



Board of Education  
Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Scott Sayward  
Jon Steeves

Willsboro Central School  
Board of Education

Re-Organizational Meeting-Minutes  
July 12, 2011

Members Present: Craig Jackson, President  
Bruce Hale, Vice President  
Phyllis Klein  
Scott Sayward  
Jon Steeves

Others Present: Stephen Broadwell, Superintendent of Schools  
Brandy Sweatt, District Clerk

Meeting was called to order at 6:00pm, by Brandy Sweatt.

Pledge of Allegiance

#### **Election of Board Officers**

Motion by Phyllis Klein, seconded by Scott Sayward, voted and carried (5-0) to appoint Brandy Sweatt as District Clerk for the 2011 – 2012 school year, administration of oath.

Administration of Oath to Jon Steeves elected Board Member for a three year term to serve until June 30, 2014.

Administration of Oath to Stephen Broadwell, Superintendent of Schools for the 2011-2012 school year.

Motion by Phyllis Klein, seconded by Scott Sayward, voted and carried (5-0) to nominate Craig Jackson as President of the Board for the 2011 – 2012 school year, administration of oath.

Motion by Scott Sayward, seconded by Phyllis Klein, voted and carried (5-0) to nominate Bruce Hale as Vice-President of the Board for the 2011 – 2012 school year, administration of oath.

#### **Consent Agenda**

Motion by Bruce Hale, seconded by Scott Sayward, voted and carried (5-0) to approve the following appointment of officers:

- ❖ **Sheila Vanags, School District Treasurer – No Stipend**
- ❖ **Beverly Moran, Tax Collector - \$4,873**
- ❖ **Dean Caveney, Internal Claims Auditor - \$25.00 / hour**

Motion by Phyllis Klein, seconded by Scott Sayward, voted and carried (5-0) to approve the following other appointments:

- ❖ **Telling & Conroy, District Independent Auditor - \$9,250**

- ❖ **Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, School Attorney - \$165.00 / hour**
- ❖ **Harris Beach School Attorney - \$175.00 / hour**
- ❖ **Elizabethtown Community Hospital School Physician - \$4,600**
- ❖ **Cathy Alden, Extra Curricular Activity Account Treasurer – As Per Contract**
- ❖ **Chris Ford, Chief Faculty Advisor of Student Activity Accounts – No Stipend**
- ❖ **Brandy Sweatt, Records Management Officer – No Stipend**
- ❖ **Stephen Broadwell, Records Access Officer – No Stipend**
- ❖ **Jane Casamento, Cafeteria Coordinator - \$2,500**
- ❖ **Jane Casamento, School Lunch Receiving Officer – No Stipend**
- ❖ **Sheila Vanags, School Lunch Reviewing Officer – No Stipend**
- ❖ **Steve Callahan, Safety Officer / Asbestos (LEA) Designee – No Stipend**
- ❖ **Edward Davis NYSIR, Insurance Consultatnt – No Stipend**
- ❖ **Fran Lee, Substitute Call-In Person – No Stipend**
- ❖ **Stephen Broadwell, Title IX Officer – No Stipend**
- ❖ **Fran Lee, Attendance Officer – No Stipend**
- ❖ **Steve Callahan, Pesticide Coordinator – No Stipend**
- ❖ **Mark Robinson, 504 & ADA Coordinator – No Stipend**

**Designations for 2011-2012 school year**

Motion by Bruce Hale, seconded Phyllis Klein, voted and carried (4-0-1) to approve the Champlain National Bank and Class Investment as the Official Bank Depository, one abstention Jon Steeves.

Motion by Phyllis Klein, seconded by Scott Sayward, voted and carried (5-0) to approve the Press Republican as the Official Newspaper.

Motion by Scott Sayward, seconded by Bruce Hale, voted and carried (5-0) to approve that regular Board of Education meetings will be held on the second and fourth Tuesday of each month beginning at 6:00pm.

