Adjournment**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 7:28pm.

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Brandy Pierce Nolette, District Clerk



September 8, 2020 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on September 8<sup>th</sup>. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Executive Session**

**4. Public Comment**

**5. Acceptance of Minutes**

- a) Accept the minutes from the 8-19-20 special board meeting.

**6. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.

**7. Business & Finance**

- a) Approve budget transfer for the 2019/20 fiscal year effective 6/30/20 for a transfer to the special aid fund in order to account for the 4408 summer program expenses for the audited financial statements.
- b) Approve the July 2020 Partial Mixed Fund Warrant, the August 2020 Partial Mixed Fund Warrant & the June 2020 Trust & Agency Warrant.
- c) Approve the following resolution:  
RESOLVE to approve the extension of our existing NYCLASS High Yield Accounts to open a Debt Proceeds account for the purpose of investing Debt Proceeds received by the District on a short term for the purpose of accumulating interest effective July 15, 2020.

- d) Approve the following resolution effective 12-1-2019 :  
RESOLVE to accept the Title I District School Improvement Special Education Grant in the amount of \$25,000 for Special Education, and additionally,  
RESOLVE to increase the 2019/2020 Federal Fund budgeted revenues & appropriations by \$25,000 for the receipt of such grant funding. Revenues shall increase F4126 Title I & expenses shall be increased in various accounts to match the Title I Grant Budget.

**8. Personnel**

- a) Approve to remove Andrew Lee as Dignity Act Co-Coordinator.
- b) Appoint Charmaine Flynn, as Dignity Act Co-Coordinator – No Stipend.
- c) Approve Nick Arnold and Maria Evens as a building substitutes for the 2020-2021 school year for all days when school is open for in-person instruction.
- d) Approve the termination of Larry Allen, probationary bus driver/custodian, effective September 15, 2020.

**9. Policies**

- Approve the first reading of the following policies:
  - Student Health Services #5420
  - Student Health Services Regulations #5420-R

**10. Board Discussion**

**11. Reports from the Superintendent**

**12. Executive Session**

**13. Adjournment**



August 19, 2020 8:00am via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 7:00am on August 19th. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Acceptance of Minutes**

- a) Accept the minutes from the 8-11-20 regular board meeting.

**4. New Business**

- a) Approve the disposal of (2) two ovens and (1) one range from the cafeteria that are no longer in working order (tag #'s attached.)

**5. Business & Finance**

- a) Adopt the following resolution pertaining to the 2020-21 tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2020-2021 school year a sum not to exceed \$5,627,154.97 (this amount includes omitted taxes OF \$4,461.97, and STAR);

THEREFORE, BE IT RESOLVED that the Board of Education fixes the equalized tax rates by towns and confirms the extension of the taxes as they appear on the following described tax rolls:



Town	Taxable Value	Equalized Tax Rate	Total Tax Levy by Town	Tax Rate per \$1,000 of Assessed Value
Chesterfield	\$ 202,570	100%	\$ 2,463.22	\$ 12.159833
Essex	\$ 123,882,448	100%	\$ 1,506,389.94	\$ 12.159833
Lewis	\$ 427,492	100%	\$ 5,198.23	\$ 12.159833
Westport	\$ 3,662,628	100%	\$ 44,536.95	\$ 12.159833
Willsboro	\$ 334,223,710	100%	\$ 4,064,104.66	\$ 12.159833
SUBTOTAL	\$ 462,398,848		\$ 5,622,693.00	
Omitted Taxes			\$ 4,461.97	
TOTAL	\$ 462,398,848	100%	\$ 5,627,154.97	\$ 12.159833
STAR TO BE DETERMINED				

AND BE IT HEREBY DIRECTED THAT at such future date as the detailed breakdown of tax levy between School Tax Bills and STAR reimbursement become available from a county issued tax roll, the tax warrant of this Board will be so modified to split out the taxes from the STAR reimbursement;

AND BE IT HEREBY DIRECTED THAT the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2020 and end November 9, 2021 giving the tax warrant an effective period of 70 days at the expiration of which time the Tax Collector shall make an accounting in writing to the board;

AND BE IT FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

9/1/2020 to 9/30/2020 0%  
10/1/2020 to 10/31/2020 2%  
11/1/2020 to 11/9/2020 3%

**6. Personnel**

- a) Appoint Justin Gardner as COVID-19 District Safety Officer
- b) Appoint Mike Douglas as Deputy COVID-19 District Safety Officer

**7. Adjournment**



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

Willsboro Central School  
Board of Education

Special Tele-Meeting-Minutes  
August 19, 2020

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

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

The board meeting was Called to Order at 8:00am by Board President Phyllis Klein.

