



Board of Education
July 12, 2022 at 6:00pm
Re-Organizational Meeting Agenda

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Appointment of District Clerk**
 - a) Appoint Brandy Pierce Nolette as District Clerk for the 2022-23 school year.
- 4. Oath of Office**
 - a) Administered by the District Clerk to new board member, Kasey Young.
 - b) Administered by the District Clerk to the Superintendent of Schools, Justin Gardner.
- 5. Election of Officers:**
 - a) Nomination for the President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected President.
 - b) Nomination for the Vice President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected Vice President.
- 6. Appointment of Officers for the 2022-23 School Year**

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

Item	Employee	Position	Pay
a)	Allison Sucharzewski	School District Treasurer	No Compensation
b)	Sheila Vanags	School Tax Collector	\$6,500
c)	Brandy Pierce Nolette	District Clerk	Contractual
d)	Nancy Ahrent	Internal Claims Auditor	\$30.00 / Hour
e)	Justin Gardner	Purchasing Agent	Contractual

7. Other Appointments for the 2022-23 School Year

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

Item	Name	Title	Pay/Cost
a)	Boulrice & Wood	District Independent Auditor	\$11,000
b)	Stafford, Owens, Piller, Murnane, Kelleher, & Trombley, PLLC	School Attorney	\$215.00/Hour
c)	Harris Beach, PLLC	School Attorney	\$225/Hour
d)	UVMHN Elizabethtown Community Hospital	School Physician	\$4,929.00
e)	UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$325.00 /Daily
f)	Chris Ford	Chief Faculty Advisory of Student Activity Accounts	No Compensation
g)	Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
h)	Brandy Pierce Nolette	Substitute Call-In Coordinator	Contractual
i)	Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
j)	Jennifer Leibeck	Accountability Plan Coordinator	\$3,500
k)	Dominick Ruggeri	Data Protection Officer	No Compensation
l)	Justin Gardner	Records Appeals Officer	No Compensation
m)	Allison Sucharzewski	School Lunch Reviewing Officer	No Compensation
n)	John Sucharzewski	Safety Officer/Asbestos LEA Designee	No Compensation
o)	Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
p)	Michael Douglas Charmaine Flynn	DASA Coordinators	No Compensation
q)	Justin Gardner	Title IX Officer	No Compensation
r)	John Sucharzewski	Pesticide Coordinator	No Compensation
s)	Jennifer Leibeck	504 & ADA Coordinator	No Compensation
t)	Dawn Bronson John Oliver	CPR Instructors	\$25.00/Hour

8. Designations for the 2022-23 School Year

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

- a) Recommend the Champlain National Bank and NYCLASS as the official bank depositories.
- b) Recommend the Plattsburgh Press Republican as the official newspaper.
- c) Recommend regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

9. Authorizations for the 2022-23 School Year

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

- a) Recommend participation in the National School Lunch Program.
- b) Recommend participation in the Cooperative Purchasing Program.
- c) Recommend readoption of all existing board policies.
- d) Recommend establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- e) Recommend the Superintendent of Schools be authorized to certify payrolls.
- f) Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- g) Recommend the Superintendent of Schools be authorized to approve budget transfers up to \$7,500.00.
- h) Recommend the Superintendent of Schools be authorized to approve conferences, workshops and conventions.
- i) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- j) Approve Justin Gardner, Superintendent of Schools, and Mike Douglas, Principal, as lead evaluators for the school district.
- k) Authorize the Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.
- l) Authorize the single signature of the District Treasurer to validate school checks for the school year.
- m) Approve the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- n) Recommend the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

Title	Standard Work Day (Hours/Day)
Tax Collector	6.00
Teacher's Aide	6.50
All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk	7.00
Business Manager	7.00
School Nurse	7.00
Cafeteria: Cook & Food Service Helper	7.50
Cafeteria: Senior Cook & Cook Manager	8.00
All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance	8.00
Superintendent of Buildings, Grounds & Transportation	8.00
Transportation: Bus Driver (1)	6.00
Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus Driver/Teacher's Aide, Auto Mechanic/Maintenance	8.00

10. Other Items for the 2022-23 School Year

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

- a) Recommend the instructional substitute compensation at the following rates:

Substitute Position	Pay
Teacher/Teaching Assistant, Certified	\$115.00/day
Teacher/Teaching Assistant, Non-Certified	\$100.00/day
Permanent Building Substitute	\$125.00/day
Nurse, RN	\$115.00/day
Teacher Aide/Student Monitor	\$14.50/hr
Custodial	\$14.50/hr
Cafeteria	\$14.50/hr

Clerical	\$14.50/hr
Bus Driver	\$20.00/hr

- b) Approve the 2022-2023 meal prices:

Meal	Price
Adult Breakfast	\$2.93
Adult Lunch	\$5.43
Student 2nd Breakfast	\$2.71
Student 2nd Lunch	\$4.62

- c) Recommend the mileage reimbursement to be consistent with the IRS rate.
d) Approve the Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2022-2023 school year.
e) Approve the student handbook and the athletic handbook for 2022-2023.
f) Approve the District safety plan for 2022-2023.
g) Approve the 2023 BOCES Summer School Resolution (resolution is attached)
h) Establish the rate charged to the Town of Willsboro for 2022-2023 for any contracted Youth Commission busing for ski trips or other events at \$27/hour.
i) Approve the Committee on Special Education Annual Appointments for the 2022-2023 school year, prepared by Jennifer Leibeck (appointments attached.)

