



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 12, 2021

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
Eric Bell, CVES Asst. Super. of Management Services

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

Pledge of Allegiance

Presentation

Marie Blatchey & Tara Valachovic gave a brief presentation on a New Student Club Proposal (R.S.V.P.)

Acceptance of Minutes

The minutes from the 9-14-21 regular board meeting were accepted as presented.

Business & Finance

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to authorize the business manager to close the following Champlain National Bank Accounts due to inactivity:

Trust & Agency	x0186
Risk Retention Reserve	x0439
General Capital Reserve	x0447
Tax Certiorari Reserve	x0455
Employ Benefits Reserve	x0463

General Fund Reserve	x0578
Retirement Contr. Resv.	x1431

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

- July 2021 - #2 Cash Disbursements
- July 2021 - Trust & Agency
- July 2021 - Payroll Benefits
- Aug 2021 - #1 Cash Disbursements
- Aug 2021 - #2 Cash Disbursements
- Aug 2021 - #3 Cash Disbursements
- Aug 2021 - Payroll Benefits
- Sept 2021 - #1 Cash Disbursements
- Sept 2021 - #2 Cash Disbursements

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve a tax refund due to duplicate payment to Lereta, LLC (on behalf of Molly Rascoe) in the amount of \$50.23.

Motion by Kasey young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the audited financial statements for the 2020-21 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2021'.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the Management Letter dated September 22, 2021 prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2021'.

New Business

Motion Krissy Leerkes, 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 Heather Sheehan, voted and carried (5-0) to approve the 2021-2022 contract for special educational services provided in a residential setting with Hillcrest Educational Centers for a particular student.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the 2021-2022 contract for special educational services provided in a residential setting with Foundations Behavioral Health, Inc. for a particular student.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the updated 2021-22 school calendar.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Special Education Instructional Services provided by Heather Walsh for the 2021-22 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. Walsh will be providing instructional assistance to identified students at a contractual rate of \$35/hr 3/hr /week.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve Speech Therapy Services provided by Katie Campbell for the 2021-22 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. Campbell will be providing speech therapy to identified students at a contractual rate of \$70/hr 1/hr/week.

Personnel

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0-1) to accept the resignation of Deanna Mero as Freshman Advisor for the 2021-2022 school year (Phyllis Klein abstained.)

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to accept the resignation of Marie Blatchley as CFES Co-Advisor for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Emily Phillips voted and carried (5-0) to accept the resignation of Tara Valachovic as CFES Co-Advisor for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the appointment of Jill Magurk as a Substitute Maintenance Person/Custodian, at \$13.50/hourly effective October 13, 2021.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the appointment of Maria Evens as a (full-time - 10 month/certified) Teaching Assistant at STEP 1 with a salary of \$25,407 (\$23,374.44 prorated) for the 2021-2022 school year with a three-year probationary period, effective September 27, 2021 to September 27, 2024.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Nicholas Hebert as a Freshman Co-Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Heidi Davey as a Freshman Co-Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Cynthia Yourdon as a Bus Driver / Teacher Aide, effective September 23, 2021.

Motion Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the appointment of Payton Gough as a Part-Time Permanent Building Substitute, at a rate of \$105.00 for two (2) days a week for the 2021–2022 school year, effective October 18th, 2021.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the 1-year probationary appointment of Kathleen Desormeau as a Full-Time Cleaner at STEP 5, \$27,559 (\$20,563.25 prorated) for the 2021-2022 school year, effective October 4, 2021.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) approve the correction to the previous appointment of Kimberly Pfund as a Part-Time Food Service Helper to working 3 hours per day at STEP 4 \$13.36/hourly, effective September 20, 2021.

Board Discussion

Mrs. Klein asked if the board members could receive a subscription of American School Board Journal, Mr. Gardner said we will order it.

Reports from the Superintendent

- School board recognition week is October 18th, 2021, thank you to all of the board members!
- On the next agenda we will have so me new substitute rates and substitute bus driver rates. We have a hard time with getting substitutes in, hopefully the increase will help.
- The Special Education Annual report will be presented at the next board meeting.
- Fall sports are winding down, both of our varsity soccer teams are having a great season and will start playoffs on October 25th, 2021. Winter sports will be starting by November 1st, 2021. We are still working on arrangements for basketball and other indoor sports.

- Will talk more at the next meeting about strategic planning. The project planning team is Mr. Gardner, Mr. Douglas and Ms. Phillips. We will be gathering another group of board members, students, parents and staff.
- Updated the board members on the Capital Outlay Project.
- COVID update – 5 weeks into the school year and everyone has been doing great with wearing their masks. We have received from the Essex County Health Dept. tests for symptomatic staff and students (with permission from the parent / guardian.) Thank you to everyone for pushing through and working so well in these difficult challenges!

Executive Session

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:33pm, to discuss employment history of a particular person.

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

Adjournment

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

Brandy VP Nolette, District Clerk