



Board of Education Meeting  
October 11, 2022 at 6:00pm  
**Regular Meeting Agenda**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Reports**

- a) School Resource Officer - Deputy Pollock
- b) Principal - Mike Douglas
- c) Business Manager - Allison Sucharzewski
- d) Superintendent of Schools - Justin Gardner

**5. Acceptance of Minutes**

- a) Accept the minutes from the 9-13-22 regular board meeting.

**6. Business & Finance**

*Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items and reports on this consent agenda (Business & Finance) be and are hereby approved:*

- a) Approve a tax refund due to overpayment to Wells Fargo (on behalf of Sean & Linda Gilliland) in the amount of \$760.09.
- b) Approve a tax refund due to duplicate payment to Lereta, LLC (on behalf of Joseph Thomas Plesha III) in the amount of \$7,443.20.
- c) Approve a correction to the tax roll for the Faith Baptist Church of Whallonsburg due to a clerical omission by the assessor not reflecting a full value Non-Profit Exemption, which will result in a change in the tax amount due from \$868.35 to \$0.00.
- d) Approve the audited financial statements for the 2021-22 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2021'.

- e) Approve the Management Letter dated September 26, 2022, prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2021'.
- f) Approve the Response to Management Memorandum dated October 11, 2022 for the 2021-22 Financial Audit completed by Boulrice & Wood, CPA's P.C.

ITEM	TITLE	FROM	NOTES
g)	Cash Disbursements - Multi Funds	Internal Claims Auditor	SEPT 2022 - #2
h)	Budget Transfer Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
i)	Budget Status Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
j)	Revenue Status Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
k)	Treasurer's Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022

**7. New Business**

*Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:*

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve an increase to the sub cleaner rate to \$18.00/hour, effective September 19, 2022.
- c) Approve the Comprehensive Policy Services Contract with NYSSBA and Willsboro Central School District.
- d) Approve the contract with the Essex County Public Health Department in regards to the reimbursement of hiring an Inclusion Aide for CPSE eligible students in Pre-Kindergarten as well as reimbursement of related services provided.
- e) Approve the 2022-2023 GEAR UP Memorandum of Agreement with CFES Brilliant Pathways.
- f) Accept the bid in the amount of \$500.00 from Peter Sayward to purchase a surplus 1997 International model 3800 40 adult passenger school bus.

- g) Approve the removal of 1997 International model 3800 40 adult passenger school bus from the District's inventory (Bus #61 / Tag # 99000124).
- h) Approve the Facilities Use Agreement between Willsboro Central School District & Word of Life for use of soccer fields for a scheduled game.

## 8. Personnel

*Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:*

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Montana Baker	Permanent Building Substitute	Instruction	October 7, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
b)	Anthony Breault	Maintenance Worker	Support	October 12, 2022	\$29,389 STEP 3 (prorated \$21,250.51)	1yr. Probationary Appointment
c)	Emmalee Hitsman	Substitute Teacher/Teaching Assistant-Non Certified	Instruction	October 12, 2022	\$100 / Daily	Substitute Teacher/Teaching Assistant as needed per diem
d)	Emmalee Hitsman	Substitute Teacher Aide	Support	October 12, 2022	\$14.50 / Hr.	Substitute Teacher Aide as needed per diem
e)	Lauren Jaquish	Teacher Aide	Support	September 23, 2022	N/A	Resignation
f)	Adam Mero	Substitute Teacher/Teaching Assistant-Non Certified	Instruction	October 12, 2022	\$100 / Daily	Substitute Teacher/Teaching Assistant-Non Certified
g)	Adam Mero	Substitute Teacher Aide	Support	October 12, 2022	\$14.50 / hr.	Substitute Teacher Aide as needed per diem
h)	Charles Miller	Permanent Building Substitute	Instruction	September 26, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
i)	Peter Sayward (Amendment to Previous Appointment)	Automotive Mechanic/Maintenance Person	Support	September 19, 2022	\$40,633 STEP 4 (prorated \$32,037.56)	1 yr. Probationary Appointment
j)	Steven Walsh	Substitute Cleaner	Support	October 12, 2022	\$18.00/ hr.	Substitute Cleaner as needed per diem

k)	Victoria Wilkins (Amendment to Previous Appointment)	Confidential Senior Typist	Support	July 1, 2022	\$39,500	Provisional Appointment Guidance Office - Replacing Cathy Alden
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**9. Policies**

- a) Approve the third reading and adoption of policy #5152 Admission of Non-Resident Students.

**10. Board Discussion**

**11. Executive Session**

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

**12. Adjournment**