11. Committee Assignments

- a) Nominate board members for the following committees:
- Negotiations
- Personnel



Board of Education Meeting
July 12, 2022 at 6:30pm
Regular Meeting Agenda

1. Call to Order

2. Executive Session

3. Public Comment

4. Reports

- a) Principal - Mike Douglas
- b) Superintendent of Schools - Justin Gardner

5. Acceptance of Minutes

- a) Accept the amended minutes from the 6-14-22 regular board meeting.

6. Business & Finance

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

Item	Title	From	Notes
a)	Cash Disbursements - Multi Funds	Internal Claims Auditor	JUNE 2022 PAYROLL JUNE 2022 - #2

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 rate of \$25/hour for teacher & teaching assistant work performed on non-school days as approved by administration.
- b) Approve the special education recommendations prepared by Jennifer Leibeck.

- c) Approve a Boys JV & Varsity Football merger with AuSable Valley CSD for the 2022-2023 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- d) Approve a Girls Cross Country merger with AuSable Valley CSD for the 2022-2023 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- e) Approve a Boys & Girls Track & Field merger with AuSable Valley CSD for the 2022-2023 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- f) Approve a Girls Ice Hockey merger with Plattsburgh CSD for the 2022-2023 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- g) Approve the Spectrum Enterprise Service Order & Service Agreement which provides internet services and a servicing agreement for a term of 60 months.

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 pending fingerprint clearance:

Item	Name	Position	Program	Effective	Pay	Notes
a)	Laura Bridge	Elementary Teacher	Instruction	August 31, 2022	STEP 21 \$70,194	3 year Probationary Appointment
b)	Karen Crowningshield	Nurse	Support	Summer 2022	Hourly Rate	Summer - As Needed
c)	Jack Daly	Social Studies Teacher (60%)	Instruction	August 31, 2022	STEP 23 \$73,245 Pro-Rated \$43,947	1 Year Non-Probationary Appointment
d)	Carrie Foley	Confidential Senior Account Clerk	Support	August 1, 2022	\$41,000	1 Year Probationary Appointment (Replacing Lorie Sayward)
e)	Jennifer Leibeck	CSE Chairperson	Instruction	Summer 2022	\$465.97 per day	10 Summer Days
f)	Gail MacDougal	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25 per hr	7 Hours Weekly for 6 Weeks
g)	Kate Needle	Elementary Teacher	Instruction	August 31, 2022	STEP 10 B+27 \$57,620	3 Year Probationary Appointment

h)	Morgan Sovey	HS English Teacher	Instruction	Summer 2022	5 days / \$150 per day	Summer Curriculum Project
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9. Extracurricular Appointments

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Extracurricular Appointments) be and are hereby approved pending fingerprint clearance:

Item	Position	Name	Pay
a)	Senior Co-Advisors	Kyli Miller & Heather Nolette	Stipend Per Contract
b)	Junior Co-Advisors	Shannon Passno & Erin Rasco	Stipend Per Contract
c)	Sophomore Co-Advisors	Heidi Davey & Deanna Mero	Stipend Per Contract
d)	Freshman Co-Advisors	Payton Gough & Brandy Nolette	Stipend Per Contract
e)	National Honor Society Advisor	Christine Charbonneau	Stipend Per Contract
f)	Junior National Honor Society	Heather Walsh	Stipend Per Contract
g)	Model UN	Keith Stone	Stipend Per Contract
h)	Student Council	Keith Stone	Stipend Per Contract
i)	French Club	Marie Blatchley	Stipend Per Contract
j)	RSVP Club	Marie Blatchley	Stipend Per Contract
k)	Key Club	Payton Gough & Brandy Nolette	Stipend Per Contract
l)	Art Club	Reagan Monarch	Stipend Per Contract
m)	Elementary Drama Club	Jennifer Moore & Shannon Passno	Stipend Per Contract
n)	Band Director & Music	Jennifer Moore	Stipend Per Contract
o)	Extracurricular Treasurer	Carrie Foley	Stipend Per Contract
p)	Girls Modified Soccer	Payton Gough	Stipend Per Contract
q)	Girls Varsity Soccer	Justin Drinkwine	Stipend Per Contract
r)	Boys Varsity Soccer	Eric Arnold	Stipend Per Contract
s)	Girls Modified Basketball	Payton Gough	Stipend Per Contract
t)	Girls Varsity Basketball	Shannon Passno	Stipend Per Contract
u)	Boys Varsity Basketball	Eric Arnold	Stipend Per Contract

v)	Bowling	David Lee	Stipend Per Contract
w)	Rifle Team Co-Coaches	Charmaine Flynn & John Oliver	Stipend Per Contract
x)	Girls Modified Softball	Payton Gough	Stipend Per Contract
y)	Girls Varsity Softball	Kyli Miller	Stipend Per Contract

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



Board of Education Meeting
August 9, 2022 at 6:00pm

Regular Meeting Agenda - Revised 8/8/22

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Paper Tutoring
- 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 7-12-22 reorganizational & regular board meetings.

