



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
July 12, 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
Michael Douglas, Principal / Athletic Coordinator
Joe Coakley, Director of Labor Relations
Emy Pombrio, CSEA Labor Relations Specialist
Charlene Lobdell
Terry Young

The regular board meeting was Called to Order at 6:16pm by Phyllis Klein.

Executive Session

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 6:17pm, to discuss a CSEA matter. Joe Coakley, Director of Labor Relations, Emy Pombrio CSEA Labor Relations Specialist, Charlene Lobdell, and Terry Young were invited to stay for the executive session.

Joe Coakley, Director of Labor Relations, Emy Pombrio CSEA Labor Relations Specialist, Charlene Lobdell, and Terry Young, left the meeting at 6:45pm.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 6:56pm.

The regular board meeting was called back to order at 6:57pm by Phyllis Klein.

Reports from the Principal

- Graduation was held in the Auditorium this year. Thank you to everyone for making it a great success and a wonderful evening!
- We will be having a Data Team Meeting on Wednesday to discuss RTI / AIS recommendations and accessing the students.

Reports from Superintendent

- Our cleaning crew is off to a good start. The building is looking great!
- We have teacher assistant / aide positions open and will be working on placement.
- Gave a brief presentation on the Strategic Planning 5 year plan.

Acceptance of Minutes

The minutes from the 6-14-22 regular board meeting were accepted as presented.

Business & Finance

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

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

New Business

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following resolutions:

Approved the rate of \$25/hour for teacher & teaching assistant work performed on non-school days as approved by administration.

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved 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.

Approved a Girls Varsity 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.

Approved a Boys & Girls Varsity 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.

Approved a Girls Varsity 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.

Approved the Spectrum Enterprise Service Order & Service Agreement which provides internet services and a servicing agreement for a term of 60 months.

Personnel

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the following personnel appointments:

Item	Name	Position	Program	Effective	Pay	Notes
a)	Laura Bridge	Elementary Teacher	Instruction	August 31, 2022	STEP 21 \$70,194	3yr. 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	1yr. Non-Probationary Appointment
d)	Carrie Foley	Confidential Senior Account Clerk	Support	August 1, 2022	\$41,000	1yr. 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	3yr. Probationary Appointment
h)	Morgan Sovey	HS English Teacher	Instruction	Summer 2022	5 days / \$150 per day	Summer Curriculum Project

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following extra-curricular appointments (Phyllis Klein abstained from Deanna Mero as Sophomore Co-Advisor):

Item	Position	Name	Pay
a)	Senior Co-Advisors	Kyli Miller & Heather Nolette	Stipend Per Contract
b)	Junior Co-Advisors	Shannon aPassno & 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	Christine Chabonneau	Stipend Per Contract
f)	Junior National Honor Society	Heather Walsh	Stipend Per Contract
g)	Model UN	Keith Stine	Stipend Per Contract
h)	Student Council	Keith Stone	Stipend Per Contract
i)	French Club	Marie Blatchley	Stipend Per Contract
j)	RSVP	Marie Blatchley & Tara Valachovic	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)	Extra-Curricular 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 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

Board Discussion

The board discussed having a School Resource Officer for the upcoming school year. Mr. Gardner will contact Sheriff Reynolds and discuss the options with him and get further information for the board.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:59pm, to discuss personnel history of a particular person, possible action will be taken.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:45pm.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted (5-0) to accept the amendments to the Superintendent of Schools contract.

Adjournment

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 8:47pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Re-Organizational Meeting Minutes
July 12, 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
Michael Douglas, Principal / Athletic Coordinator
Kate Needle, Elementary Teacher

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

Pledge of Allegiance

Recognition

Mr. Gardner introduced the board members to Kate Needle, Elementary Teacher, who will be joining our teaching staff this school year.

Election of Board Officers

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2022-23 school year, administration of oath.

Administration of Oath to Kasey Young, recently elected Board Member for a three-year term to serve through June 30, 2025.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2022-2023 school year.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to nominate Phyllis Klein as President of the Board of Education for the 2022-2023 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice President of the Board of Education for the 2022-2023 school year, administration of oath.

Consent Agenda

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following appointment of officers for the 2022-2023 school year:

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

Motion by Kasey young, seconded by Heather Sheehan, voted and carried (5-0) to approve the following other appointments for the 2022-2023 school year:

Item	Name	Title	Pay/Cost
a)	Boulrice & Wood	District Independent Auditor	\$11,000
b)	Stafford, Owens, Piller, Murnane, Kelleher, Miller, Meyer, & Zedick 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

Designations for the 2022-23 School Year

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following designations for the 2022-2023 school year:

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

Authorizations for the 2022-23 School Year

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the following authorizations for the 2022-2023 school year:

- Participation in the National School Lunch Program.
- Participation in the Cooperative Purchasing Program.
- Readoption of all existing board policies.
- Establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.

