



**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 14, 2022

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, Business Manager  
Michael Douglas, Principal / Athletic Coordinator  
Joe Coakley, Director of Labor Relations  
Erik Manning, New Technology Teacher  
Kori McCauliffe, New Crisis Counselor  
Victoria Wilkins, New Confidential Senior Typist

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

**Pledge of Allegiance**

**Recognition**

- Mr. Gardner introduced our new staff members, Erik Manning, Kori McCauliffe, and Victoria Wilkins, to the board members.

### Reports from the Principal

- Congratulations to the students and staff for having a successful school year.
- Many school events are happening, chorus concerts, academic awards, sports awards, PreK celebration, and graduation on June 24th at 7pm.
- Updated the board on NWEA benchmark testing and assessments.
- The fall girls soccer participation rate is good, the boys is low but should be able to have all teams this upcoming school year.
- Congrats to Mr. Gardner for becoming the 2nd vice-president to the athletic counsel.

### Reports from the Business Manager

- The business office is working on the end of the year reconciliation and wrapping up payroll.

### Reports from Superintendent

- Graduation is June 24th, 2022 at 7:00pm in the Auditorium.
- Thank you to Brandy, Allison and Lorie for all of their help and organization for our Budget Vote that was held on May 17th, 2022.
- Updated the board on the Distance Learning that will be set up for the 2022-2023 school year.
- Vape detectors will be installed at the school this summer.
- Will have handbook updates for review at the next board meeting.
- Discussed the Open Meeting policy with the board members.
- Updated the board on the safety procedures of our school building.

### Acceptance of Minutes

The minutes from the 5-10-22 regular board meeting were accepted as presented.

### Business & Finance

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

Approved the following budget transfers for distance learning classroom:

Prog. Students w/ Disab. - BOCES	A2250490-00	\$47,998.65 (-)
Computer Aided Instruction - BOCES	A2630490-00	\$47,998.65 (+)

TITLE	FROM	NOTES
Treasurer's Report - General Fund	Business Manager/Treasurer	MAY 2022
Budget Status Report - General Fund	Business Manager/Treasurer	MAY 2022
Revenue Status Report -	Business Manager/Treasurer	MAY 2022

General Fund		
Budget Transfer Report - General Fund	Business Manager/Treasurer	MAY 2022
Cash Disbursements - Multi Funds	Internal Claims Auditor	APRIL 2022 PAYROLL MAY 2022 PAYROLL MAY 2022 #1 MAY 2022 #2 JUNE 2022 #1

Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$27,500.00 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 July 1, 2022 and increase the 2021/22 general fund budget as appropriate.

Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$11,500.00 pursuant to the 'RETIREMENT' Article of the Agreement between the District and a particular employee providing a retirement benefit for that employee retiring June 30, 2022 and increase the 2021/22 general fund budget as appropriate.

Authorized the transfer of funds in the amount of \$50,275.00 to fund the TRS Reserve in order to subsidize the cost of TRS expenses in the future.

**New Business**

Motion by Kasey Young, secondee by Emily PHillip, voted and carried (5-0) to authorize procedures for board member videoconferencing pursuant to Public Officers Law § 103-a (resolution is attached).

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 Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the attached bond resolution in regard to the financing of the Fire Alarm Capital Project approved by qualified voters in the May 17th election in the total amount of \$455,500.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the 2022-2023 service agreement with Paper Education Company for an online chat-based platform to provide students access to educators in order to obtain tutoring in connection with their courses.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the 2022 Pre-Referendum, Design & Construction Administration Services Proposal and Letter Agreement for Capital Improvement Project provided by Tetra Tech.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the 2022-2023 Capital Outlay Exception (\$100k) Project Professional Architectural and Engineering Consulting Services provided by Tetra Tech.

**Personnel**

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

Employee	Position	Program	Effective	Pay	Notes
Cathy Alden	Consulting Services	Support	July 1, 2022 - June 30, 2023	\$26.50 / hr	Hourly as Needed
Christine Chabonneau	HS English Teacher	Instruction	Summer 2022	5 days / \$150 per day	Summer Curriculum Project
Jack Daly	HS Social Studies Teacher	Instruction	<del>June 30, 2022</del> July 1, 2022	N/A	Change in Retirement Date
Kathleen DeSormeau	Cleaner	Support	5/26/22	N/A	Termination
Amber Hopkins	Cleaner	Support	5/23/22	Step 5 \$27,559 (pro-rated \$3,073.89)	1yr. Probationary Appointment
Melissa Huff	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25 / hr	3 Hours weekly for a duration of 6 weeks
Sarah Kingzack	HS English Teacher	Instruction	6/30/22	N/A	Resignation
Gail MacDougal	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25 / hr	5 Hours weekly for a duration of 6 weeks
Erik Manning	Technology Teacher	Instruction	08/31/22	Step 1 (Base) \$45,693	1yr Non-Probationary Appointment
Kori McCauliffe	Crisis Counselor (Student Advocate)	Support	08/31/22	Step 1 (Base) \$45,693	1yr Non-Probationary Appointment
Morgan Sovey	High School	Instruction	8/31/22	Step 1 (B+45)	4yr Probationary

	English Teacher			\$50,493	Appointment
Alan Thompson	Elementary Special Education	Instruction	8/31/22	Step 11 (Base) \$55,999	3yr Probationary Appointment
Victoria Wilkins	Confidential Senior Typist	Support	7/1/22	\$39,500	Guidance Office - Replacing Cathy Alden

**Executive Session**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:14pm, to discuss personnel history of a particular person, no action will be taken. Joe Coakley, Director of Labor Relations was invited to stay for the executive session.

Joe Coakley, Director of Labor Relations left the meeting at 7:31pm.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:16pm.

**Adjournment**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:17pm.

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Brandy V. Pierce Nolette, District Clerk