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 the Fiscal Year **2021-22** budget transfer for re-coding of a contractual expense historically coded in Maintenance:

ACCOUNT	DESCRIPTION	(+)	(-)
A1670.400-00	CONTR.-CENTRAL PRINT	\$14,510.62	
A1620.401-00	ELECTRICITY		\$14,510.62

- b) Approve the Fiscal Year **2021-22** budget transfer for the Paper Tutoring contract:

ACCOUNT	DESCRIPTION	(+)	(-)
A2110.405-00	STUDENT FEES	\$8,513.00	
A2110.453-13	COOPERATIVE/AV		\$8,513.00

- c) Approve the Fiscal Year **2021-22** budget transfer for BOCES Service additions for Grant Management Increases, Public Relations Expenses, Workshops, & Various Contractual Increases:

ACCOUNT	DESCRIPTION	(+)	(-)
A2110.490-00	BOCES SERVICES	\$68,172.57	
A2250.490-00	BOCES SERVICES		\$68,172.57

- d) Approve the Fiscal Year **2021-22** budget transfer for BOCES Services for the addition of one (1) Occupational Education Student:

ACCOUNT	DESCRIPTION	(+)	(-)
A2280.490-00	BOCES SERVICES	\$20,142.40	
A2250.490-00	BOCES SERVICES		\$20,142.40

- e) Approve the Fiscal Year **2021-22** budget transfer for the year end transfer to the Cafeteria Fund to cover Retiree Health Insurance Costs:

ACCOUNT	DESCRIPTION	(+)	(-)
A9901.930-00	TRANSF. TO SCH. FOOD	\$94,906.48	
A9950.900-00	TRANSF. TO CAPITAL		\$94,906.48

- f) Approve the Fiscal Year **2021-22** budget transfer for the year end transfer to the Federal Fund to cover the 20% cost for 4408 Summer School:

ACCOUNT	DESCRIPTION	(+)	(-)
A9901.950-00	TRANSF. TO FEDERAL	\$35,508.20	
A9950.900-00	TRANSF. TO CAPITAL		\$5,093.52
A2250.490-00	BOCES SERVICES		\$30,414.68

- g) Approve the Fiscal Year 2022-23 budget transfer for re-coding of a contractual expense historically coded in Maintenance:

ACCOUNT	DESCRIPTION	(+)	(-)
A1670.400-00	CONTR.-CENTRAL PRINT	\$12,200.00	
A1621.400-00	CONTR.-MAINTENANCE		\$12,200.00

h)	Cash Disbursements - Multi Funds	Internal Claims Auditor	JUNE 2022 - #3 JULY 2022 - #1
i)	Treasurer's Report - General Fund	Business Manager/Treasurer	JUNE 2022 JULY 2022
j)	Budget Transfer Report - General Fund	Business Manager/Treasurer	JUNE 2022 JULY 2022
k)	Budget Status Report - General Fund	Business Manager/Treasurer	JULY 2022
l)	Revenue Status Report - General Fund	Business Manager/Treasurer	JULY 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) Authorize the public sale bid of a 1997 International model 3800 40 adult passenger school bus.
- c) Approve the agreement between Willsboro Central School District and Essex County for School Resource Officer services for the 2022-2023 school year.
- d) Approve a Boys Modified Football merger with AuSable Valley CSD for the 2022-2023 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- e) Approve the 2022-2023 District Comprehensive Improvement Plan.

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:

a)	Nick Arnold	Volunteer Assistant Coach	Athletics	August 10, 2022	N/A	Varsity Boys Soccer
b)	Chris Ford	Volunteer Assistant Coach	Athletics	August 10, 2022	N/A	Varsity Girls Soccer

9. Policies

- a) Approve the first reading 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



Board of Education Meeting
August 16, 2022 at 8:30am
Special Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Business & Finance

- a) Adopt the following resolution pertaining to the 2022-23 school tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2022-2023 school year a sum not to exceed \$5,863,165 (this amount includes omitted taxes OF \$3,464.16, and STAR);

THEREFORE, BE IT RESOLVED that the Board of Education fixes the equalized tax rates by towns and confirms the extension of the taxes as they appear on the following described tax rolls:

