

# 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  
November 15, 2022

Members Present: Phyllis Klein, President (Via WebEx)  
Kasey Young, Vice President (absent with notice)  
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  
Mallory Arnold, Student Council

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

**Pledge of Allegiance**

**Reports from Mallory Arnold**

- Mallory will be attending the meetings to update the board on the student body and the many activities and clubs going on throughout the school.

### **Reports from Principal**

- Updated the board on some student activities happening throughout the school.
  - Red, White & Blue day to raise money for the Honor Flight.
  - 2nd graders took a field trip to the Willsboro Town HALL.
  - Held the annual Halloween parade with Pre K - 12th grade.
  - Key Club raised \$740 with a Penny War, all proceeds will be donated to the Burlington Ronald McDonald House.
- Fall sports have begun and we have several students participating. Bowling is a big hit this year and we are able to have a boys team & a girls team.
- Working on a goal to have all students in at least sport or club.

### **Reports from the Business Manager**

- School Tax Collection is all wrapped up, about 94% collected. Thank you to Sheila for doing a great job!
- Updated the board on the financial reporting.

### **Reports from Superintendent**

- Reminder that Dr. Davey and Ms. Freidmann will be attending the December board meeting.
- Jennifer Leibeck will present the Special Education Annual report at the December board meeting.
- Assemblyman Matt Simpson paid a visit to our school district. He visited several of our classrooms. It was a great experience for all.
- Emery's donated some welding equipment to our shop classroom.
- NYSSBA is reviewing our policies and will contact us on the next part of the project.
- Updated the board on strategic planning and opportunities for our students.
- Working on distributing a newsletter to our community 3 times a year.
- Working on the rebranding of our mascot. I received information from a company willing to work with us on this project (\$3500). Also, checking with the state on the guidelines and process.

### **Acceptance of Minutes**

The minutes from the 10-11--22 regular meeting were accepted with one amendment.

**Business & Finance**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to approve the following financial reports:

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	SEPT 2022 - #3 OCT 2022 - #1 NOV 2022 - #1 SEPT 2022 - PAYROLL OCT 2022 - PAYROLL
Budget Transfer Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
Budget Status Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
Revenue Status Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
Treasurer's Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022
Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022
Treasurer's Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022

Approved the contract with CSEA Employee Benefit Fund for the period of July 1, 2019 - June 30, 2024 in regards to the administration of the CSEA Employee Benefits for Dental & Vision.

**New Business**

Motion by Krissy Leerkes, seconded by Emily Phillips, vote and carried (4-0) to approve the following resolutions:

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved substitute compensation at the following rates for the 2022-2023 school year, effective November 14, 2022:

Substitute Position	Pay
Permanent Building Substitute	\$125.00/day
Teacher/Teaching Assistant, Certified	\$115.00/day
Teacher/Teaching Assistant, Non-Certified	\$115.00/day
Nurse, RN	\$115.00/day
Teacher Aide/Student Monitor	\$17.25/hour
Custodial	\$18.00/hour
Cafeteria	\$15.00/hour
Clerical	\$15.00/hour
Bus Driver	\$20.00/hour

Approved the following rates for athletic services provided for the 2022-2023 school year:

Athletic Service	Rate
Soccer Scoreboard	\$30.00/game
Basketball Shot clock	\$30.00/game
Basketball Scoreboard - Modified	\$30.00/game
Basketball Scoreboard - Varsity	\$35.00/game

Approved the Memorandum of Agreement between Willsboro Central School District and CSEA dated October 17, 2022 regarding recognition of Juneteenth as a paid holiday.

Approved the creation of a Spelling Bee Coordinator stipend in the amount of \$500.

Approved the creation of an LBGTQIA & Allies Club and corresponding advisor stipend in the amount of \$1,521.

Approved an instructional tutoring rate of \$35/hour.

**Personnel**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to approve the following personnel items:

Employee	Position	Program	Effective	Pay	Notes
Dawn Bronson	Volunteer Assistant Coach	Athletics	November 16, 2022	N/A	Bowling
Christine Charbonneau	Club Advisor	Instruction	November 16, 2022	\$1,521	LGBTQIA & Allies Club
Chris Ford	Volunteer Assistant Coach	Athletics	November 16, 2022	N/A	Varsity Girls Basketball
Amber Hopkins	Substitute Cafeteria Worker	Support	November 16, 2022	\$15.00 / Hourly	Substitute Cafeteria Worker as Needed Per Diem
Joseph King	Boys Modified Basketball Coach	Athletics	November 16, 2023	Stipend Per Contract	Boys Modified Basketball Coach
Kim Pfund	Substitute Teacher Aide / Student Monitor	Instruction	November 16, 2022	\$17.25 / Hourly	Temporary PreK Aide
Terry Young	Cleaner / Monitor	Support	November 7, 2022	N/A	Resignation

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (3-0-1) to approve the following personnel item (one abstention Phyllis Klein):

Adam Mero	Permanent Building Substitute	Instruction	October 24, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
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Approved the tenure of Christine Charbonneau, English Teacher, effective January 14, 2023.

**Board Discussion**

Krissy Leerkes - Would like to schedule a day where the board members can come and spend the day at school. Will discuss further at the board retreat.

Emily Phillips - Attending the NYSSBA board panel discussion, to discuss the roles of the members. Will also be presenting an update (January 2023 meeting) on her role on the BOCES board.

**Executive Session**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:41pm, to discuss personnel history of a particular person, potential action to be taken.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:34pm.

Return to regular session at 7:34pm

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to approve an unpaid leave of absence for Kate Needle through January 6, 2023, effective November 14, 2022.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to approve an unpaid leave of absence for Kim Pfund for the remainder of the 2022-2023 school year, effective November 16, 2022.

**Adjournment**

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 7:35pm

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Brandy V. Pierce Nolette, District Clerk