- The Superintendent of Schools be authorized to certify payrolls.
- The Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- The Superintendent of Schools be authorized to approve budget transfers up to \$7,500.00.
- The Superintendent of Schools is authorized to approve conferences, workshops and conventions.
- Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- Justin Gardner, Superintendent of Schools, and Mike Douglas, Principal, as lead evaluators for the school district.
- The Business Manager and Extra-Curricular Treasurer to sign student activity checks.
- The single signature of the District Treasurer to validate school checks for the school year.
- The Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, SED or BOCES.
- 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
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Other Items for the 2022-23 School Year

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the instructional substitute compensation at the following rates for the 2022-2023 school year:

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

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to 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

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

- The mileage reimbursement to be consistent with the IRS rate.
- The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2022-2023 school year.
- The student handbook and the athletic handbook for 2022-2023.
- The District safety plan for 2022-2023.

- The 2023 BOCES Summer School Resolution (resolution is attached)
- 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.
- The Committee on Special Education Annual Appointments for the 2022-2023 school year, prepared by Jennifer Leibeck (appointments attached.)

2022-2023 Committee Assignments

Negotiations & Personnel assignments will be up to the availability of the board members.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the re-organizational meeting at 6:15pm.

Brandy V. Pierce Nolette, District Clerk

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
August 9, 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
Vicki Chrea, Paper Tutoring Representative

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

Pledge of Allegiance

Presentation

- Vicki Chrea from paper tutoring gave a brief presentation on her program that our students will be able to utilize in helping the students get extra help and achieve their goals.

Reports from the Business Manager

- Carrie Foley has joined us in the business office and started training(Lorie Sayward's replacement.)
- The business office is working on the end of the year reconciliation.
- The auditors will be here the week of August 22nd - 26th, 2022.

Reports from Superintendent

- The summer cleaning / maintenance has been going great! All of the teachers' rooms have been completed earlier than normal.
- This year the students' yearly information packets will be distributed through Parent Square (parents can request paper copies.)
- August regents are coming up!
- Welcome back to staff on August 31st & September 1st and students on September 6th. Board members may join us on the first day of school to welcome everyone back!
- We have open positions, building subs, aide, monitor, cleaners, and substitutes.
- We are using our Parent Square system to send out several messages (EBT cards reloaded, Affordable Connectivity Program, sports, etc.)
- Next meeting will be held on August 16, 2022 to approve the 2022-2023 tax levy.
- NYSSBA meeting will be held in Malone on August 31, 2022, if you like to attend please contact Brandy.
- We will start looking through our policies and start to update them, in hopes of having an updated and completed board policies packet.
- Mr. Douglas is at an athletics meeting tonight. The boys soccer participation numbers will be discussed.

Acceptance of Minutes

The minutes from the 7-12-22 reorganizational meeting and regular 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 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

Approved 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

Approved 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

Approved 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

Approved 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

Approved 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

Approved 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

ITEM	TITLE	FROM	NOTES
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

New Business

Approved the special education recommendations prepared by Jennifer Leibeck.

Authorized the public sale bid of a 1997 International model 3800 40 adult passenger school bus.

Approved the agreement between Willsboro Central School District and Essex County for School Resource Officer services for the 2022-2023 school year.

Approved 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.

Approved the 2022-2023 District Comprehensive Improvement Plan.

Personnel

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

Item	Employee	Position	Program	Effective	Pay	Notes
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

Policies

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

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:04pm, to discuss personnel history of a particular person, no action will be taken.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:06pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:07pm.

Brandy V. Pierce Nolette, District Clerk

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
August 16, 2022

Members Present: Phyllis Klein, President (Via WebEx)
Kasey Young, Vice President (Via WebEx)
Heather Sheehan (Via WebEx)
Krissy Leerkes (Absent With Notice)
Emily Phillips (Via WebEx)

Others Present: Justin Gardner, Superintendent of Schools (Via WebEx)
Brandy Pierce Nolette, District Clerk (Via WebEx)
Allison Sucharzewski, Business Manager (Via WebEx)
1 Community Member (Via WebEx)

The board meeting was Called to Order at 8:30am by Phyllis Klein.

Pledge of Allegiance

Business & Finance

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0) to adopted 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%

New Business

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to approve a Boys Varsity Soccer merger with Boquet Valley CSD for the 2022-2023 season.

Adjournment

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 8:36am.

Brandy V. Pierce Nolette, District Clerk

Willsboro

CENTRAL SCHOOL DISTRICT

Board of Education

Phyllis Klein, President
Kasey Young, Vice President
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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

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 patent 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

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 Leibek 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 or 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

Brandy V. Pierce Nolette, District Clerk

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
December 15, 2022

Members Present: Phyllis Klein, President (Via WebEx)
Kasey Young, Vice President
Heather Sheehan
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools
Michael Douglas, Principal
Jennifer Leibeck, Chairperson of Special Education
Allison Sucharzewski, Business Manager
One Community Member (Via WebEx)

The board meeting was called to order at 6:00pm by Phyllis Klein.