TOWN	TAXABLE VALUE	EQUALIZED TAX RATE	TOTAL TAX LEVY BY TOWN	TAX RATE PER \$1,000 OF ASSESSED VALUE
Chesterfield	\$247,791	100%	\$2,622.36	\$10.582962
Essex	\$153,931,872	100%	\$1,629,055.16	\$10.582962
Lewis	\$504,914	100%	\$5,343.49	\$10.582962
Westport	\$4,015,907	100%	\$42,500.19	\$10.582962
Willsboro	\$395,318,795	100%	\$4,183,643.80	\$10.582962
SUBTOTAL	\$554,019,279	100%	\$5,863,165.00	\$10.582962

AND BE IT HEREBY DIRECTED THAT at such future date as the detailed breakdown of tax levy between School Tax Bills and STAR reimbursement become available from a county issued tax roll, the tax warrant of this Board will be so modified to split out the taxes from the STAR reimbursement;

AND BE IT HEREBY DIRECTED THAT the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2022 and end November 9, 2022 giving the tax warrant an effective period of 70 days at the expiration of which time the Tax Collector shall make an accounting in writing to the board;

AND BE IT FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

9/1/2022 to 10/2/2022 0%
10/3/2022 to 10/31/2022 2%
11/1/2022 to 11/9/2022 3%

5. New Business

- a) Approve a Boys Varsity Soccer merger with Boquet Valley CSD for the 2022-2023 season.

6. Adjournment



Board of Education Meeting
September 13, 2022 at 6:00pm
Regular Meeting Agenda - Revised 9/12/22

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Reports
 - a) Principal - Mike Douglas
 - b) Buildings, Grounds, and Transportation Updates - John Sucharzewski
 - c) Business Manager - Allison Sucharzewski
 - d) Superintendent of Schools - Justin Gardner
5. Acceptance of Minutes
 - a) Accept the minutes from the 8-9-22 regular board meeting and 8-16-22 special 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 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

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 the District Special Education Plan.
- c) Approve the 2022-2023 Feinerman Agreement for Erik Manning.
- d) Approve the 2022-2023 Feinerman Agreement for Kori McCauliffe.
- e) Approve the creation of a substitute administrator rate in the amount of \$300/day.
- f) Approve the busHive Cloud-Hosted Transportation Subscription Software service agreement.
- g) Approve 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

h) Approve the updated record retention schedule(resolution is attached).

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)	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

9. Policies

- a) Approve the second reading of policy #5152 Admission of Non-Resident Students.

10. Board Discussion

- a) Policy Committee

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



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



Board of Education Meeting
November 15, 2022 at 6:00pm
Regular Meeting Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Reports
 - a) Student Council - Mallory Arnold
 - 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 10-11-22 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:

ITEM	TITLE	FROM	NOTES
a)	Cash Disbursements - Multi Funds	Internal Claims Auditor	SEPT 2022 - #3 OCT 2022 - #1 NOV 2022 - #1 SEPT 2022 - PAYROLL OCT 2022 - PAYROLL
b)	Budget Transfer Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
c)	Budget Status Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
d)	Revenue Status Report - General Fund	Business Manager/Treasurer	OCTOBER 2022
e)	Treasurer's Report - General Fund	Business Manager/Treasurer	OCTOBER 2022

f)	Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022
g)	Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022
h)	Treasurer's Report - Cafe & Federal Funds	Business Manager/Treasurer	JULY - SEPTEMBER 2022

i) Approve the contract with the 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 insurance.

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 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

- c) Approve 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

- d) Approve the Memorandum of Agreement between Willsboro Central School District and CSEA dated October 17, 2022 regarding recognition of Juneteenth as a paid holiday.
- e) Approve the creation of a Spelling Bee Coordinator stipend in the amount of \$500.
- f) Approve the creation of an LBGTQIA & Allies Club and corresponding advisor stipend in the amount of \$1,521.
- g) Approve an instructional tutoring rate of \$35/hour.

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)	Dawn Bronson	Volunteer Assistant Coach	Athletics	November 16, 2022	N/A	Bowling
b)	Christine Charbonneau	Club Advisor	Instruction	November 16, 2022	\$1,521	LGBTQIA & Allies Club
c)	Chris Ford	Volunteer Assistant Coach	Athletics	November 16, 2022	N/A	Varsity Girls Basketball
d)	Joseph King	Boys Modified Basketball Coach	Athletics	November 16, 2023	Stipend Per Contract	Boys Modified Basketball Coach
e)	Adam Mero	Permanent Building Substitute	Instruction	October 24, 2022	\$125 / Daily	Daily Building Substitute for the 2022-2023 School Year
f)	Terry Young	Cleaner / Monitor	Support	November 7, 2022	N/A	Resignation

- g) Approve the tenure of Christine Charbonneau, English Teacher, effective January 14, 2023.

9. Board Discussion

10. 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.

