

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
October 11, 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
Deputy John Pollock, SRO

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

Pledge of Allegiance

Reports from the SRO

- Welcomes students & staff at the morning arrivals. Has daily contact with students, answers questions, helps solve problems or just to visit.
- Worked with the counselors for suicide prevention week and helped get information out to the students.
- Making wellness checks on absent students.
- Door checks for safety throughout the day. And has joined the district safety committee.

Reports from Principal

- Progress reports will be coming out this Friday (paperless.) All students and parents will be able to access them via SchoolTools.
- There is a behavioral specialist (Regional Partnership) that will be working with our gen ed teachers.
- Thank you to all our staff for the flexibility and willingness to help with staffing coverage
- Suicide Prevention week went well, there was some great discussions. Some students have reached out to our counselors.
- A hat survey was sent out and our journalism class will post the results in the school newspaper. The JNHS & NHS will be hosting a hat day on October 21st, all proceeds will be donated to the Hurricane Ian relief fund.
- The Girls Varsity Soccer team will hold their Breast Cancer Awareness game on October 11th at 11am.
- There will be a Halloween parade on October 31st, and will send out more details soon.
- There may be a possible chance for a boy modified baseball team, will keep the board updated.

Reports from the Business Manager

- Updated the board on financial reporting.
- Working on the ST-3 report and should have it completed and submitted by the end of the week.
- There is a Health Care Worker Bonus Program that individuals could receive up to \$3000. Still receiving details and getting legal guidance to make sure that the district submits the correct information or the district could be fined.

Reports from Superintendent

- Thank you to the BusinessOffice for all of the hard work and time put in.
- Thank you to the staff for all the help with staffing coverage.
- Newt week is NYSSBA Board Appreciation, thank you to all the board members!
- Mrs. Klein will be attending the annual NYSSBA Business Meeting as a delegate for the school district.
- Working with Deputy Pollock on the safety plans.
- Dominick Ruggeri is working new ID badges for all staff that have door access built into the card and our safety drills on the back.
- Discussed the NYSSBA Policy Service that we will be working with to update our policies.

Acceptance of Minutes

The minutes from the 9-13--22 regular meeting were accepted with one amendment.

Business & Finance

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

Approved a tax refund due to overpayment to Wells Fargo (on behalf of Sean & Linda Gilliland) in the amount of \$760.09.

Approved a tax refund due to duplicate payment to Lereta, LLC (on behalf of Joseph Thomas Plesha III) in the amount of \$7,443.20.

Approved 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.

Approved 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’.

Approved 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’.

Approved the Response to Management Memorandum dated October 11, 2022 for the 2021-22 Financial Audit completed by Boulrice & Wood, CPA’s P.C.

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	SEPT 2022 - #2
Budget Transfer Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
Budget Status Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
Revenue Status Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022
Treasurer’s Report - General Fund	Business Manager/Treasurer	SEPTEMBER 2022

New Business

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

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved an increase to the sub custodial rate to \$18.00/hour, effective September 19, 2022.

Approved the Comprehensive Policy Services Contract with NYSSBA and Willsboro Central School District.

Approved 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.

Approved the 2022-2023 GEAR UP Memorandum of Agreement with CFES Brilliant Pathways.

Accepted the bid in the amount of \$500.00 from Peter Sayward to purchase a surplus 1997 International model 3800 40 adult passenger school bus.
 Approve the removal of 1997 International model 3800 40 adult passenger school bus from the District's inventory (Bus #61 / Tag # 99000124).

Approved the Facilities Use Agreement between Willsboro Central School District & Word of Life for use of soccer fields for a scheduled game.

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
Montana Baker	Permanent Building Substitute	Instruction	October 7, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
Anthony Breault	Maintenance Worker	Support	October 12, 2022	\$29,389 STEP 3 (prorated \$21,250.51)	1yr. Probationary Appointment
Emmalee Hitsman	Substitute Teacher/Teaching Assistant-Non Certified	Instruction	October 12, 2022	\$100 / Daily	Substitute Teacher/Teaching Assistant as needed per diem
Emmalee Hitsman	Substitute Teacher Aide	Support	October 12, 2022	\$14.50 / Hr.	Substitute Teacher Aide as needed per diem
Lauren Jaquish	Teacher Aide	Support	September 23, 2022	N/A	Resignation

Charles Miller	Permanent Building Substitute	Instruction	September 26, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
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
Steven Walsh	Substitute Cleaner	Support	October 12, 2022	\$18.00/ hr.	Substitute Cleaner as needed per diem
Victoria Wilkins (Amendment to Previous Appointment)	Confidential Senior Typist	Support	July 1, 2022	\$39,500	Provisional Appointment Guidance Office - Replacing Cathy Alden

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (4-0-1) to approve the following personnel items (one abstention Phyllis Klein):

Adam Mero	Substitute Teacher/Teaching Assistant-Non Certified	Instruction	October 12, 2022	\$100 / Daily	Substitute Teacher/Teaching Assistant-Non Certified
Adam Mero	Substitute Teacher Aide	Support	October 12, 2022	\$14.50 / hr.	Substitute Teacher Aide as needed per diem

Policies

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

Board Discussion

Mrs. Klein will be attending the NYSSBA Annual Business Meeting. If any board members have any questions or concerns about the resolutions that will be voted on, please let Mrs. Klein know by Monday.

Executive Session

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 6:58pm, to discuss personnel history of a particular person, potential action to be taken.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:25pm.

Return to regular session at 8:26pm

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve charges of misconduct and incompetence:

Authorize the Superintendent to take all steps necessary to implement disciplinary charges if the employee elects to utilize the Section 75 procedures as set forth under Civil Service Law or the collective bargaining grievance procedures in cases of discipline.

Authorize the Superintendent to secure the appointment of a qualified hearing officer for a hearing on possible section 75 charges or arbitrator, and authorize the payment of such hearing officer or arbitrator.

Adjournment

Motion by Heather Sheehan, seconded by EmilyPhillips, voted and carried (5-0) to adjourn the meeting at 8:27pm.

Brandy V. Pierce Nolette, District Clerk