**Authorizations for the 2011 – 2012 school year:**

Motion by Bruce Hale, seconded by Scott Sayward, voted and carried (5-0) to approve the following authorizations for the 2009 – 2010 school year:

- ❖ **Participation in the National School Lunch Program.**
- ❖ **Participation in the Cooperative Purchasing Program.**
- ❖ **Re-Adoption of all existing Board Policies and Code of Ethics.**
- ❖ **Re-Establishing a Petty Cash fund for \$250.00.**
- ❖ **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 \$2,000.00.**
- ❖ **The Superintendent of Schools be authorized to approve conferences, workshops and conventions.**
- ❖ **Stephen Broadwell, Superintendent of Schools, as a member of the CEWW counties Health Consortium Board of Directors.**
- ❖ **The Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.**
- ❖ **School lunch Prices as follows:**
  - Breakfast - \$1.20**
  - Lunch - \$1.80 (Pre-K – 12<sup>th</sup>)**
  - Adults \$3.30**

- ❖ **The single signature of the District Treasurer to validate school checks for the school year.**
- ❖ **The Superintendent of Schools 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:**

**Five Days / Week – 7 Hours / Day**  
**All Cafeteria Workers**  
**School Nurse**  
**All Office Personnel**

**Five Days / Week – 8 Hours / Day**  
**All Maintenance Workers**  
**Supervising Bus Driver**  
**Bus Drivers #1**

**Five Days / Week – 6.5 Hours / Day**  
**Teacher Aides #1**

**Five Days / Week – 6 Hours / Day**  
**Bus Drivers #2**

**Other Items for the 2011 – 2012 school year:**

Motion by Scott Sayward, seconded by Phyllis Klein, voted and carried (5-0) to table the recommendation of compensation to instructional substitutes at \$75 per day for certified and \$65 for non-certified for the 2011-2012 school year.

Motion by Bruce Hale, seconded by Scott Sayward, voted and carried (5-0) to table the recommendation of compensation to substitutes for non-teaching positions, such as teacher aides, teaching assistants, cafeteria staff, maintenance, and office staff at \$9.25 per hour and bus drivers at \$10 per hour for the 2011-2012 school year.

Motion by Bruce Hale, seconded by Jon Steeves, voted and carried (5-0) to use the IRS mileage reimbursement rate.

Motion by Scott Sayward, seconded by Phyllis Klein, voted and carried to approve the following resolution:

**RESOLUTION**  
**(Willsboro to Participate in BOCES Summer School 2012)**

WHEREAS, the Willsboro Central School District and its Board of Education have consistently appreciated, relied upon and subscribed to this region's Board of Cooperative Educational Services (BOCES) shared services for special education summer programming, on behalf of particular students who have individual education plans (IEPs) calling for such specialized summer services; and

WHEREAS, this region's BOCES has the specialized administrative staff, program staff, facilities, expertise and general mission to provide for such services that are generally not feasible for individual component school districts to implement as efficiently and cost-effectively, as the BOCES offers this service on shared basis for the component school districts and their Boards of Education; and

WHEREAS, the Willsboro Central School District cannot provide special education school aged summer school services in a more cost-effective manner than BOCES, due to the ability of BOCES to offer and provide services to multiple districts who are able to share costs; therefore

BE IT RESOLVED that the Willsboro Central School District intends to participate in the 2012 Special education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2012 summer school; and

BE IT FURTHER RESOLVED, that no later than August 1, 2011, the Clerk of the Board shall notify the CEWW BOCES in writing of the District's commitment as described herein and the District's intent to participate in the 2012 Special Education School Aged Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent.

**Committee Assignments:**

- ❖ **Budget Committee Chairman – Bruce Hale**
- ❖ **Budget Committee Member – Jon Steeves**
- ❖ **Negotiations – Phyllis Klein & Scott Sayward**
- ❖ **Personnel – Phyllis Klein & Craig Jackson**

**Adjournment**

Motion by Phyllis Klein, seconded by Scott Sayward, voted and carried (5-0) to adjourn the re-organizational meeting at 6:22pm.

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Brandy Sweatt, District Clerk