11. Adjournment



Board of Education Meeting
December 15, 2022 at 6:00pm
Regular Meeting Agenda - Revised

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Special Education - Jen Leibeck
- 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 11-15-22 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 budget transfer in the amount of \$43,000 for a change in account coding for Teacher Assistants salaries from general education to special education:

ACCOUNT	DESCRIPTION	(+)	(-)
A2250.152-00	TEACHING ASSISTANTS (SPEC ED)	\$43,000.00	
A2110.150-00	TEACHING ASSISTANTS (GEN ED)		\$40,000.00
A2110.130-00	SALARY 7-12		\$ 3,000.00

- b) Approve a budget transfer in the amount of \$11,000 due to repairs in retaining pond fencing due to storm damage:

ACCOUNT	DESCRIPTION	(+)	(-)
A1621.400-00	CONTRACT. EXP. - MAINT.	\$11,000.00	
A1620.160-00	NONINST. SALARY - OPER.		\$11,000.00

c) Approve a budget transfer in the amount of \$12,150.00 due to a change in account coding for Maintenance Staff salaries from operations to maintenance:

ACCOUNT	DESCRIPTION	(+)	(-)
A1621.160-00	NONINST. SALARY. - MAINT.	\$12,150.00	
A1620.160-00	NONINST. SALARY - OPER.		\$12,150.00

ITEM	TITLE	FROM	NOTES
d)	Cash Disbursements - Multi Funds	Internal Claims Auditor	NOV 2022 - #2 DEC 2022 - #1 NOV 2022 - PAYROLL
e)	Budget Transfer Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022
f)	Budget Status Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022
g)	Revenue Status Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022
h)	Treasurer's Report - General Fund	Business Manager/Treasurer	NOVEMBER 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 the agreement for instructional services between the Willsboro Central School District and UHS of Doylestown LLC, D/B/A Foundations Behavioral Health in Pennsylvania, for the period July 1, 2022 - June 30, 2023. (Full agreement attached)
- c) Approve the agreement for facilities use for mass public health services between the Willsboro Central School District and Essex County, for the period January 1, 2023 - December 31, 2023. (Full agreement attached)

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)	Michael Douglas	Principal	Instruction	January 22, 2023	N/A	Resignation
b)	Bonnie Flora	Cleaner	Support	November 30, 2022	N/A	Retirement
c)	Carrie Foley	Extra Curricular Treasurer	Support	November 28, 2022	N/A	Resignation
d)	Carrie Foley	Senior Account Clerk	Support	December 31, 2022	N/A	Resignation
e)	Charmaine Flynn	HS Math Teacher	Instruction	July 7, 2023	N/A	Retirement
f)	Amber Hopkins	Cleaner	Support	December 24, 2022	Step 8 \$29,550 (\$15,343.27 prorated)	Minimum Wage Adjustment
g)	Jennifer Moore	Elementary Drama Club	Instruction	November 16, 2022	N/A	Resignation
h)	Kim Pfund	PT Food Service Helper	Support	December 24, 2022	Step 9 \$14.28/hour	Minimum Wage Adjustment
i)	Heather Walsh	Spelling Bee Coordinator	Instruction	December 16, 2022	\$500	2022-2023 School Year

9. Board Discussion

10. 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.

11. Adjournment



Board of Education Meeting
January 17, 2023 at 5:15 pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. 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.

4. Public Comment

5. Reports

- a) Student Council - Mallory Arnold
- b) Principal - Mike Douglas
- c) Business Manager - Allison Sucharzewski
- d) Superintendent of Schools - Justin Gardner

6. Acceptance of Minutes

- a) Accept the minutes from the 12-15-22 regular board meeting.

7. 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:

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

8. 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 23-24 budget development calendar.
- b) Approve 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.
- c) Approve the special education recommendations prepared by Jennifer Leibeck.
- d) Approve the agreement between Symquest / Konica Minolta and the Willsboro Central School District effective October 31, 2022.
- e) Approve the use of facilities agreement between Essex County Mental Health and the Willsboro Central School District for school based satellite clinics outpatient mental health services effective January 1, 2023.
- f) Approve 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.
- g) Approve the 2022-2023 agreement for the Pre-Kindergarten Allocation of the UPK Grant to Non-Public School (Lakeside).
- h) Approve 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.
- i) Approve FS&S (NYS Contract PT68795SB) as the vendor to complete work related to the capital project to replace the district's fire alarm system.