### **Pledge of Allegiance**

### **Acceptance of Minutes**

The minutes from the 8-11-20 regular board meeting were accepted as presented.

### **New Business**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the disposal of (2) two ovens and (1) one range from the cafeteria that are no longer in working order (tag #'s attached.)

### **Business & Finance**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to adopt the following resolution pertaining to the 2020-21 tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2020-2021 school year a sum not to exceed \$5,627,154.97 (this amount includes omitted taxes OF \$4,461.97, and STAR);

THEREFORE, BE IT RESOLVED that the Board of Education fixes the equalized tax rates by towns and confirms the extension of the taxes as they appear on the following described tax rolls:

Town	Taxable Value	Equalized Tax Rate	Total Tax Levy by Town	Tax Rate per \$1,000 of Assessed Value
Chesterfield	\$ 202,570	100%	\$ 2,463.22	\$ 12.159833
Essex	\$ 123,882,448	100%	\$ 1,506,389.94	\$ 12.159833
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Westport	\$ 3,662,628	100%	\$ 44,536.95	\$ 12.159833
Willsboro	\$ 334,223,710	100%	\$ 4,064,104.66	\$ 12.159833
SUBTOTAL	\$ 462,398,848		\$ 5,622,693.00	
Omitted Taxes			\$ 4,461.97	
TOTAL	\$ 462,398,848	100%	\$ 5,627,154.97	\$ 12.159833
STAR TO BE DETERMINED				

AND BE IT HEREBY DIRECTED THAT at such future date as the detailed breakdown of tax levy between School Tax Bills and STAR reimbursement become available from a county issued tax roll, the tax warrant of this Board will be so modified to split out the taxes from the STAR reimbursement;

AND BE IT HEREBY DIRECTED THAT the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2020 and end November 9, 2020 giving the tax warrant an effective period of 70 days at the expiration of which time the Tax Collector shall make an accounting in writing to the board;

AND BE IT FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

- 9/1/2020 to 9/30/2020 0%
- 10/1/2020 to 10/31/2020 2%
- 11/1/2020 to 11/9/2020 3%

### **Personnel**

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to appoint Justin Gardner as COVID-19 District Safety Officer

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to appoint Mike Douglas as Deputy COVID-19 District Safety Officer

### **Reports from the Superintendent**

- Mr. Gardner updated the board of tax collecting locations. There will be 2 locations one at the Essex Fire Hall & one at the Willsboro Fire Hall (2 days – 1 day during the week & 1 day Saturday.) Also the community can mail in, use the drop box and pay online.

### **Adjournment**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:09am.

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Brandy Pierce Nolette, District Clerk



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

Willsboro Central School  
Board of Education

Regular Tele-Meeting-Minutes  
August 11, 2020

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

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

The board meeting was Called to Order at 6:06pm by Board President Phyllis Klein.

### **Pledge of Allegiance**

### **Acceptance of Minutes**

The minutes from the 7-14-20 re-org and regular board meetings were accepted as presented.

### **New Business**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to authorize the Initial Contract for Cooperative Educational Services with the Clinton Essex Warren Washington BOCES for services provided during the 2020-2021 school year.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to accept the revised 2020-2021 school calendar.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the trade of one old school bus (#66) that was no longer in service for the amount of \$2,000 toward the purchase of one (1) new student transportation vehicle effective, June 19, 2020.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following resolution:

WHEREAS, the current COVID-19 (Coronavirus) outbreak and subsequent effect on the State of New York has resulted in an unprecedented impact to all businesses and public entities, including the Willsboro Central School District. As of March 10, 2020, a State of Emergency was declared in Essex County in response to the COVID-19 outbreak. New York State has also established Executive Orders 202 and 202.1-202.16. The Federal government has also enacted emergency legislation and regulations which impacts District operations.