Pledge of Allegiance

Reports from CV-Tec Students

- Autumn Phinney and Vincent Duso attended the meeting to discuss their experiences as CV-TEC students. Both are Year-1 students, with Autumn participating in Allied Health and Vincent participating in Forestry Conservation
- Vincent explained that part of his curriculum includes Chainsaw Operation, Tree Logging, Maple Syrup Production & Greenhouse. He spends three days a week outside and then two days learning in a traditional classroom. He will

learn CPR, OSHA training and can receive his CDL at the completion of his program.

- Autumn gets the chance to perform clinicals with real people a few times a week and that is much better and different than learning her craft on just manikins. She will work with the elderly and learn at their facilities for example at Plattsburgh Rehab.

Reports from Chairperson of Special Education

- Jennifer Leibeck presented an annual presentation of the status of the Special Education program. The following data was highlighted:
 - 7 students full time Special Education CVES students including postgraduate; 8 Pre-CTE students in Food Service or Automotive programs for ½ day, then spend the other ½ in core programming.
 - On campus, the District is staffed typically by 4 full time teachers, but this year we are staffed by 3 full time staff in the following capacities:
 - Alan Thompson serves students from grades K – 2; Heather Walsh serves students from grades 3-6; Deanna Mero serves students from grades 7-12.
 - Morgan Sovey - HS English and Charmaine Griffiths-Flynn – HS Math also assist in educating some classes as well.
 - Many of the student population are also supported by the following staff:
 - Darcey Hurlburt – Counselor; Kori McCauliffe – Student Support Advocate; Essex County Mental Health Specialists; Sadie Trunk – Psychologist CVES (2 days/week); Katie Gibbons-Campbell – Speech Language Pathologist
- Mrs. Leibeck reports that the state review is still ongoing and would be happy to discuss that further or review any of the data enclosed in her annual report with members of the board at any time.

Reports from Principal

- Michael Douglas began by highlighting how exceptional Jennifer Leibeck is and how fortunate Willsboro is to have someone with her incredible work ethic working for the District and considers it a privilege to work with her.
- Mr. Douglas thanked the Board for their full support while working at WCS. He acknowledged that he feels privileged to have worked with two of the best mentors and Superintendents Mr. Broadwell and Mr. Gardner.

- Mr. Douglas provided some data about Extra-Curricular participation:
 - 76% WCS student population participates in (1) club
 - 88% participation of students in 7th grade
 - WCS has 14 students in (5) or more clubs and 2 students who participate in (8) clubs
 - Overall WCS has students that participate in at least two (2) clubs
- Mr. Douglas also explained the mandate to switch to PC Based State Testing for grades 3-8. More information to come, but the implementation will begin with 3 grade levels and not switch all grades at once.

Reports from the Business Manager

- Allison Sucharzewski reported on the High Yield Investment Accounts that the District opened years ago prior to COVID. The accounts are finally accruing high returns on our investments to the tune of \$5,000-\$7,000 per month. Total interest budgeted for the 2022-23 school year was a conservative \$2,000 and through November, we have already earned approximately \$33,485.
- Mrs. Sucharzewski discussed the Transparency reporting due at the end of December that happens yearly and is designed to analyze the actual expenses of the school district 2021-2022 fiscal year.
- Mrs. Sucharzewski provided the opportunity to inquire about any current financials being presented for this board meeting.

Reports from Superintendent

- Justin Gardner provided an update on Parent Square and the community group available for non-parent community members.
- Mr. Gardner also discussed the potential work coming to work on the rebranding process. He has had initial discussion with Chris Coughlin of NYSED to receive advise regarding what is and what is not allowed regarding mascots and how that in particular applies to the “warriors”.
- CV-TEC was originally scheduled to present tonight but will need to shift to a meeting in April.
- Next meeting, the budget development calendar will be presented to the Board outlining the schedule of presentations and data regarding the 2023-24 budget for the upcoming budget vote in May.

- Michelle Lawrence, BOCES data person has already met with our faculty, and Mr. Gardner will be meeting with her to discuss data from WCS 3-8 testing and regents scoring in comparison to other districts in the area.
- Tomorrow will be a snow day

Acceptance of Minutes

The minutes from the regular meeting of November 15, 2022 were accepted.

Business & Finance

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

Approved 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

Approved 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

Approved 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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	NOV 2022 - #2 DEC 2022 - #1 NOV 2022 - PAYROLL
Budget Transfer Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022
Budget Status Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022
Revenue Status Report - General Fund	Business Manager/Treasurer	NOVEMBER 2022

New Business

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0) to approve the following resolutions:

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved 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.