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

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

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



Board of Education Meeting
February 15, 2023 at 6:00pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Recognition**
 - a) National Board Certified Teachers
5. **Presentation**
 - a) Class Electives - Ms. Charbonneau & Ms. Blatchley
6. **Reports**
 - a) Business Manager - Allison Sucharzewski
 - b) Superintendent of Schools - Justin Gardner
 - Assessment Data Report
 - Generative AI Demo
 - Budget Update
7. **Acceptance of Minutes**
 - a) Accept the minutes from the 1-17-23 regular board meeting.
8. **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 budget transfer in the amount of \$20,000.00 for a change in account coding for Instructional Substitute Salaries:

Account	Description	(+)	(-)
A2110.140-00	Substitute Salaries	\$20,000.00	
A9010.800-00	State Retirement		\$20,000.00

ITEM	TITLE	FROM	NOTES
b)	Cash Disbursements - Multi Funds	Internal Claims Auditor	JAN 2023 - #2 FEB 2023 - #1 JAN 2023 - PAYROLL
c)	Budget Transfer Report - General Fund	Business Manager/Treasurer	JANUARY 2023
d)	Budget Status Report - General Fund	Business Manager/Treasurer	JANUARY 2023
e)	Revenue Status Report - General Fund	Business Manager/Treasurer	JANUARY 2023
f)	Treasurer's Report - General Fund	Business Manager/Treasurer	JANUARY 2023

- g) Approve a tax refund in accordance with Filing #SC9-2022 payable to Travis Sheehan in the amount of \$306.72.

9. 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 the amendment to the Benefit Plans Administrative Services (BPA) 403(b) Plan (Full resolution is attached).

10. 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)	Kearstiin Smith	Building Substitute	Instruction	2/7/2023	N/A	Resignation
b)	Dawn Bronson	Bowling Coach	Instruction	12/20/2022	\$2,350 (\$1762.50 Prorated)	Remainder of 22-23 Season
c)	David Lee	Bowling Coach	Instruction	1/1/2023	N/A	Resignation
d)	Kelly Blodgett	Maintenance Worker	Support	2/27/2023	\$30,393 STEP 5 \$10,520.65 (prorated)	1 Year Probationary Appointment

- e) Approve the termination of Anthony Breault, probationary Maintenance Worker, effective February 15, 2023.

11. Board Discussion

- a) CVES Updates - Ms. Phillips

12. 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.

13. Adjournment



Board of Education Meeting
March 15, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Presentation

- a) Senior Class Trip
- b) School Budget

5. Reports

- a) Principal - Sarah Paquette
- b) Business Manager - Allison Sucharzewski
- c) Superintendent of Schools - Justin Gardner

6. Acceptance of Minutes

- a) Accept the minutes from the 2-15-23 regular board meeting.

7. 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 budget transfer in the amount of \$60,000.00 for the School Resource Officer:

Account	Description	(+)	(-)
A1622.400-00	CONT. EXP. SECURITY OF PLANT	\$60,000.00	
A9060.800-00	HEALTH INSURANCE		\$60,000.00

ITEM	TITLE	FROM	NOTES
b)	Cash Disbursements - Multi Funds	Internal Claims Auditor	FEB 2023 - #2 MAR 2023 - #1 FEB 2023 - PAYROLL
c)	Budget Transfer Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023

d)	Budget Status Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023
e)	Revenue Status Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023
f)	Treasurer's Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023

8. 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 the 2023-2024 school calendar.
- c) Approve the contract between Allan Wolf and Willsboro Central School District for a student presentation on May 5, 2023.

9. 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)	Michael Douglas	Interim Coordinator of Athletics	Instruction	1/23/2023	\$3,250	Remainder of 2022-2023 School Year

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



Board of Education Meeting
March 28, 2023 at 8:00am
Special Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**

1. **New Business**

a) WHEREAS, the Willsboro Central School District (the "District"), is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), Environmental Conservation Law Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations"); and

WHEREAS, the District is considering the acquisition of one (1) 65-passenger student transport vehicle (the "Vehicle"); and

WHEREAS, the District has reviewed the classifications of actions contained in the Regulations; and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The District hereby determines that the acquisition of the Vehicle constitutes a Type II Action pursuant to Parts 617.5(c)(10) and 617.5(c)(31) of the Regulations and as such is not subject to review under SEQRA.

Section 2. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters at the annual school district election to be held in said District on May 16, 2023.

Section 3. The District Clerk is hereby authorized and directed to include as a part of the notice of the annual district meeting and election notice the proposition in substantially the following form:

NOTICE IS HEREBY FURTHER GIVEN that at said annual election to be held on May 16, 2023, the following proposition will be submitted:

TRANSPORTATION PROPOSITION

Shall the Board of Education of the Willsboro Central School District be authorized to purchase and finance one (1) 65-passenger student transport vehicle, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and expend a total sum not to exceed \$152,871, which is estimated to be the total maximum cost thereof, and said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District, in the principal amount not to exceed \$152,871, shall be issued.

NOTICE IS FURTHER GIVEN that qualified voters of the District may obtain applications for an absentee ballot from the office of the Clerk of the District. Completed applications must be received by the Clerk of the District no later than 4:00 p.m. on May 15, 2023 and must be received no later than 4:00 p.m. on May 9, 2023 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on May 9, 2023 will require the voter to personally appear at the office of the Clerk of the District to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter in the office of the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. during each of the 5 business days prior to the election.

