

Willsboro

CENTRAL SCHOOL DISTRICT

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
September 13, 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
John Sucharzewski, Supervisor of Buildings & Grounds and
Transportation
Michael Douglas, Principal

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

Pledge of Allegiance

Reports from the Principal

- Great start to the new year! The morale of staff & students has been high thus far.
- September is Suicide Prevention Month, the students wrote some positive thoughts on the sidewalk with chalk. We held workshops for the students
- The student Extra Curricular clubs have begun meeting and planning for the upcoming school year.
- NWEA testing starts September 19th.

- Working on some updates to the dress code policy. Talking with students and getting opinions and thoughts on what they'd like to see.
- The WCS Booster Club will be holding a soccer kickoff on September 19th.

Reports from Building, Grounds, and Transportation

- Updated the board on the summer cleaning and extra projects that were completed.
- Thank you to all of the cleaners, they did a great job!
- Thank you to Jill Magurk for doing all of the grounds work (mowing) this summer.
- There will be some bus changes and stops for the upcoming school year due to lack of drive time and safety.
- The maintenance department and bus department are working short staffed in anticipation of some new hires in the future.

Reports from the Business Manager

- The summer audit went great!
- The 1st payroll of the school year went well.
- Updated and reviewed the financial reports given to the board members.
- Carrie Foley will be in charge of all extra curricular financial reporting and Victoria Wilkins will be in charge of all scholarship financial reporting.

Reports from Superintendent

- The opening staff development days went well and everyone seems positive and ready to start the new year.
- We continue the FREE meals program this year. Everyone should be getting money (\$375) on their EBT cards again. We ask that the free and reduced forms be filled out to help keep the free program going.
- The families are eligible to sign up for the Affordable Connectivity Program and discount on their internet bills. You can get a student verification letter from Victoria Wilkins.
- We have hung some new strategic planning posters throughout the school. There will be a meeting this month.
- We have been sending lots of information through our parent square program, the parents have received messages, the yearly school forms and many other items.
- Discussions on the rebranding of the "Warrior" for our school.

Acceptance of Minutes

The minutes from the 8-9--22 regular meeting and 8-16-22 special board meeting were accepted as presented.

Business & Finance

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

Approved the Fiscal Year **2021-22** budget transfer for a change in accounting coding for tax certiorari refund payments:

ACCOUNT	DESCRIPTION	(+)	(-)
A1964.400-00	REFUND ON REAL PROP TAX	\$8,049.86	
A2250.490-00	BOCES SERVICES		\$8,049.86

ITEM	TITLE	FROM	NOTES
b)	Extra Curricular Annual Report	Extra-Curricular Treasurer	July 1, 2021 - June 30, 2022
c)	Scholarship Account Report	Extra-Curricular Treasurer	July 1, 2021 - June 30, 2022
d)	Cash Disbursements - Multi Funds	Internal Claims Auditor	PAYROLL - JULY 2022 PAYROLL - AUG 2022 JULY 2022 - #2 AUG 2022 - #1 AUG 2022 - #2 SEPT 2022 - #1
e)	Treasurer's Report - General Fund	Business Manager/Treasurer	AUGUST 2022
f)	Budget Transfer Report - General Fund	Business Manager/Treasurer	JUNE 2022 - REVISED AUG 2022
g)	Budget Status Report - General Fund	Business Manager/Treasurer	JUNE 2022 AUGUST 2022
h)	Revenue Status Report - General Fund	Business Manager/Treasurer	JUNE 2022 AUGUST 2022
i)	Treasurer's Report - Cafe & Federal Funds	Business Manager/Treasurer	MAR 2022 - JUNE 2022
j)	Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	MAR 2022 - JUNE 2022
k)	Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	MAR 2022 - JUNE 2022

New Business

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

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved the District Special Education Plan.

Approved the 2022-2023 Feinerman Agreement for Erik Manning

Approved the 2022-2023 Feinerman Agreement for Kori McCauliffe.

Approved the creation of a substitute administrator rate in the amount of \$300/day.

Approved the busHive Cloud-Hosted Transportation Subscription Software service agreement.