THEREFORE, BE IT RESOLVED THAT: The Board recognized that County, State and Federal laws, orders, regulations and guidance have been enacted to address the COVID-19 pandemic, and where conflict exists with District policies, regulations and practices, the County, State and Federal laws, orders, regulations and guidance and where a conflict exists, shall supersede District policies and practices until the various States of Emergency are lifted, and the District is able to resume operations with on-site staffing and in person teaching; and

IT IS FURTHER RESOLVED THAT, the Superintendent, as the Board's designee, may take or direct any actions consistent with this resolution

### **Business & Finance**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the June 2020 Month End Warrant for the General & Federal Fund.

### **Personnel**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to accept the letter of intent to retire from Laura Bridge, elementary teacher, effective January 8<sup>th</sup>, 2021

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve Nancy Ahrent as the back-up claims auditor for the school district, with a stipend of \$30.00 / hr.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to recognize Brian White, who is certified in Mathematics, has attained tenure in Mathematics via estoppel. Since his teaching position was abolished at the June 18, 2020 meeting, Mr. White will be placed on the Preferred Eligibility List (PEL) for mathematics as well as business.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Cheryl Vanderpool to a 6 month probationary appointment as a food service worker for the school district, effective September 1, 2020 at STEP 6 of the CSEA agreement.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to appoint Terry Young to a 6 month probationary appointment as a cleaner / monitor for the school district, effective September 1, 2020 at a salary of \$29,274.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Brian White and Zachary Pierson as building substitutes for the 2020-2021 school year for all days when school is open for in-person instruction.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following extra-curricular positions for 2020-2021, pending extra curricular activities are permissible during the school year, stipends as per WTA contract:

**CFES** Tara Valachovic – Marie Blatchley  
**4Athletic Director** Michael Douglas

### **Board Discussion**

Thank you to the re-opening committee for working so hard and getting our school plans in on time!

### **Reports from the Superintendent**

- Updated the board members on the re-opening of school. The plans were all submitted on time, just waiting to hear any feedback or instructions to proceed. A transportation survey was sent out to all families, so we can get an idea of who will need bus transportation and so that Mr. Sucharzewski can start planning routes and pick up times. Mr. Gardner will keep all board members up to date on all re-opening information.
- Reviewed options for tax collecting. Mail in to a drop box at Champlain National Bank and have 2 days a week at either the Essex or Willsboro Fire Hall.
- Won't be looking at the extra curricular positions until the September meeting after the start of school.
- Mr. Gardner shared information from an article that was given to him. It was about the ranking of districts for equity and Willsboro Central is ranked #2.
- Re-opening we will be focusing on the many needs of our students, but will be providing wellness information (support, hotlines, emotional care, legal etc.) for our faculty and staff as well.

### **Executive Session**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 6:59pm, to discuss the history of an employee.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:20pm.

**Adjournment**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:21pm.

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Brandy Pierce Nolette, District Clerk



August 11, 2020 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on August 11<sup>th</sup>. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 7-14-20 re-org and regular board meetings.

**5. New Business**

- a) Authorize the Initial Contract for Cooperative Educational Services with the Clinton Essex Warren Washington BOCES for services provided during the 2020-2021 school year.
- b) Accept the revised 2020-2021 school calendar.
- c) Approve the trade of one old school bus (#66) that was no longer in service for the amount of \$2,000 toward the purchase of one (1) new student transportation vehicle effective, June 19, 2020.
- d) Recommend that the Board approve the following resolution:  
WHEREAS, the current COVID-19 (Coronavirus) outbreak and subsequent effect on the State of New York has resulted in an unprecedented impact to all businesses and public entities, including the Willsboro Central School District. As of March 15, 2020, a State of Emergency was declared in Clinton County in response to the COVID-19 outbreak. New York State has also established Executive Orders 202 and 202.1-202.16. The Federal government has also enacted emergency legislation and regulations which impacts District operations.



THEREFORE, BE IT RESOLVED THAT: The Board recognized that County, State and Federal laws, orders, regulations and guidance have been enacted to address the COVID-19 pandemic, and where conflict exists with District policies, regulations and practices, the County, State and Federal laws, orders, regulations and guidance and where a conflict exists, shall supersede District policies and practices until the various States of Emergency are lifted, and the District is able to resume operations with on-site staffing and in person teaching; and

IT IS FURTHER RESOLVED THAT, the Superintendent, as the Board's designee, may take or direct any actions consistent with this resolution

**6. Business & Finance**

- a) Approve the June 2020 Month End Warrant for the General & Federal Fund.