NOTICE IS FURTHER GIVEN that military ballots may be applied for by qualified voters by requesting an application from the District Clerk at 518-063-4456 x201 or bpierce@willsborocsd.org. Completed applications for military ballots must be received by the Clerk no later than 5:00 p.m. on April 20, 2023. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

Section 4. The Clerk of the School District is hereby authorized and directed in the name and on behalf of the District to do all acts and things necessary, following the advice and counsel of the District's Attorney and the District's Bond Counsel, to comply with all applicable laws, regulations and executive orders relating to the Annual Meeting to be held on May 16, 2023, and to do all other acts as may be necessary, or in the opinion of the District's Attorney and the District's Bond Counsel, desirable or proper to effectuate the purposes of the foregoing Resolution and to cause compliance by the District with all applicable laws, regulations and executive orders relating to the notice of, and procedural steps to be taken in connection with such Annual Meeting.

Section 5. This resolution shall take effect immediately.

3. Adjournment



Board of Education Meeting
April 18, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Presentation

- a) CV-TEC - Dr. Davey & Ms. Friedman

5. 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.

6. Reports

- a) Student Council - Mallory Arnold
- b) Principal - Sarah Paquette
- c) Superintendent of Schools - Justin Gardner
- d) District Budget - Justin Gardner & Allison Sucharzewski

7. Acceptance of Minutes

- a) Accept the minutes from the 3-15-23 regular board meeting.

8. 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 budget transfer in the amount of \$10,000.00 for Substitute Salaries:

Account	Description	(+)	(-)
A2110.140-00	SUBSTITUTE SALARIES	\$10,000.00	
A2110.120-00	SALARY K-3		\$10,000.00

ITEM	TITLE	FROM	NOTES
b)	Cash Disbursements - Multi Funds	Internal Claims Auditor	FEB 2023 - #3 MAR 2023 - #2 FEB 2023 - PAYROLL #2
c)	Budget Transfer Report - General Fund	Business Manager/Treasurer	MARCH 2023
d)	Budget Status Report - General Fund	Business Manager/Treasurer	MARCH 2023
e)	Revenue Status Report - General Fund	Business Manager/Treasurer	MARCH 2023
f)	Treasurer's Report - General Fund	Business Manager/Treasurer	MARCH 2023
g)	Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JAN 2023 - MAR 2023
h)	Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	JAN 2023 - MAR 2023
i)	Treasurer's Report - Cafe & Federal Funds	Business Manager/Treasurer	JAN 2023 - MAR 2023

9. 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 the following individuals to provide election services for the budget vote on May 16, 2023, at a rate of \$14.20/hour:
 - Gail Drinkwine
 - Laurie Bauer
 - Michelle Baker
- c) Approve the Willsboro Central School District to undertake a capital improvement project consisting of upgrading and replacing a Telephone and PA system, including, site improvements, original furnishings, fixtures and equipment (the "Project"); and

WHEREAS, the District, as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0 IO1, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA.

NOW THEREFORE, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a “Type II Action” under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): “maintenance or repair involving no substantial changes in an existing structure or facility”; Section 617.5(c)(2): “replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site...” and 617.5(c)(8): “routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area...”

Section 2. This Resolution shall take effect immediately.

- d) Approve the 2023-2024 Willsboro Central School District Spending Plan Budget of \$xx,xxx,xxx reflecting a 2.07% tax increase.
- e) Approve that the Board of Education of the Willsboro Central School District hereby authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department (NYSED) for the 2023-2024 school year.

10. 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)	Alvin Nolette	Volunteer Assistant Coach	Athletics	3/20/23	N/A	Varsity Softball

11. Board Discussion

12. 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.

13. Adjournment



Board of Education Meeting
April 20, 2023 at 8:00am
Special Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. New Business

- a) Resolve that the Board of Education of the Willsboro Central School District vote to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington BOCES for the school year 2023-2024.
- b) Resolve that the Board of Education of the Willsboro Central School District approve the election of board members from the attached 6 (six) candidates, for the Clinton-Essex-Warren-Washington BOCES Board of Education.
- c) Resolve that the Board of Education of the Willsboro Central School District authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department for the 2023-2024 school year.

4. Adjournment



Board of Education Meeting
May 9, 2023 at 6:00pm

Public Hearing & Regular Meeting Agenda

1. Call to Order
2. Pledge of Allegiance
3. Public Comment
4. Public Hearing & Presentation of the 2023-2024 School Budget
5. Reports
 - a) Principal - Sarah Paquette
 - b) Business Manager - Allison Sucharzewski
 - c) Superintendent of Schools - Justin Gardner
6. Acceptance of Minutes
 - a) Accept the minutes from the 4-18-23 regular meeting and 4-20-23 special meeting.
7. 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:

ITEM	TITLE	FROM	NOTES
a)	Cash Disbursements - Multi Funds	Internal Claims Auditor	MAR 2023 - #3 APR 2023 - #1 MAR 2023 - PAYROLL
b)	Budget Transfer Report - General Fund	Business Manager/Treasurer	MARCH 2023
c)	Budget Status Report - General Fund	Business Manager/Treasurer	MARCH 2023
d)	Revenue Status Report - General Fund	Business Manager/Treasurer	MARCH 2023
e)	Treasurer's Report - General Fund	Business Manager/Treasurer	MARCH 2023