Approved 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.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Michael Douglas	Principal	Instruction	January 22, 2023	N/A	Resignation
Bonnie Flora	Cleaner	Support	November 30, 2022	N/A	Retirement
Carrie Foley	Extra-Curricular Treasurer	Support	November 28, 2022	N/A	Resignation
Carrie Foley	Senior Account Clerk	Support	December 31, 2022	N/A	Resignation
Charmaine Flynn	HS Math Teacher	Instruction	July 7, 2023	N/A	Retirement
Amber Hopkins	Cleaner	Support	December 24, 2022	Step 8 \$29,550 (\$15,343.27 prorated)	Minimum Wage Adjustment
Jennifer Moore	Elementary Drama Club	Instruction	November 16, 2022	N/A	Resignation

Kim Pfund	PT Food Service Helper	Support	December 24, 2022	Step 9 \$14.28/hour	Minimum Wage Adjustment
Heather Walsh	Spelling Bee Coordinator	Instruction	December 16, 2022	\$500	2022-2023 School Year

Board Discussion

Emily Phillips would like to find a way to recognize retirements at the District either at graduation or at the end of the year. Kasey Young added that guidelines would need to be created for equal treatment.

Justin Gardner also wanted to discuss possible dates for meetings in April suggesting April 18, 2022 or April 20, 2022 when the CVES budget vote would occur or possibly both. He will confirm later. Additionally, he wanted to get a sense of when School Visit Day could be accomplished this year, and will throw out a few possibilities to everyone via email.

Executive Session

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (4-0) to enter into executive session at 6:59 pm, to discuss the personnel history of a particular person, with potential action to be taken after the end of Executive Session.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 8:12pm.

Personnel

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (4-0) to approve a side letter of agreement between Willsboro Central School District and Allison Sucharzewski.

Adjournment

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 8:13pm.

Allison Sucharzewski, District Clerk Pro Tem

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
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



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
February 15, 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
Marie Blatchley - French Teacher
Christine Charbonneau, English Teacher
Tara Valachovic, 5th Grade Teacher

The board meeting was called to order at 6:02pm by Phyllis Klein.

Pledge of Allegiance

Recognition

- Mr. Gardner and the board members recognized and congratulated Tara Valacovic, Marie Blatchley, and Christine Chabonneau on their National Board Certification. Each teacher spoke about the hard work and dedication it takes to achieve the certification.

Presentation

- Marie Blatchley & Christine Charbonneau gave brief overviews on their skills classes that they have done with students the first half of the school year. Marie is working with her students on organizational skills studying, organization, priorities / goals, journals, and email etiquette. Christine held a sophomore seminar class the 1st half of the school year and taught soft skills communication, networking and mental health. They both agree that our students benefited greatly from these classes.

Reports from the Business Manager

- Our new account clerk Karen Keech started on February 13th, 2023 in the Business Office.
- Updated the board on the EPC presentation by Siemens that her and John received in regards to the yearly report and savings of the heating, lighting and windows. The reports show that the upgrades made have been very beneficial in savings for the district.
- Waiting on co-op pricing for the fuel / diesel for the upcoming year, will update the board with more information at the next meeting.

Reports from Superintendent

- Gave a brief powerpoint presentation on the budget. Will provide more information at the next meeting.
- Reviewed the BOCES Administrative budget with the board members. The vote will be held on April 20, 2023.
- Provided a presentation on the free app CHAT GPT which is trained to follow an instruction in a prompt and provide a detailed response. The biggest concern is that the students may use this program for their school work.
- Thank you to Gigi Mason for doing a fantastic job in her short int term position as principal!
- Regents in Algebra, Global and English were held January 24th - 27th.
- There is an Art Show at the Paine Memorial Library, it is awesome to see our students work on display and how talented they all are.
- All County Music Festival was held on February 9th. Many local students in the surrounding districts attended and presented an amazing evening of music!
- Our Youth Commission presented Futures Night on February 10th. Many of our youth participated in a basketball game or different games during the halftimes og our Girls Modified & Varsity basketball games.
- 100th day will be on February 13th, 2023.
- This school year is the 50th Anniversary of WCS. Allison & I will be working on some events in the spring to celebrate!

Acceptance of Minutes

The minutes from the 1-17-23 regular meeting were accepted as presented.

Business & Finance

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

Approved 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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	JAN 2023 - #2 FEB 2023 - #1 JAN 2023 - PAYROLL
Budget Transfer Report - General Fund	Business Manager/Treasurer	JANUARY 2023
Budget Status Report - General Fund	Business Manager/Treasurer	JANUARY 2023
Revenue Status Report - General Fund	Business Manager/Treasurer	JANUARY 2023
Treasurer’s Report - General Fund	Business Manager/Treasurer	JANUARY 2023

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (4-0-1) to approve a tax refund in accordance with Filing #SC9-2022 payable to Travis Sheehan in the amount of \$306.72 (one abstention Heather Sheehan.)