**7. Personnel**

- a) Accept the letter of intent to retire from Laura Bridge, elementary teacher, effective January 8<sup>th</sup>, 2021
- b) Approve Nancy Ahrent as the back-up claims auditor for the school district, with a stipend of \$30.00 / hr.
- c) The Board Recognizes Brian White, who is certified in Mathematics, has attained tenure in Mathematics via estoppel. Since his teaching position was abolished at the June 18, 2020 meeting, Mr. White will be placed on the Preferred Eligibility List (PEL) for mathematics as well as business.
- d) Appoint Cheryl Vanderpool to a 6 month probationary appointment as a food service worker for the school district, effective September 1, 2020 at STEP 6 of the CSEA agreement.
- e) Appoint Terry Young to a 6 month probationary appointment as a cleaner / monitor for the school district, effective September 1, 2020 at a salary of \$29,274.
- f) Approve Brian White and Zachary Pierson as building substitutes for the 2020-2021 school year for all days when school is open for in-person instruction.
- g) Approve the following extra-curricular positions for 2020-2021, stipends as per WTA contract: **CFES** Tara Valachovic – Marie Blatchley  
**Athletic Director** Michael Douglas

**8. Board Discussion**

**9. Reports from the Superintendent**

**10. Executive Session**

**11. Adjournment**



July 14, 2020 at 6:00pm via WebEx

**Regular Meeting-Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on July 14<sup>th</sup>. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Executive Session**

**4. Public Comment**

**5. Acceptance of Minutes**

- a) Accept the minutes from the 6-18-20 regular board meeting.

**6. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve the Committee on Special Education Annual appointments for 2020-2021 submitted by Jennifer Leibeck (see the attached form.)

**7. Business & Finance**

- a) Approve the claims audit reports for the June 2020 General Fund, Federal Fund & School Lunch Fund and May Trust & Agency.
- b) Approve the June 2020 Budget Transfers, Budget Status and Treasure's Reports.

**8. Personnel**

- a) Accept the retirement of Francesca Duso, Spanish Teacher effective June 30, 2020.

- b) Accept the resignation of Maria Evens, Teacher Aide; effective June 30, 2020.
- c) Approve Heather Walsh to a 4 year probationary appointment as an elementary special education teacher at STEP 4 B+ 45 \$50,983, effective September 1, 2020.
- d) Approve the appointment of a high school special education teacher.

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



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

Willsboro Central School  
Board of Education

Regular Tele-Meeting-Minutes  
July 14, 2020

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

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Cathy Alden  
Brian White  
Win Belanger

The regular board meeting was Called to Order at 6:18pm by Board President Phyllis Klein.

#### **Executive Session**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 6:19pm, to discuss personnel.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 6:53pm.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to reconvene the meeting at 6:55pm.

#### **Acceptance of Minutes**

The minutes from the 6-18-20 regular board meeting were accepted as presented.

#### **New Business**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the Committee on Special Education Annual appointments for the 2020-2021 school year submitted by Jennifer Leibeck (see attached form.)

### **Business & Finance**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the claims audit reports for the June 2020 General Fund, Federal Fund & School Lunch Fund and May Trust & Agency.

Motion by Kasey Young, second by Emily Phillips, voted and carried (5-0) to approve the June 2020 Budget Transfers, Budget Status and Treasure's Reports.

### **Personnel**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to accept the retirement of Francesca Duso, Spanish Teacher effective June 30, 2020.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Maria Evens, Teacher Aide; effective June 30, 2020.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Heather Walsh to a 4 year probationary appointment as an elementary special education teacher at STEP 4 B+ 45 \$51,983, effective September 1, 2020.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Erin Kelley to a 4 year probationary appointment as a 7-12 special education teacher at STEP 2 B+ 45 \$50,151, effective September 1, 2020

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Sheila Vanags as the 2020-2021 Tax Collector for the school district, with a stipend of \$5,900.