Approved the removal of the following items from our inventory:

Bleachers-3 row #99000085

Bleachers-3 row #99000086

Meat Slicer - #20131053

19" TV - #100198

19" TV - #100444

19" TV - #100209

19" TV - #100204

Approved the updated record retention schedule(resolution is attached).

Personnel

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

Item	Employee	Position	Program	Effective	Pay	Notes
a)	LeeAnne Abbriano	Substitute Teacher/ Teaching Assistant - Certified	Instruction	September 14, 2022	\$115 / daily	Substitute Teacher as needed per diem
b)	Elizabeth Becker	Permanent Building Substitute	Instruction	August 31, 2022	\$125 / daily	Daily Building Substitute for the 2022-2023 School Year
c)	Marie Blatchley	Mentor	Instruction	August 31, 2022	\$300	For Deanna Mero 22-23 School Year
d)	Christine Charbonneau	Curriculum Coordinator	Instruction	August 31, 2022	\$2,500	7-12 Subject Areas
e)	Christine Charbonneau	Mentor	Instruction	August 31, 2022	\$300	For Morgan Sovey 22-23 School Year
f)	Chris Ford	Curriculum Coordinator	Instruction	August 31, 2022	\$2,500	7-12 Subject Areas
g)	Charmainne Flynn	Mentor	Instruction	August 31, 2022	\$300	For Erik Manning 22-23 School Year

h)	Sheree Ford	Curriculum Coordinator	Instruction	August 31, 2022	\$2,500	K-6 ELA/Social Studies
i)	Sheree Ford	Mentor	Instruction	August 31, 2022	\$300	For Kate Needle 22-23 School Year
j)	Payton Gough	Permanent Building Substitute	Instruction	August 31, 2022	\$125 / daily	Daily Building Substitute for the 2022-2023 School Year
k)	Melissa Huff	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25/hr	CORRECTION: Up to 5.5 hours weekly for a duration of 6 weeks
l)	Lauren Jaquish	Teacher Aide	Support	August 31, 2022	\$14.01 / hr.	Step 3 1-year probationary appointment
m)	Jennifer Leibeck	Mentor	Instruction	August 31, 2022	\$300	For Kori McCauliffe 22-23 School Year
n)	Gail MacDougal	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25/hr	CORRECTION: Up to 10.5 hours weekly for a duration of 6 weeks
o)	Gigi Mason	Substitute Administrator	Administration	September 14, 2022	\$300 / daily	Substitute administrator as needed per diem
p)	John Oliver	Golf Coach	Athletics	Spring 2023	Stipend Per Contract	Golf Coach
q)	Christina Perry	Substitute Teacher / Teacher Assistant - Uncertified	Instruction	September 14, 2022	\$100 / daily	Substitute Teacher as needed per diem
r)	Christina Perry	Substitute Teacher Aide	Instruction	September 14, 2022	\$14.50 / hr.	Substitute Teacher Aide as needed per diem
s)	Christina Perry	Substitute Nurse	Support	September 14, 2022	\$115 / daily	Substitute Nurse as needed per diem
t)	Kelly Petrie	Cleaner	Support	August 16, 2022	N/A	Resignation
u)	Peter Sayward	Automotive Mechanic/ Maintenance Person	Support	September 14, 2022	\$40,633	Step 4 1-year probationary appointment

v)	Kearstiin Smith	Permanent Building Substitute	Instruction	August 31, 2022	\$125 / daily	Daily Building Substitute for the 2022-2023 School Year
w)	Tara Valachovic	Curriculum Coordinator	Instruction	August 31, 2022	\$2,500	K-6 Math/Science
x)	Tara Valachovic	RSVP Club Advisor	Extracurricular	August 31, 2022	N/A	Resignation

Policies

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the second reading of policy# 5152 Admission of Non-Resident Students.

Board Discussion

Mr. Gardner discussed forming a policy committee for updating all of our board policies. Mrs. Klein and Mrs. Leerkes will be part of the committee.

Executive Session

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:31pm, to discuss personnel history of a particular person, no action will be taken.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:28pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily, voted and carried (5-0) to adjourn the meeting at 8:29pm.

Brandy V. Pierce Nolette, District Clerk