New Business

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the amendment to the Benefit Plans Administrative Services (BPA) 403(b) Plan (Full resolution is attached).

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Joe King	Modified Baseball Coach	Instruction	2/16/2023	\$2,350	Stipend Per Contract
Kearstiin Smith	Building Substitute	Instruction	2/7/2023	N/A	Resignation
Dawn Bronson	Bowling Coach	Instruction	12/20/2022	\$2,350 (\$1762.50 Prorated)	Remainder of 22-23 Season
David Lee	Bowling Coach	Instruction	1/1/2023	N/A	Resignation
Kelly Blodgett	Maintenance Worker	Support	2/27/2023	\$30,393 STEP 5 \$10,520.65 (prorated)	1 Year Probationary Appointment

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the termination of Anthony Breault, probationary Maintenance Worker, effective February 15, 2023.

Board Discussion

Emily updated the board members on her meetings, duties, responsibilities and opportunities as a member on the CVES Board of Education.

Executive Session

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:53pm, to discuss personnel.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:57pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:58pm

Brandy V. Pierce Nolette, District Clerk

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
March 15, 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
Allison Sucharzewski, Business Manager
Sarah Paquette, Principal

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

Appoint District Clerk Pro-Tem

Motion by Krissy Leerkes, seconded by Heather Sheehan to appoint Allison Sucharzewski as District Clerk Pro-Tem for the Regular Meeting of March 15, 2023, was voted, and carried (5-0).

Pledge of Allegiance

Public Comment

There was no public comment at this time. There was no public present in person or on the zoom meeting/call.

Presentation from the Senior Class

Kyli Miller, Senior Class Advisor, and two Seniors, Cleo Lobdell & Lexi Nolette came to the meeting to present options to the Board for consideration for the Senior trip. They presented the board with two itineraries that were suggestions from a travel agent for a trip to either Myrtle Beach, SC or to Panama City FL. They explained that they are still working through the different options and costs of each, as well as working through details for specific excursions. The board agreed to review what they have presented and get back to them with some guidance shortly so that they can make timely arrangements.

Presentation of 2023-2024 Budget

Mr. Gardner presented the board with an overview of some of developing budget information that the district has to date. Within the executive budget, the foundation aid the district will receive has increased by 3%. Additionally, the Residential cost shift related to Residential Special Aid Placements continues. That shift, eliminated a state payment of approximately 18% which offsets the costs of maintenance. And additionally, the removal of the retirement earnings cap is anticipated to continue into the next budget year. In regards to the BOCES admin budget, the district will see an increase of 8.90% which equates to about \$11,509. For 2023-24 the tax levy cap has calculated to be 2.07% which equates to a total increase of \$121,378 that the district is able to levy in comparison to last year. For 2023-24 the district will continue to include a capital outlay project in the budget. For next year, the district anticipates that a replacement phone system will be planned for outlay. Mr. Gardiner also reviewed the previous spending plan for 2022-23 which was budgeted at \$10,479,884. Mr. Gardner also reviewed a bit of fund balance history, explaining that 2021-2022 the district trended down to 9.55% from a previously elevated fund balance of 11.27%. Mr. Gardner lastly reminded the Board that the district anticipates the final NYS budget around April 1st. The district will present a detailed spending plan to the board on April 18th. The budget hearing will be scheduled for May 9th, and then the budget vote for the community will occur on May 16th.

Reports from Principal

Principal Sarah Paquette spoke next about her experience at WSC thus far. She reported on her first 12 days working here. She has visited classrooms, visited with students, and attended her first LGBTQIA meeting at WCS and is spending some time with Erica Klein from the paper discussing the students school climate survey. She is looking forward to working with the student body and attempting to make sure that there is a welcoming & affirming environment available for all. She reported that Ben from the Prevention Team who we have a partnership with, visited WCS and worked with students in 6th, 8th & 10th graders on social media. She would like him

to come back and target a wider audience next time and even look at working with parents as well.

Reports from the Business Manager

Business Manager Allison Sucharzewski presented on the cash flow for our state aid we have received thus far. She commented that we seem to be on track for our typical receivables. We just received a sizable excess cost aid payment and should receive a large spring general aid payment. The coming months will be spent reconciling the extra grants we have received in conjunction with federal stimulus monies. Every year the business office completes a Sales & Use Tax Return for the taxable meals sold at the Cafeteria. I've just helped Karen prepare hers for the Sales & Use Tax Return on behalf of the Extra-Curricular funds. Karen is doing well acclimating to the business office duties and the cafeteria. We will be taking a training together on Extra-Curricular fund management. And lastly budget development is underway. Tomorrow Mr. Gardner, Ms. Paquette, Mrs. Leibeck and I will be meeting to discuss the budgeting surrounding staffing.