### **Reports from the Superintendent**

- Graduation was held on June 26, 2020, although very untraditional, it turned out to be a great evening. We will have DVD's and photos for the graduates. Thank you Mr. Ford for all your hard work putting it together.
- The surveillance project is underway, with updating all of our cameras and security.
- The Business Office has switched over the financial software to a more updated version.
- Reviewed the re-opening survey sent to parents and updated the board members on the re-opening of school and the guidelines put out by the state this Monday. A re-opening committee of 14 faculty & staff members has been put together to

help create re-opening plans. Mr. Gardner will keep all board members up to date on all re-opening information.

- As of today there will be no HS athletics. NYSPHSAA is working diligently to get some guidelines and plans together.

### **Executive Session**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 7:36pm, to discuss the history of an employee.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 9:29pm.

### **Adjournment**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 9:30pm.

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Brandy Pierce Nolette, District Clerk



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

Willsboro Central School  
Board of Education

Regular Tele-Meeting-Minutes  
July 14, 2020

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

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Cathy Alden  
Brian White  
Win Belanger

The regular board meeting was Called to Order at 6:18pm by Board President Phyllis Klein.

#### **Executive Session**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 6:19pm, to discuss personnel.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 6:53pm.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to reconvene the meeting at 6:55pm.

#### **Acceptance of Minutes**

The minutes from the 6-18-20 regular board meeting were accepted as presented.

#### **New Business**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the Committee on Special Education Annual appointments for the 2020-2021 school year submitted by Jennifer Leibeck (see attached form.)

### **Business & Finance**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the claims audit reports for the June 2020 General Fund, Federal Fund & School Lunch Fund and May Trust & Agency.

Motion by Kasey Young, second by Emily Phillips, voted and carried (5-0) to approve the June 2020 Budget Transfers, Budget Status and Treasure's Reports.

### **Personnel**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to accept the retirement of Francesca Duso, Spanish Teacher effective June 30, 2020.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Maria Evens, Teacher Aide; effective June 30, 2020.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Heather Walsh to a 4 year probationary appointment as an elementary special education teacher at STEP 4 B+ 45 \$51,983, effective September 1, 2020.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Erin Kelley to a 4 year probationary appointment as a 7-12 special education teacher at STEP 2 B+ 45 \$50,151, effective September 1, 2020

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Sheila Vanags as the 2020-2021 Tax Collector for the school district, with a stipend of \$5,900.

### **Reports from the Superintendent**

- Graduation was held on June 26, 2020, although very untraditional, it turned out to be a great evening. We will have DVD's and photos for the graduates. Thank you Mr. Ford for all your hard work putting it together.
- The surveillance project is underway, with updating all of our cameras and security.
- The Business Office has switched over the financial software to a more updated version.
- Reviewed the re-opening survey sent to parents and updated the board members on the re-opening of school and the guidelines put out by the state this Monday. A re-opening committee of 14 faculty & staff members has been put together to



help create re-opening plans. Mr. Gardner will keep all board members up to date on all re-opening information.

- As of today there will be no HS athletics. NYSPHSAA is working diligently to get some guidelines and plans together.

### **Executive Session**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 7:36pm, to discuss the history of an employee.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 9:29pm.

### **Adjournment**

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 9:30pm.

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Brandy Pierce Nolette, District Clerk



July 14, 2020 at 6:00pm via WebEx

**Re-Organizational Meeting - Agenda**

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on July 14<sup>th</sup>. These temporary changes are based on Executive Order 202.1. \*\***

1. Call to Order
2. Pledge of Allegiance
3. Appointment of Brandy Pierce Nolette as District Clerk for the 2020 - 2021 school year.
4. Oath of office administered by the District Clerk to new board members Krissy Leerkes & Emily Phillips.
5. Oath of Office to the Superintendent of Schools, Justin Gardner.
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 2020 – 21 school year:

Allison Sucharzewski	School District Treasurer	~
	Tax Collector	\$5,900
Brandy Pierce Nolette	District Clerk	\$2,250
Dean Caveney	Internal Claims Auditor	\$30.00 / Hour
Justin Gardner	Purchasing Agent	~

