



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
December 14, 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
Michael Douglas, Principle / Athletic Coordinator
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, District Treasurer

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

Pledge of Allegiance

Executive Session

Motion Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 6:02pm, to discuss disciplinary incident of a particular student.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:45pm.

Acceptance of Minutes

The minutes from the 11-9-21 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 following resolutions:

- a) Approved a budget transfer in the amount of \$34,105.00 for computer hardware purchases provided to the District by the CEWW BOCES.
(A9060800-00 Health Insurance to A2630490-00 BOCES Services-Computer)

- b) Approved a budget transfer in the amount of \$36,700.00 to account for administrative salaries previously budgeted as elementary instructional salaries.
(A2110120-00 Salary K-3 to A2020150-00 Instructional Salary)

- c) Approved a budget transfer in the total amount of \$38,595.00 to account for teaching assistant salaries.
(\$19,895.00 - A2110120-01 Salary 4-6 & \$18,700.00 - A2250152-00 Teaching Assistants Special Education to A2210150-00 Teaching Assistants)

ITEM	TITLE	FROM	NOTES
d)	Treasurer’s Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
e)	Budget Status Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
f)	Revenue Status Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
g)	Budget Transfer Report - General Fund	Business Manager/Treasurer	OCT 2021
h)	Cash Disbursements - Multi Funds	Internal Claims Auditor	NOV 2021 - #2
i)	Treasurer’s Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021
j)	Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021
k)	Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021

New Business

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

- a) Approved the special education recommendations prepared by Jennifer Leibeck.
- b) Approved the following rates effective December 1, 2021:
\$25/game for shot clock operator
\$25/game for modified basketball scoreboard operator
\$30/game for varsity basketball scoreboard operator
- c) Approved the agreement between the Willsboro Central School and the Elizabethtown Community Hospital for registered professional nurse coverage for the 2021-2022 school year as needed.
- d) Approved the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding substitute classroom coverage by period, effective December 1, 2021.
- e) Approved the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding daily substitute coverage by teaching assistants, effective December 1, 2021.
- f) Approved the removal of a Henderson Sander (attachment, spreader) #20131080, that is no longer in working condition, from inventory.
- g) Approved the abolishment of a full-time Maintenance Person position.
- h) Approved the creation of a full-time Automotive Mechanic/Maintenance Person position.

Personnel

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to appoint the following individuals (a-e & h-k) to the corresponding positions:

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0-1) to approve the following individual (f & g) to the corresponding position (one abstention Phyllis Klein):

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to table the approval of the following individual (l):

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Nick Arnold	Volunteer Assistant Coach	Athletics	11/15/21	n/a	Boys Varsity Basketball 21-22 School Year
b)	Paul Arnold	Volunteer Assistant Coach	Athletics	11/15/21	n/a	Boys Varsity Basketball 21-22 School Year
c)	Karen Crowningshield	Extra Duty	Support	10/18/21	\$26.66 / hr	COVID Testing
d)	Matt Gay	Automotive Mechanic - Maintenance Person	Support	12/28/21	\$19,500.36 (pro-rated) \$38,121- (STEP 3)	1 Year Probationary Appointment Civil Service Non-Competitive
e)	Travis King	Custodial Substitute	Support	12/14/21	\$14.50 / hr	Substitute as needed per diem
f)	Dana Klein	Substitute Teacher / Teacher Assistant Non-certified	Instruction	12/14/21	\$100 / daily	Substitute as needed per diem
g)	Dana Klein	Substitute Teacher Aide / Student Monitor	Instruction	12/14/21	\$13.50 / hr	Substitute as needed per diem
h)	Theresa Moss	Substitute Teacher / Teacher Assistant Certified	Instruction	12/10/21	\$115 / daily	Substitute as needed per diem
i)	Theresa Moss	Substitute Teacher Aide/ Student Monitor	Instruction	12/10/21	\$13.50 / hr	Substitute as needed per diem
j)	Eric Schultz	Substitute Teacher / Teacher Assistant Certified	Instruction	11/16/21	\$115 / daily	Substitute as needed per diem

k)	Eric Schultz	Permanent Building Substitute	Instruction	12/20/21	\$125 / daily	Daily Building Substitute for the 21-22 school year
l)	Dana Skye	Substitute Teacher / Teacher Assistant Non-certified	Instruction	12/14/21	\$100 / daily	Substitute as needed per diem

Reports from the Principal

- On December 2nd, 2021 the Champlain Valley Senior Center used our school as an evacuation site. It was amazing to see our staff and their staff working so well together to make sure that the elderly clients were taken care of. Thank you to all that volunteered their time!
- Key Club is holding a winter apparel (coats, boots, hats, & mittens) drive for our community. Deadline for donations is December 22nd, 2021.
- We will be holding the Giving Games on December 22nd, 2021, along with a Read-A-Thon for the PreK – 5th & HS students. The students can get pledges for the number of pages or books that they read. All money raised will be go to the RSVP Club and they will determine where to it goes too.
- The elementary and the HS wings will be participating in Spirit Weeks leading up to the holiday.
- Winter sports have begun. We will be enforcing the mask mandate and anyone not able to follow the policy will be asked to leave the sporting event. We are also looking for individuals to help with the shot clock / score clocks, we have increased the rate for these positions.

Reports from the Superintendent

- Athletic Updates - Congratulations to Jenna Ford for making 2nd Team All-Star! Also, if you are interested in watching the games you can download the NFHS app.
- We received a nice card from The Champlain Valley Senior Community, thanking us for our support during their evacuation on December 2nd, 2021 and to all the staff that volunteered their time to help.
- Mr. Gardner & Mrs. Sucharzewski are working on some incentives to help get individuals in for subbing (bus drivers, building subs, cleaners, etc.)
- We want to continue promote school safety, so we have asked that Deputy Kaycee or Deputy Pollack make weekly appearances at that school to do walk throughs and interact with the students.
- Our 2nd vaccination clinic was held on December 8, 2021. Over 200 people came to the clinic (boosters / 2nd shots).
- Parent teacher conferences for grades PreK – 6th will be held on December 15, 2021. No school for students on this day.

- New Open Meeting Laws state that we need to provide board meeting documents on the website 24hrs. prior to the meeting.
- Mr. Gardner & Mrs. Sucharzewski attended a state financial meeting on December 6, 2021 in regards to the upcoming budget season.
- Mr. Gardner updated on the board on the COVID cases in our district and other districts. The positivity rate is down compared to a month ago. We have been seeing more vaccinated individuals testing positive.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:42pm, to discuss a personnel matter, no action will be taken.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:21pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:22pm.

Brandy VP Nolette, District Clerk