Reports from Superintendent

Superintendent, Justin Gardner updated the Board regarding the upcoming staffing postings that will be going out shortly. They include a psychologist, an elementary teacher, two special education teachers, a both a math and social studies high school position. He hopes that an earlier posting will lead to appointment at the Board's May meeting. He also spoke about the upcoming SYNY Plattsburgh career fair that district representatives will be attending, and hopes that potentially we will receive some interested candidates from that for our open positions.

Mr. Gardner praised the Maintenance Department for their excellent efforts in cleaning up all of the snow from the recent storm. After this last storm, the district has one snow day remaining.

He also provided some information on the ever evolving discussion of the potential requirement to change the current Mascot. Dr. Davey had put together an advisory group regarding the regulations and how District's should handle their transition. Mr. Gardner is in contact with that advisory group and will update the board accordingly. If we do find that the district needs to make a change, the beginning steps only require a resolution that we are proceeding with the change, but will allow us some time to work on what that change ends up being.

We had students participate in Model UN, which was a valuable experience for our students. We had students participate in state championships for bowling and rifle. For rifle, we had a couple of students place in individual titles for the rifle competition.

He provided an update on Pre-K admissions, noting that the deadline is April 6th. We will be capped at 18 enrollments into Pre-K, and currently we have 18 applications. He also reminded the Board of the upcoming Board Docs training scheduled.

Acceptance of Minutes

The minutes from the regular meeting on February 15, 2023, were accepted as proposed.

Business & Finance

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

Approved 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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	FEB 2023 - #2 MAR 2023 - #1 FEB 2023 - PAYROLL
Budget Transfer Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023
Budget Status Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023
Revenue Status Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023
Treasurer’s Report - General Fund	Business Manager/Treasurer	FEBRUARY 2023

New Business

Motion by Emily Phillips, seconded by Heather Sheehan, voted, and carried (5-0) to approve the following resolutions:

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved the 2023-2024 school calendar.

Approved the contract between Allan Wolf and Willsboro Central School District for a student presentation on May 5, 2023.

Approved the contract between Peru Central School District and Willsboro Central School District for health and welfare services (students attending Seton) for the 2022-2023 school year.

Personnel

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) approving the following personnel item:

Employee	Position	Program	Effective	Pay	Notes
Michael Douglas	Interim Coordinator of Athletics	Instruction	1/23/23	\$3,250	Remainder of 2022-2023 School Year

Board Discussion

There was no board discussion at this time.

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted, and carried (5-0) to enter executive session at 6:49 pm, to discuss 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.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:01pm.

Senior Trip

Motion by Krissy Leerkes, seconded by Heather Sheehan to approve a senior class trip to either Myrtle Beach, SC or Panama City FL as presented pending a final itinerary, voted, and carried (5-0).

Adjournment

Motion by Emily Phillips, seconded by Krissy Leerkes, voted, and carried (5-0) to adjourn the meeting at 8:02 pm.

Allison Sucharzewski, District Clerk Pro-Tem



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Special Meeting Minutes
March 28, 2023

Members Present: Phyllis Klein, President (Via WebEx)
Kasey Young, Vice President
Heather Sheehan (absent with notice)
Krissy Leerkes
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk

The board meeting was Called to Order at 8:00am by Phyllis Klein.

Pledge of Allegiance

New Business

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

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.

Adjournment

Motion by Emily Phillips, seconded by Krissy Leerkes, voted, and carried (4-0) to adjourn the meeting at 8:02am.

Brandy Pierce Nolette, District Clerk

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
April 18, 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
Sarah Paquette, Principal
Dr. Mark Davey, District Superintendent
Michelle Friedman, CVES Director of Career Technical Education
Mallory Arnold, Student Council
Gabby Marble, CVES Allied Health Student
Finn Walker, CVES Construction Trades Student
Kaleb Holzer, CVES Security & Law Student

The board meeting was called to order at 6:02pm by Phyllis Klein.

Pledge of Allegiance

Presentation

Dr. Davey & Ms. Friedman from CV-TEC gave a brief presentation on the wonderful things happening there and also brought along some of our WCS students who spoke about each of their programs that they are involved in at CV-TEC.

Board Meeting Minutes 4-18-23

Reports from Mallory Arnold

- Mr. Gardner and the board congratulated Mallory on her acceptance into Yale!!
- Many of the senior class students are making their final college decisions. Very exciting times!
- Spring sports have started up, Modified Softball, Varsity Softball Modified Baseball & Golf. Good Luck to all!
- The seniors are finalizing plans for their class trip to Florida.
- Reserve your Yearbooks by April 28th!
- The second edition of the school newspaper has been released.

Executive Session

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 6:47pm, Allison Sucharzewski was invited into the meeting.

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

Reports from the Principal

- STEM Day was held for students PreK - 6th. Lots of fun hands-on activities for all.
- In the near future Sarah will be starting "Shout Outs" for students and staff. Anyone can nominate a student or staff member through a google form that will be shared on parent square.
- Presentation by "Sweethearts & Heroes" which is a social and emotional wellness team that builds empowerment to all. It was an amazing presentation that was loved by all students & staff.
- NYS Exams will be starting up on april 19th.