8. Consent Agenda – Other Appointments for the 2020 – 21 school year:

Boulrice & Wood	District Independent Auditor	\$10,300
Stafford, Owens, Piller, Murnane, Kelleher, & Trombley, PLLC	School Attorney	\$195.00 / Hour
Harris Beach, PLLC	School Attorney	\$205.00 / Hour
UVMHN Elizabethtown Community Hospital	School Physician	\$4,929.00
Chris Ford	Chief Faculty Advisor of Student Activity Accounts	~
Cathy Alden	Chief Information Officer (CIO) / Data Coordinator	\$3,500
Brandy Pierce Nolette	Substitute Call-In Person	\$3,000
Brandy Pierce Nolette	Records Management & Access Officer	~
Jennifer Leibeck	Accountability Plan Coordinator	\$3,500
Justin Gardner	Data Protection Officer	~
Justin Gardner	Records Appeals Officer	~
Allison Sucharzewski	School Lunch Reviewing Officer	~
John Sucharzewski	Safety Officer / Asbestos	~
John Sucharzewski	(LEA) Designee	~
Tammy Bell Martin NYSIR	Insurance Consultant	
Michael Douglas Andrew Lee	Dignity Act Co-Coordinators	~
Justin Gardner	Title IX Officer	~
John Sucharzewski	Pesticide Coordinator	~
Jennifer Leibeck	504 and ADA Coordinator	~

9. Designations for the 2020 – 21 school year:

- a) Recommend the Champlain National Bank and NYCLASS as the Official Bank Depositories.
- b) Recommend the Plattsburgh Press Republican as the Official Newspaper.
- c) Recommend regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

10. Authorizations for the 2020 – 21 school year:

- a) Recommend participation in the National School Lunch Program.
- b) Recommend participation in the Cooperative Purchasing Program.
- c) Recommend Re-Adoption of all existing Board Policies.
- d) Recommend establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- e) Recommend the Superintendent of Schools be authorized to certify payrolls.

- f) Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- g) Recommend the Superintendent of Schools be authorized to approve budget transfers up to \$2,000.00.
- h) Recommend the Superintendent of Schools be authorized to approve conferences, workshops and conventions.
- i) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- j) Approve Justin Gardner, Superintendent of Schools as the lead evaluator for the school district.
- k) Certify the following individuals as lead evaluators of Principals:
  - Josh Myer
  - 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) 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
    - 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 Building, 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 Aide
  - Five Days / Week – 6 Hours / Day
    - Bus Drivers

11. Other Items for the 2020 – 21 school year:

- a) Recommend the instructional substitute compensation for certified teachers, non-certified personnel, and permanent building substitutes at the following rates:

	<u>7/1/20 – 12/31/20</u>	<u>1/1/21 – 6/30/21</u>
Teacher, Certified	\$95.00/day	\$100.00/day
Teacher, Non-Certified	\$85.00/day	\$90.00/day
Permeant Building Substitute	\$100.00/day	\$105.00/day

- b) Recommend the compensation for substitutes such as teaching assistants, teacher aides, cook, cafeteria staff, nurse, custodial, maintenance, bus driver, bus monitor, and office staff at the following rates:

	<u>7/1/20 – 12/31/20</u>	<u>1/1/21 – 6/30/21</u>
Nurse, RN	\$95.00/day	\$95.00/day
Teaching Assistant	\$12.10/hr	\$12.50/hr
Teacher Aide	\$12.10/hr	\$12.50/hr
Custodial Worker	\$12.10/hr	\$12.50/hr
Maintenance Worker	\$12.10/hr	\$12.50/hr
Cook	\$12.10/hr	\$12.50/hr
Food Service Helper	\$12.10/hr	\$12.50/hr
Temporary On-Call Clerical	\$12.10/hr	\$12.50/hr
Temporary On-Call Clerical (Retiree)	n/a	n/a
Bus Driver	\$15.00/hr	\$15.00/hr
Bus Monitor	\$12.10/hr	\$12.50/hr

- c) Recommend the mileage reimbursement to be consistent with the IRS rate.  
d) Approve the Co-SER 103 Adult Education and Co-SER 401 Accident Prevention / Pre-Licensing programs at CV-TEC for the 2020-2021 school year.  
e) Approve the student handbook and the athletic handbook for 2020-2021.  
f) Approve the District safety plan for 2020-2021.  
g) Approve the DCIP & ESSA PRIP Accountability Plans for 2020-2021.  
h) Approve the following resolution:

**RESOLUTION**

(District to Participate in BOCES Summer School 2021)

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 2019 Special Education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2021 summer school; and

BE IT FURTHER RESOLVED, that no later than August 3, 2020, 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 2021 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:

Negotiations

Personnel