

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 17, 2023

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, Business Manager
Sarah Paquette, Principal

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

Reports from the Business Manager

- The audit with the Comptroller went very well. He was good to work with and the process went smoothly. Our regular summer audit will begin on Friday, August 25th.
- Look back at the last 5 years of the tax warrant.
- Getting ready for all the staff & faculty to return for the upcoming year.

Reports from the Principal

- Excited for the upcoming school year to begin. The building is ready, thank you to all the maintenance staff for all of their hard work.
- Working on a positivity project with CFES Gear Up program.

Reports from the Superintendent of Schools

- A huge thank you to Allison for all of her hard work and time!

- Thank you to the maintenance staff for their hard work and the building looks amazing!
- The Capital Project this summer was the fire installation, which should be all set for the beginning of the school year.
- The agenda is being prepared for the start of the school year on September 5th & 6th with staff and we welcome the students on September 7th.
- The network security has been updated for more protection (2 step sign in process.)
- Meeting with the policy committee next week.
- Parent Square has been updated with a new virtual phone feature, to help aid in the parent teacher contact.
- We have no students set for distance learning, but we are working on some independent courses.
- The mascot selection process will start in the next few weeks, information will be sent out to all staff, faculty, students and community members for input on the process. We are in hopes of having the selection process done by the end of the school year June 2024.

Acceptance of Minutes

The minutes from the 7-6-23 reorganization and regular meetings were accepted as presented.

Business & Finance

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

Approved a June 2023 budget transfer in the amount of \$9,498.72 for Business Administration Salaries:

| Account | Description | (+) | (-) |
|--------------|-----------------------|------------|------------|
| A1310.160-00 | NON INSTRUCTIONAL SAL | \$9,498.72 | |
| A9060.800-00 | HEALTH INSURANCE | | \$9,498.72 |

Approved a June 2023 budget transfer in the amount of \$8,000.88 for BOCES Services - Computer Instruction:

| Account | Description | (+) | (-) |
|--------------|-------------------------|------------|------------|
| A2630.490-00 | BOCES - COMPUTER INSTR. | \$8,008.88 | |
| A9060.800-00 | HEALTH INSURANCE | | \$8,008.88 |

Approved a June 2023 budget transfer in the amount of \$10,904.10 for Bus Driver Salaries:

| Account | Description | (+) | (-) |
|--------------|---------------------|-------------|-------------|
| A5510.161-00 | BUS DRIVER SALARIES | \$10,904.10 | |
| A9060.800-00 | HEALTH INSURANCE | | \$10,904.10 |

Approved a June 2023 budget transfer in the amount of \$31,636.00 for District Transportation Salaries (due to re-coding):

| Account | Description | (+) | (-) |
|--------------|-------------------------------|-------------|-------------|
| A5510.160-01 | NON INSTRUCTIONAL SAL (SUPV.) | \$31,636.00 | |
| A5510.160-00 | NON INSTRUCTIONAL SAL | | \$31,636.00 |

Approved a July 2023 budget transfer in the amount of \$10,950.00 for a contractual retirement bonus:

| Account | Description | (+) | (-) |
|--------------|------------------|-------------|-------------|
| A2110.132-00 | RETIREMENT BONUS | \$10,950.00 | |
| A9060.800-00 | HEALTH INSURANCE | | \$10,950.00 |

| TITLE | FROM | NOTES |
|---------------------------------------|----------------------------|---|
| Cash Disbursements - Multi Funds | Internal Claims Auditor | JUNE 2023 - #3 JUNE 2023 - #4 JULY 2023 - #1 AUG 2023 - #1 JUNE 2023 - PAYROLL JULY 2023 - PAYROLL |
| Budget Transfer Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| Budget Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| Revenue Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| Treasurer's Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| Scholarship Annual Report | Confidential Sr. Typist | 2022 - 2023 |
| Extra-Curricular Annual Report | Extra-Curricular Treasurer | 2022 - 2023 |

Adopted the following resolution pertaining to the 2023-24 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 2023-24 school year a sum not to exceed \$5,984,542 (this amount includes omitted taxes of \$6,939.25 and STAR);