Reports from the Business Manager

- Brief update on the monthly financial reports.

Reports from Superintendent

- BOCES Budget Vote and Board Member Vote will be held on April 20th, 2023.
- Gave an update on the changing of our mascot, and will pass more information along as he receives it.
- Brief presentation of the 2023-2024 school budget.
- Public Hearing on May 9th, 2023.
- Budget Vote on May 16th,2023 from 12 - 8pm.

Acceptance of Minutes

The minutes from the 3-15-23 regular meeting and the 3-28-23 special 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:

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

New Business

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

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved 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

Approved the 2023-2024 Willsboro Central School District Spending Plan Budget of \$10,901,493 reflecting a 2.07% tax increase.

(Tabled) 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.

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

Approved 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.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Alvin Nolette	Volunteer Assistant Coach	Athletics	3/20/2023	N/A	Varsity Girls Softball

Board Discussion

Emily updated the board members on her meetings, duties, responsibilities and opportunities as a member on the CVES Board of Education.

Executive Session

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 8:31pm, to discuss personnel.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 9:06pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 9:07pm

Brandy V. Pierce Nolette, District Clerk

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

Special Meeting Minutes
April 20, 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

The board meeting was called to order at 8:01am by Phyllis Klein.

Pledge of Allegiance

New Business

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington BOCES for the school year 2023-2024.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the election of board members from the attached 6 (six) candidates, for the Clinton-Essex-Warren-Washington BOCES Board of Education.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to 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.

Adjournment

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:05am

Brandy V. Pierce Nolette, District Clerk

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
May 9, 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
Sarah Paquette, Principal
6 Community Members

The board meeting was called to order at 6:02pm by Phyllis Klein.

Pledge of Allegiance

Public Hearing & Presentation of the 2023-2024 School Budget by Mr. Justin Gardner

Public Comment

- Community members had questions and concerns about the upcoming budget and Mr. Gardner responded to those questions.

Reports from the Principal

- Presentation by Author / Poet Alan Wolf who presented to our students. It was an amazing presentation, thank you to Ms. Charbonneau for all of her hard work organizing.
- State Math exams are wrapping up. 8th Grade Science tests will be held at the end of May.
- Presented the board members with a list of important dates for the end of the school year.

Reports from the Business Manager

- Recently attended the Adirondack Chapter of Business Officials retreat. It was a great retreat with amazing presenters and information.
- Working on a new grant for rural schools that will help in the area of the Cafe`.
- Brief update on the monthly financial reports.

Reports from Superintendent

- Thank you Allison for all of your hard work and many hours spent working on the budget.
- Updated the board on the mascot changes. Per NY State ED the board has to take action by the end of June 2023 to change the logo. Mr. Gardner is looking to have a decision on the new mascot by late fall.
- 2023-2024 Budget Vote will be held on May 16th,2023 from 12 - 8pm.

Acceptance of Minutes

The minutes from the 4-18-23 regular meeting and the 4-20-23 special meeting were accepted as presented.

Business & Finance

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

Approved a budget transfer in the amount of \$10,000.00 for Bus Driver Salaries:

Account	Description	(+)	(-)
A5510.161-00	BUS DRIVER SALARIES	\$10,000.00	
A9060.800-00	HEALTH INSURANCE		\$10,000.00

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	APR 2023 - #3 APR 2023 - #1 MAR 2023 - PAYROLL
Budget Transfer Report - General Fund	Business Manager/Treasurer	APRIL 2023
Budget Status Report - General Fund	Business Manager/Treasurer	APRIL 2023

Revenue Status Report - General Fund	Business Manager/Treasurer	APRIL 2023
Treasurer's Report - General Fund	Business Manager/Treasurer	APRIL 2023

New Business

Motion by Heather Sheehan, seconded by Emily Phillips, voted, and carried (5-0) to approve the following resolutions:

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved 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.

Approved 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.

Approved 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.

Approved 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.

Approved the agreement between WCS 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.

Approved the internal transfer from the ERS Sub fund to the TRS Sub fund within the Retirement Contribution Reserve held at NYCLASS in the amount of \$47,000.00.

Approved the resolution to disband the Essex County School Boards’ Association and to use remaining association funds to support the district’s participation in the Rural Schools Association for the 2023-2024 school year (Full Resolution Attached).

Personnel

Motion by Krissy Leerkesg, seconded by Emily Philips , voted and carried (5-0) to approve the following personnel items:

Approved the tenure of Erin Rasco, Science Teacher, effective September 27, 2023.

Employee	Position	Program	Effective	Pay	Notes
Sadie Trunck	School Psychologist	Instruction	9/05/23	Step 9 (B+63) \$61,240	4 Year Probationary Appointment

Board Discussion

Emily updated the board members on her meetings, duties, responsibilities and opportunities as a member on the CVES Board of Education.

