



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
January 17, 2023

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
Mallory Arnold, Student Council

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 5:15pm, to interview an individual for the position of school principal.

Sarah Paquette was invited into the meeting at 5:17pm.

Sarah Paquette left the meeting at 6:12pm.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 6:36pm.

The board meeting was called back to regular session at 6:46pm by Phyllis Klein.

Reports from Mallory Arnold

- The first edition of the school newspaper has been released. The journalism class is working on the second edition and hopes to publish it by March.
- Many seniors have gotten back college admission letters.
- A new psychology class has started in the distance learning room, many seniors are taking the class which is through Hudson Valley Community College.
- Basketball is getting close to the end of the season with only about a month to go.

Reports from Principal

- Congratulations to the journalism class on the first publication of the school newspaper!
- A big thank you to Mrs. Moore for hosting such wonderful holiday concerts for all students and the community!
- Section VII is working on a possible flag football team for girls. I will report more back to the board with more information as it comes available.
- Thank you to all the board members and everyone at WCS for all of your support throughout the years, I will miss WCS.

Reports from the Business Manager

- Presented a review of the 2021-2022 School Year Financial Transparency Report.
- The Business Office is working on year end details, W2's & 1099's.
- There is lots of reporting happening in the business office and on the agenda if you have any questions please let me know.

Reports from Superintendent

- Shout Out to Mike Douglas, thank you for all your hardwork and dedication here at WCS, you will be missed!
- Spoke with NYSSBA in regards to the policy review, there are no updates yet, but the review process can take up to 18 months.
- The Strategic Planning Committee meeting on the rebranding of our school logo was postponed until we get further guidance.
- On February 3rd there will be a ½ day for students and the elementary teachers will be working on professional development. Also on March 17th there will be full day staff development day, with many items planned for this day.
- Next board meeting will be held on February 15, 2023 at 6:00pm.

Acceptance of Minutes

The minutes from the 12-15-22 regular meeting were accepted as presented.

Business & Finance

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

| ITEM | TITLE | FROM | NOTES |
|------|--|----------------------------|---|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | DEC 2022 - #2 DEC 2022 - #3 JAN 2023 - #1 DEC 2022 - PAYROLL |
| b) | Budget Transfer Report - General Fund | Business Manager/Treasurer | DECEMBER 2022 |
| c) | Budget Status Report - General Fund | Business Manager/Treasurer | DECEMBER 2022 |
| d) | Revenue Status Report - General Fund | Business Manager/Treasurer | DECEMBER 2022 |
| e) | Treasurer's Report - General Fund | Business Manager/Treasurer | DECEMBER 2022 |
| f) | Treasurer's Report - Cafe & Federal Funds | Business Manager/Treasurer | OCT 2022 - DEC 2022 |
| g) | Budget Status Report - Cafe & Federal Funds | Business Manager/Treasurer | OCT 2022 - DEC 2022 |
| h) | Revenue Status Report - Cafe & Federal Funds | Business Manager/Treasurer | OCT 2022 - DEC 2022 |

New Business

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

Approved the 23-24 budget development calendar.

Approved the adult lunch rate price of \$5.11 plus tax based on recommendation from the New York State Child Nutrition Program Administration effective January 18, 2023.

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved the agreement between Symquest / Konica Minolta and the Willsboro Central School District effective October 31, 2022.

Approved the use of facilities agreement between Essex County Mental Health and the Willsboro Central School District for school based satellite clinic outpatient mental health services effective January 1, 2023.

Approved the agreement between the Substance Abuse Prevention Team of Essex County, Inc. and the Willsboro Central School District for the period of July 1, 2022 - June 30, 2023.

Approved the 2022-2023 agreement for the Pre-Kindergarten Allocation of the UPK Grant to Non-Public School (Lakeside).

Approved Landmark Flooring Concepts, Inc. (NYS Contract PC69411 & PC69412) as the vendor to complete work related to the 2022-2023 capital outlay project to replace flooring within the district.

Approved FS&S (NYS Contract PT68795SB) as the vendor to complete work related to the capital project to replace the district's fire alarm system.

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 | Building Substitute | Instruction | 1/25/2023 | N/A | Resignation |
| Michael Douglas | Interim Coordinator of Athletics | Instruction | 1/23/2023 | \$500 | Remainder of Winter Season |
| Gigi Mason | Interim Principal | Instruction | 1/23/2023 | \$375/Day | Through 2/17/23 |
| Karen Keech | Confidential Senior Account Clerk | Support | 2/13/2023 | \$42,500 (\$16,346.15 Prorated) | Provisional |
| Karen Keech | Extracurricular Treasurer | Instruction | 2/13/2023 | \$3,554 (\$1,599.30 Prorated) | Remainder of 22-23 School Year |
| Adam Mero | Building Substitute | Instruction | 1/27/2023 | N/A | Resignation |

Amended the previously approved unpaid leave of absence for Kate Needle to reflect a return date of December 19, 2022.

Executive Session

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:18pm, to discuss personnel, with possible action being taken.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:11pm.

The board meeting was called back to regular session at 8:12pm.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to appoint Sarah Paquette principal effective February 27, 2023 to a 3 year probationary appointment.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the employment contract between the district and Sarah Paquette from 2023-2026.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve Sarah Paquette as a lead evaluator for the 2022-2023 school year effective February 27, 2023.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Sarah Paquette as the district DASA coordinator effective February 27, 2023.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:14pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:15pm

Brandy V. Pierce Nolette, District Clerk