



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 9, 2021

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

Others Present: Justin Gardner, Superintendent of Schools  
Michael Douglas, Principle / Athletic Coordinator  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Jennifer Leibeck, CSE Chairperson  
Chris Ford, Guidance Counselor / Varsity Girls` Soccer Coach  
Jenna Ford, Lexi Nolette, & Isabella Harrison  
(Girls Varsity Soccer Captains)

Via WebEx: Cathy Alden, Guidance Secretary  
Eric Bell, CVES Asst. Super. of Management Services

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

### **Pledge of Allegiance**

### **Recognition**

Recognized the girls' varsity soccer team for winning the Section VII Class D Championship. Great job!

### **Executive Session**

Motion Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 6:05pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to end executive session at 6:17pm.

**Acceptance of Minutes**

The minutes from the 10-12-21 regular board meeting were accepted as presented.

**Business & Finance**

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the Response to Management Memorandum for the 2020/21 Financial Audit completed by Boulrice & Wood, CPAs, PC.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the transfer of funds from sub-account ERS Reserve to the sub-account TRS Reserve inclusive of the Retirement Contribution Reserve in the amount of \$44,000 effective August 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve a budget transfer in the amount of \$45,000 for strategic planning/consulting services provided to the District by Education Elements.

ACCOUNT OUT	DESCRIPTION	TRANSFER IN	TRANSFER
A2060.400-00	CONT. EXPEND. - RES. PLANNING & EVAL.	\$45,000.00	
A9060.800-00	HEALTH INSURANCE		\$45,000.00

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve and place on file the following financial reports:

ITEM	TITLE	FROM	NOTES
a.	Treasurer's Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
b.	Budget Status Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
c.	Revenue Status Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
d.	Budget Transfer Report - General Fund	Business Manager/Treasurer	AUG 2021

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

ITEM	TITLE	FROM	NOTES
a.	Cash Disbursements - Multi Funds	Internal Claims Auditor	AUG 2021 - #4 OCT 2021 - #1 OCT 2021 - #2 NOV 2021 - #1
b.	Payroll Benefits - General Fund	Internal Claims Auditor	SEPT 2021 OCT 2021

**New Business**

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

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve a Rifle Team Merger with NCCS for the 2021- 2022 season pending approval by the other school District’s Board of Education at no expense to the district.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve a Girls Hockey Merger with PHS for the 2021-2022 season pending approval by the other school District’s Board of Education at no expense to the district beyond CVAC membership dues.

Motion by Heather Sheehan, seconded by Emipy Phillips, voted and carried (5-0) to approve the GEAR UP Grant MOA between the Willsboro Central School District and CFES Brilliant Pathways for the 2021-2022 school year.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following changes to Substitute Position Titles and their rates effective November 1, 2021:

POSITION	RATE	POSITION	RATE
Substitute Teacher/ Teaching Assistant - Certified	\$115/day	Substitute Teacher/ Teaching Assistant - Non-Certified	\$100/day

Permanent Building Substitute (School Year)	\$125/day	Substitute Teacher Aide/Student Monitor	\$13.50/hour
Substitute Nurse, RN	\$115/day	Custodial Substitute	\$14.50/hour
Cafeteria Substitute	\$14.00/hour	Clerical Substitute	\$14.00/hour
Substitute Bus Driver	\$20.00/hour		

**Personnel**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Darrian Sweatt, permanent building substitute, effective October 28, 2021.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to accept the resignation of Nick Arnold as Varsity Girls Basketball coach, effective November 9, 2021.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Shannon Passno as Modified Girls Basketball coach, effective November 9, 2021.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Shannon Passno as Varsity Girls Basketball Coach for the 2021-2022 school year, effective November 10, 2021, stipend per contract.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve Kyli Miller as Modified Girls Basketball Coach for the 2021-2022 school year, effective November 10, 2021, stipend per contract.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Chris Ford as a volunteer assistant for the Girls Varsity Basketball team for the 2021-2022 school year, no compensation.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Megan Benner as a non-certified substitute teacher/teacher assistant (\$100.00 per day), substitute teacher aide/ student monitor (\$13.50 per hr.) effective November 1, 2021, on a per diem as needed basis.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Margie Jaquish as a substitute clerical worker (\$12.50 per hr.), effective October 22, 2021 through October 31, 2021 and (\$14.00 per hr.) effective November 1, 2021, on a per diem as needed basis.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Jennifer Moore as the Drama Club Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (4-0-1) to approve Liz Becker as a substitute a non-certified teacher / teacher assistant (\$100.00 per day), substitute teacher aide/student monitor (\$13.50) on a per diem as needed basis effective November 9, 2021 (one abstention Heather Sheehan.)

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Payton Gough as Part-Time Permanent Building Substitute, at a rate of \$125.00 for three (3) days a week for the 2021–2022 school year, effective November 1, 2021.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Marie Blatchley as R.S.V.P Co-Advisor, at a rate of \$1,141 for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Tara Valachovic as R.S.V.P Co-Advisor, at a rate of \$1,141 for the 2021-2022 school year.

### **Board Discussion**

Mrs. Leerkes congratulated the girls varsity soccer team on a great season and kudos to ALL the sports teams!

Mrs. Klein asked when the 1st issue of the American School Board Journal would be delivered?

### **Reports from the Principal**

- Thanked the students and staff for doing a great job with helping keep COVID minimized.
- Thank you to Brandy for all the organizing of substitutes and the teachers for helping out when we have substitute shortage.
- The Halloween Parade was great and the students were very excited. Thank you to John Cross and Herb Longware.
- We recognized our first set of students on tehri Warrior Pride.

- We will be moving the cafe eating area back to the cafeteria and an adjacent room.
- Recognized all the fall sports teams for a great season.
- Winter sports will begin, Varsity on November 15th and Modified on November 18th. Good luck to all the teams. Mrs. Leerkes asked what the mandate will be on winter sports due to COVID and Mr. Douglas replied that they are still working on the guidelines.

### **Reports from the Superintendent**

- With the first quarter ending COVID has played a large role this year. Everyone is working hard together. As of right now at least 75% of our students are in-person and 2 staff members out.
- Updated the board members on the Capital Outlay Project.
- Mr. Gardner & Mrs. Sucharzewski will be attending a financial seminar in December that will help in the upcoming budget season.
- Changing of the cafeteria seating arrangements will begin on Monday to accommodate the winter sports season coming and the use of the gym.
- COVID update – Everyone has been doing great with wearing their masks and pushing through and working so well in these difficult challenges! Shred the policy / procedures given to us from the County. We are able to test symptomatic students (with parental permission) and staff members here at the school. We will be hosting a Vaccination / Booster Clinic here at the school on November 17th from 4-7pm, students ages 5-11 are eligible for the vaccine now and boosters are available for students 12 and up. Mrs. Klein mentioned that community members wanted to be more informed with COVID related issues at the school, Mr. Gardner stated he has to report it to NYS and that the public can access the information via the web <https://schoolcovidreportcard.health.ny.gov/>

### **Executive Session**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:46pm, 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 8:51pm.

### **Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:52pm.

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Brandy VP Nolette, District Clerk