8. 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 the contract for services with Anne Kuhl to provide Orientation & Mobility services and/or Teacher of the Visually Impaired services for May 6, 2023 - June 30, 2024.
- c) Approve the LEA & ASEP agreement with Children's Development Group to provide funding for any services allowable under IDEA effective for the period July 1, 2022 - June 30, 2023.
- d) Approve the LEA & ASEP agreement with Hillcrest Educational Centers to provide funding for any services allowable under IDEA effective for the period July 1, 2022 - June 30, 2023.
- e) Approve the LEA & ASEP agreement with Mountain Lake Services to provide funding for any services allowable under IDEA effective for the period July 1, 2022 - June 30, 2023.
- f) Approve the agreement between with Adirondack Community Actions Programs, Inc. Head Start for the period of January 1, 2023 - December 31, 2023 to provide services for preschool children eligible for special education and/or itinerant services.

9. 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:

- a) Approve the tenure of Erin Rasco, Science Teacher, effective September 27, 2023.

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



Board of Education Meeting
June 13, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Principal - Sarah Paquette
- b) Business Manager - Allison Sucharzewski
- c) Superintendent of Schools - Justin Gardner

5. Acceptance of Minutes

- a) Accept the minutes from the 5-9-23 regular 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 budget transfer in the amount of \$8,000.00 for Substitute Salaries:

Account	Description	(+)	(-)
A2110.140-00	SUBSTITUTE SALARIES	\$8,000.00	
A2110.130-00	SALARIES 7-12		\$8,000.00

- b) Approve a budget transfer in the amount of \$8,000.00 for BOCES Services (Teaching Regular School):

Account	Description	(+)	(-)
A2110.490-00	BOCES SERVICES	\$8,000.00	
A2110.130-00	SALARIES 7-12		\$8,000.00

- c) Approve a budget transfer in the amount of \$75,713.65 for BOCES Services (Occupational Education):

Account	Description	(+)	(-)
A2280.490-00	BOCES SERVICES (OCC. EDUC.)	\$75,713.65	
A2250.490-00	BOCES SERVICES (STUDS. W/ DISAB.)		\$75,713.65

ITEM	TITLE	FROM	NOTES
d)	Cash Disbursements - Multi Funds	Internal Claims Auditor	APR 2023 - #2 MAY 2023 - #1 MAY 2023 - #2 JUNE 2023 - #1 APR 2023 - PAYROLL MAY 2023 - PAYROLL
e)	Budget Transfer Report - General Fund	Business Manager/Treasurer	MAY 2023
f)	Budget Status Report - General Fund	Business Manager/Treasurer	MAY 2023
g)	Revenue Status Report - General Fund	Business Manager/Treasurer	MAY 2023
h)	Treasurer's Report - General Fund	Business Manager/Treasurer	MAY 2023

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 CSE Chairperson, Jennifer Leibeck.
- b) Approve the agreement for legal services between the Honeywell Law Firm PLLC and the Willsboro Central School District, effective June 1, 2023.
- c) Approve the closing of the Lisa Cumm Scholarship Fund, Champlain National Bank Account #XX-7681 due to inactivity.
- d) Approve the resolution to commit to changing the Willsboro Central School District Mascot prior to June 30, 2025 ([Full Resolution Attached](#)).
- e) Approve the 2023-2024 Capital Outlay Exception Project Professional Architectural and Engineering Consulting Services Agreement between the Willsboro Central School District and Tetra Tech Architects & Engineers.
- f) Approve the bond resolution in regard to the financing of a school bus purchase as approved by qualified voters on May 16, 2023 ([Full Resolution Attached](#)).

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)	Payton Gough	Teacher Assistant	Instruction	9/05/23	\$26,954	4 Year Probationary Appointment
b)	Andra Hogle	7-12 Social Studies Teacher	Instruction	9/05/23	Step 1 (B+63) \$53,070	4 Year Probationary Appointment
c)	Gail MacDougal	Teacher Assistant	Instruction	6/30/23	N/A	Retirement
d)	Karen Manning	Mathematics Teacher 7-12	Instruction	9/05/23	Step 1 (B+45) \$51,150	1 Year Non-Probationary Appointment
d)	Charles Miller	Permanent Building Substitute	Instruction	6/9/23	N/A	Resignation
e)	Heather Walsh	Summer School Special Education Teacher	Instruction	7/1/23-8/31/23	\$25/hour	Hourly as Needed and Approved by Administration
f)	Victoria Wilkins	Confidential Senior Typist	Support	6/14/23	N/A	1 Year Probationary Appointment

9. Board Discussion

- a) Summer Meeting Dates

10. 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.

11. Adjournment