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:30pm, to discuss employment history of a particular person. Allison Sucharzewski was invited to the meeting.

Allison Sucharzewski left the meeting at 7:48pm.

Motion by Krissy Leerkes, seconded by Emily Phillips, 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

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
June 13, 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
Sarah Paquette, Principal
Mallory Arnold, Student Council Representative
25 Community Members

The board meeting was called to order at 6:02pm by Vice President, Kasey Young.

Pledge of Allegiance

Welcome to our new staff members starting in the 2023-2024 school year:

- Andra Hogle, HS Social Studies
- Sadie Trunck, School Psychologist
- Karen Manning, HS Math

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 6:06pm, to discuss employment history of a particular person.

Board Meeting Minutes 6-13-23

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 6:24pm.

Public Comment

- Mr. Gardner read an email sent by parent Rob Bruno.
- Parents of the senior class and community members had questions and concerns about the location of the upcoming graduation and it being held in the auditorium. Mr. Rob Bruno spoke on behalf of the senior parents and the seating capacity in the Auditorium.

Reports from Mallory Arnold

- Thank you for the opportunity to speak at the board meetings and share student perspectives over the past few years!
- Several student updates:
 - LGBTQ walk was held on May 9th, 2023.
 - Therapy Goats visited the school for all to enjoy.
 - 2023-2024 Yearbooks have been delivered.
 - Last day of school for 6th - 12 is on June 13th, 2023.
- On behalf of the senior class, and spoke about the student perspective of the location of graduation, and how they would like it in the gymnasium.

Reports from the Principal

- June is going by fast, our students have been attending some great field trips to end the school year:
 - 5th grade Empire State Plaza in Albany, NY.
 - 9th - 12th Asguard Farms
 - Pre & Kindergarten Ausable Point Day Use Area
 - 1st, 2nd, & 3rd ECHO
- We held a couple of ceremonies this week:
 - Athletic Awards on June 6, 2023
 - Academic Awards June 8, 2023
- Upcoming dates:
 - Essex County Senior Academic Achievement Awards June 15th
 - CvTech Graduation June 20th
 - WCS Graduation June 23rd

Reports from the Business Manager

- The Business Office is working hard to close out the fiscal year.
- Working with Tammy Bell from NYSIR on the insurance renewal and some new products.
- The fuel bids have been received and we will be making a decision as there is a quick turn around.

Reports from Superintendent

- Thank you to Brandy Pierce Nolette for all the help and preparation for the budget vote set up and organization.
- CV-TEC graduation will be held on June 20th. The Special Education graduation was held last week and it was a wonderful ceremony.
- The Board Doc service is preparing our 1st section of the policies for our review. They have been working on it since last fall.
- The soccer numbers for next fall are low, with that being said there will be no varsity boys soccer team, but we are looking at the possibilities for merging with Boquet Valley.

Acceptance of Minutes

The minutes from the 5-9-23 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:

Approved 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

Approved 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

Approved 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

TITLE	FROM	NOTES
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

Budget Transfer Report - General Fund	Business Manager/Treasurer	MAY 2023
Budget Status Report - General Fund	Business Manager/Treasurer	MAY 2023
Revenue Status Report - General Fund	Business Manager/Treasurer	MAY 2023
Treasurer's Report - General Fund	Business Manager/Treasurer	MAY 2023

New Business

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

Approved the special education recommendations prepared by CSE Chairperson, Jennifer Leibek.

Approved the agreement for legal services between the Honeywell Law Firm PLLC and the Willsboro Central School District, effective June 1, 2023.

Approved the closing of the Lisa Cumm Scholarship Fund, Champlain National Bank Account #XX-7681 due to inactivity.

Approved the resolution to commit to changing the Willsboro Central School District Mascot prior to June 30, 2025 ([Full Resolution Attached](#)).

Approved 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.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to 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](#)).

Personnel

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

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

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Kimberly Pfund from the position of substitute teacher/aide/student monitor effective 6/13/23 and part-time food service helper effective 6/13/23

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to amend the appointments of Laura Bridge and Alan Thompson to reflect a one-year non-probationary period effective August 31, 2022 - June 30, 2023.

Board Discussion

Discussed the summer board dates and they will be as follows:

- July 6th, 2023 Re-organizational & Regular Meeting
- August 17th, 2023 Regular Meeting

Thank you to Mallory Arnold for joining the board meetings and bringing all the student news.

Art Exhibit at the Paine Memorial Library until June 18th, there some fantastic pieces of art that our students have displayed.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:54pm, to discuss employment history of a particular person. Allison Sucharzewski was invited to the meeting.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:40pm.

Back into regular session at 8:41pm.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:42pm

Brandy V. Pierce Nolette, District Clerk