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

| TOWN | ASSESSED VALUATION | EQUALIZATION RATE | TRUE VALUE | TOTAL TAX COLLECTED | OMITTED TAXES | TAX LEVY | TAX RATE PER \$1,000 |
|--------------|--------------------|-------------------|----------------|---------------------|---------------|-----------------|----------------------|
| CHESTERFIELD | \$ 289,997 | 92% | \$ 314,906 | \$ 3,007.79 | | \$ 3,007.79 | \$10.371797 |
| ESSEX | \$ 167,889,757 | 100% | \$ 167,889,757 | \$ 1,606,396.03 | \$ 2,815.88 | \$ 1,603,580.15 | \$ 9.551388 |
| LEWIS | \$ 544,872 | 100% | \$ 544,872 | \$ 5,204.28 | | \$ 5,204.28 | \$ 9.551388 |
| WESTPORT | \$ 4,988,839 | 100% | \$ 4,988,839 | \$ 47,650.34 | | \$ 47,650.34 | \$ 9.551388 |
| WILLSBORO | \$ 452,097,600 | 100% | \$ 452,097,600 | \$ 4,322,282.82 | \$ 4,123.37 | \$ 4,318,159.44 | \$ 9.551388 |
| | \$ 625,811,065 | | \$ 625,835,974 | \$ 5,984,541.26 | \$ 6,939.25 | \$ 5,977,602.00 | |

New Business

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

Approved the 2023-2024 meal prices:

| Meal | Price |
|------------------------------|--------|
| Adult Breakfast | \$3.10 |
| Adult Lunch | \$5.40 |
| Student Extra Breakfast Item | \$1.25 |
| Student Extra Lunch Item | \$1.50 |

Established the rate charged to the Town of Willsboro for 2023-2024 for any contracted Youth Commission busing for ski trips or other events at \$40/hour.

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

Approved the agreement between the Willsboro Central School District and Essex County for school resource officer services for the 2023-2024 school year.

Approved the student and athletic handbooks for the 2023-2024 school year.

Approved the 2023-2024 agreement between the Willsboro Central School District and CBIZ for capital asset and property insurance reporting services.

Approved the removal of the following assets listed in this table from our inventory:

| Asset Tag | Item Type | Item Description | Serial # |
|-----------|------------------------|------------------|-------------------|
| 20180049 | DELL COMPUTER | OPTIPLEX 3020 | 8CKQS52 |
| 20131167 | DELL COMPUTER | OPTIPLEX 7010 | 1SL5Y12 |
| 20180052 | DELL COMPUTER | OPTIPLEX 3020 | 7T4XS52 |
| 20131187 | DELL COMPUTER | OPTIPLEX 3020 | 7SVWS52 |
| 100939 | DELL COMPUTER | OPTIPLEX 390 | 4FDP7V1 |
| 100950 | DELL COMPUTER | OPTIPLEX 390 | 4FFG7V1 |
| 20180045 | DELL COMPUTER | OPTIPLEX 380 | 5213MM1 |
| 100895 | DELL COMPUTER | OPTIPLEX 380 | 6VD8YQ1 |
| 20131166 | DELL COMPUTER | OPTIPLEX 7010 | 1SL6Y12 |
| 100909 | DELL COMPUTER | OPTIPLEX 390 | HJTM6V1 |
| 20131192 | CDW PROJECTOR | V311XDLP | 011509955400068EC |
| 20180027 | NEC PROJECTOR | NP-V260X | 2200264EC |
| 20080448 | POLAROID PROJECTOR | PV211E-A | SL8360096 |
| 20080586 | SMART TECH SMARTBOARD | SB660 | SB660-R2-476636 |
| 20080584 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476981 |
| 20080587 | SMART TECH SMARTBOARD | SB660 | SB660-R2-477016 |
| 20080585 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476966 |
| 20131037 | SMART TECH SMARTBOARD | SB660 | SB660-R2-681728 |
| 20080271 | SMART TECH SMARTBOARD | SB660 | SB660-R1-010882 |

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 |
|------------|--|-------------|-----------|-----|-----------------------|
| Chris Ford | Volunteer Assistant Coach (All Sports) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |

| | | | | | |
|-----------------|--|----------------|---------|-----------------------|---|
| Brandon Jaquish | Girls Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Joe King | Boys Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Andrew Lee | Boys Varsity Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Andrew Lee | Volunteer Assistant Coach (All Sports Excluding Boys Varsity Soccer) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |
| Wayne Mitchell | Bowling Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Grace Stay | Substitute Administrator | Administration | 9/5/23 | \$300/Daily | Substitute administrator as needed per diem |
| Alan Thompson | Special Education Teacher | Instruction | 9/5/23 | Step 12 Base \$58,027 | 1 Year Non-Probationary Appointment |

Board Discussion

Emily gave a brief update on the RSA conference that she attended. She found it very informative.

Executive Session

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:45pm, to discuss employment history of a particular person. Allison Sucharzewski was invited into the meeting.

Allison Sucharzewski left the meeting at 7:18pm.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:51pm.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 7:52pm.

Brandy V. Pierce Nolette, District Clerk

