



Board of Education

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

Willsboro Central School
Board of Education

Re-Organizational Meeting Minutes
July 12, 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
Michael Douglas, Principal / Athletic Coordinator
Kate Needle, Elementary Teacher

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

Pledge of Allegiance

Recognition

Mr. Gardner introduced the board members to Kate Needle, Elementary Teacher, who will be joining our teaching staff this school year.

Election of Board Officers

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2022-23 school year, administration of oath.

Administration of Oath to Kasey Young, recently elected Board Member for a three-year term to serve through June 30, 2025.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2022-2023 school year.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to nominate Phyllis Klein as President of the Board of Education for the 2022-2023 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice President of the Board of Education for the 2022-2023 school year, administration of oath.

Consent Agenda

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following appointment of officers for the 2022-2023 school year:

Item	Employee	Position	Pay
a)	Allison Sucharzewski	School District Treasurer	No Compensation
b)	Sheila Vanags	School Tax Collector	\$6,500
c)	Brandy Pierce Nolette	District Clerk	Contractual
d)	Nancy Ahrent	Internal Claims Auditor	\$30.00 / Hour
e)	Justin Gardner	Purchasing Agent	Contractual

Motion by Kasey young, seconded by Heather Sheehan, voted and carried (5-0) to approve the following other appointments for the 2022-2023 school year:

Item	Name	Title	Pay/Cost
a)	Boulrice & Wood	District Independent Auditor	\$11,000
b)	Stafford, Owens, Piller, Murnane, Kelleher, Miller, Meyer, & Zedick PLLC	School Attorney	\$215.00/Hour
c)	Harris Beach, PLLC	School Attorney	\$225/Hour
d)	UVMHN Elizabethtown Community Hospital	School Physician	\$4,929.00
e)	UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$325.00 /Daily

f)	Chris Ford	Chief Faculty Advisory of Student Activity Accounts	No Compensation
g)	Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
h)	Brandy Pierce Nolette	Substitute Call-In Coordinator	Contractual
i)	Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
j)	Jennifer Leibeck	Accountability Plan Coordinator	\$3,500
k)	Dominick Ruggeri	Data Protection Officer	No Compensation
l)	Justin Gardner	Records Appeals Officer	No Compensation
m)	Allison Sucharzewski	School Lunch Reviewing Officer	No Compensation
n)	John Sucharzewski	Safety Officer/Asbestos LEA Designee	No Compensation
o)	Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
p)	Michael Douglas Charmaine Flynn	DASA Coordinators	No Compensation
q)	Justin Gardner	Title IX Officer	No Compensation
r)	John Sucharzewski	Pesticide Coordinator	No Compensation
s)	Jennifer Leibeck	504 & ADA Coordinator	No Compensation
t)	Dawn Bronson John Oliver	CPR Instructors	\$25.00/Hour

Designations for the 2022-23 School Year

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following designations for the 2022-2023 school year:

- Champlain National Bank and NYCLASS as the official bank depositories.
- Plattsburgh Press Republican as the official newspaper.
- Regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

Authorizations for the 2022-23 School Year

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the following authorizations for the 2022-2023 school year:

- Participation in the National School Lunch Program.
- Participation in the Cooperative Purchasing Program.
- Readoption of all existing board policies.
- Establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.

- The Superintendent of Schools be authorized to certify payrolls.
- The Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- The Superintendent of Schools be authorized to approve budget transfers up to \$7,500.00.
- The Superintendent of Schools is authorized to approve conferences, workshops and conventions.
- Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- Justin Gardner, Superintendent of Schools, and Mike Douglas, Principal, as lead evaluators for the school district.
- The Business Manager and Extra-Curricular Treasurer to sign student activity checks.
- The single signature of the District Treasurer to validate school checks for the school year.
- The Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- 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:

Title	Standard Work Day (Hours/Day)
Tax Collector	6.00
Teacher's Aide	6.50
All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk	7.00
Business Manager	7.00
School Nurse	7.00
Cafeteria: Cook & Food Service Helper	7.50
Cafeteria: Senior Cook & Cook Manager	8.00
All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance	8.00
Superintendent of Buildings, Grounds & Transportation	8.00
Transportation: Bus Driver (1)	6.00

Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus Driver/Teacher's Aide, Auto Mechanic/Maintenance	8.00
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Other Items for the 2022-23 School Year

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the instructional substitute compensation at the following rates for the 2022-2023 school year:

Substitute Position	Pay
Teacher/Teaching Assistant, Certified	\$115.00/day
Teacher/Teaching Assistant, Non-Certified	\$100.00/day
Permanent Building Substitute	\$125.00/day
Nurse, RN	\$115.00/day
Teacher Aide/Student Monitor	\$14.50/hr
Custodial	\$14.50/hr
Cafeteria	\$14.50/hr
Clerical	\$14.50/hr
Bus Driver	\$20.00/hr

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the 2022-2023 meal prices:

Meal	Price
Adult Breakfast	\$2.93
Adult Lunch	\$5.43
Student 2nd Breakfast	\$2.71
Student 2nd Lunch	\$4.62

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

- The mileage reimbursement to be consistent with the IRS rate.
- The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2022-2023 school year.
- The student handbook and the athletic handbook for 2022-2023.
- The District safety plan for 2022-2023.

- The 2023 BOCES Summer School Resolution (resolution is attached)
- The rate charged to the Town of Willsboro for 2022-2023 for any contracted Youth Commission busing for ski trips or other events at \$27/hour.
- The Committee on Special Education Annual Appointments for the 2022-2023 school year, prepared by Jennifer Leibeck (appointments attached.)

2022-2023 Committee Assignments

Negotiations & Personnel assignments will be up to the availability of the board members.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the re-organizational meeting at 6:15pm.

Brandy V. Pierce Nolette, District Clerk