



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Krissy Leerkes

Willsboro Central School  
Board of Education

Tele-Meeting-Minutes  
June 18, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Krissy Leerkes

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Emily Phillips  
Cathy Alden  
Win Belanger  
Karen Arnold  
Brian White

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on May 20th. These temporary changes are based on Executive Order 202.1. \*\***

The board meeting was Called to Order at 6:01pm by Board President Phyllis Klein.

Pledge of Allegiance

## **2020 – 2021 Budget Results**

The budget results from the June 16, 2020 Annual Budget Vote Election were accepted as presented:

Proposition 1: Budget 533 Yes – 221 No

Proposition 2: Krissy Leerkes June 16, 2020-June 30, 2023,  
Emily Phillips July 1, 2020-June 30, 2023.

Proposition 3: Bus Purchase 422 Yes – 299 No

## **Oath of Office**

Oath of Office was administered by the District Clerk to new board member Krissy Leerkes.

## **Executive Session**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to go into executive session at 6:03pm, to discuss personnel. The board invited Emily Phillips into the executive session.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 6:51pm.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to reconvene the meeting at 6:52pm.

## **Acceptance of Minutes**

The minutes from the 5-20-20 regular board meeting and the minutes of the public hearing budget presentation on 5-27-20 were accepted as presented.

## **New Business**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the updated Guidance Plan prepared by Chris Ford.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the special education recommendations as prepared by Jennifer Leibeck.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried to approve the Memorandum of Agreement between Willsboro Central School District and Willsboro Teachers Association (see attached agreement.)

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve a Girls Varsity Ice Hockey Merger with Plattsburgh High School pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the resolution in support of State and Federal support for public

schools to prevent the COVID-19 shutdown from damaging education in New York State. (see full resolution attached).

### **Business & Finance**

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

WHEREAS, in the normal course of business, the District must maintain financial accounts at designated banking depositories, it is a best practice to authorize a backup signatory in the event that the District Treasurer is unable to transact business,

RESOLVE to approve Justin M. Gardner as an authorized signatory on each and all of the Willsboro Central School District Champlain National Bank accounts as well as each and all NYCLASS investment fund accounts.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the bond resolution authorizing the District to purchase one (1) student transportation vehicle (see full resolution attached.)

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the claims audit reports for the May 2020 General Fund, May 2020 School Lunch Fund and April Trust & Agency.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve the May 2020 Budget Transfers, Budget Status and Treasure's Reports.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to accept the Adirondack Foundation's SUN fund grant in the amount of \$9,000.00 to allow for students and families to receive food for meals during the COVID-19 crisis from the amazing farms and farm hubs locally, and additionally,

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve the increase of the 2019-2020 School Lunch Fund budgeted revenues & appropriations by \$9,000 for the receipt of such grant funding. Revenues shall increase Miscellaneous Revenues (C2770), and the expense shall be increased in Food Purchases (C2860 410 00).

### **Personnel**

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve Sheree Ford as mentor for Michaela Comes for 4 months of the 2019-2020 school year, with a prorated stipend of \$120.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following teacher & teacher assistants to provide summer services for our students at a rate of \$25/hr.

Gail MacDougal  
Melissa Huff  
Molly Rascoe

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the Superintendents recommendation that the Board of Education abolish one position in the physical education tenure area. The least senior teacher in the tenure area is Zachary Pierson and shall be excessed effective June 30, 2020.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve the Superintendents recommendation that the Board of Education abolish one position in the business education tenure area. The least senior teacher in the tenure area is Brian White and shall be excessed effective June 30, 2020.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the Superintendents recommendation that the Board of Education abolish one full-time teacher aide position and create one half-time (50% FTE) teacher aide position. The least senior person in this job title is Maria Evans and shall be reduced to half-time (50%) employment effective June 30, 2020.

### **Policies**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the third reading and adoption of the following policies:

- Online Learning and Course Credit # 4765
- Student Records #5500
- Student Records Regulations #5500-R
- Information and Data Privacy, Security, Breach and Notification #8635
- Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

### **Board Discussion**

Discussion of plans and guidelines for the fall school year.

Mr. Gardner had no definite information as it changes daily, but he is working with the Department of Health on the details. The District will form a reopening committee in July.

Thank you to Herb for his commitment to the school district for the past 6 years!

### **Reports from the Superintendent**

- Budget Vote was held on June 16<sup>th</sup>, 2020. The office staff was great on getting all information out in a timely manner to the community.  
Thank you!
- Thanked ALL staff & faculty for all of their hard work during these past few months. Everyone went above and beyond to help our students and keep everyone safe.
- The grading for the 4<sup>th</sup> quarter went as follows:
  - PreK – 3<sup>rd</sup> received a narrative grade
  - 4<sup>th</sup> – 12<sup>th</sup> received a Satisfactory or Incomplete
- Summer school for our students will be on-line.
- Graduation plans have been sent to the students and families. It will be an outdoor ceremony with up to 150 people maximum. Each student will be given 7 tickets for their family members. At the end we will have a parade for the graduates so that staff, family and community members can drive by the graduates and wish them all well. Graduation will also be streamed live so it will be available for all to watch.
- There will be a board meeting on June 29<sup>th</sup>, 2020 at 6:00pm.

### **Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 7:44pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Agenda June 18, 2020  
Regular Meeting-Agenda  
6:00pm via WebEx

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**1. Call to Order**

**2. Pledge of Allegiance**

**3. 2020 – 2021 Budget Results**

Accept and approve the results/totals of the June 16, 2020 Annual Budget Vote Election as follows:

**Proposition 1:** Budget 533 Yes – 221 No

**Proposition 2:** Krissy Leerkes June 17, 2020-June 30, 2023,  
Emily Phillips July 1, 2020-June 30, 2023.

**Proposition 3:** Bus Purchase 422 Yes – 299 No

**4. Oath of Office** administered by the District Clerk to new board member Krissy Leerkes.

**5. Executive Session**

**6. Public Comment**

**7. Acceptance of Minutes**

- a) Accept the minutes from the 5-20-20 regular board meeting and the minutes of the public hearing budget presentation on 5-27-20.

**8. New Business**

- a) Approve the updated Guidance Plan prepared by Chris Ford.
- b) Approve the special education recommendations as prepared by Jennifer

Leibeck.

- c) Approve the Memorandum of Agreement between Willsboro Central School District and Willsboro Teachers Association (see attached agreement.)
- d) Approve a Girls Varsity Ice Hockey Merger with Plattsburgh High School pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.
- e) Approve the resolution in support of State and Federal support for public schools to prevent the COVID-19 shutdown from damaging education in New York State. (see full resolution attached).

**9. Business & Finance**

- a) Approve the following resolution:

WHEREAS, in the normal course of business, the District must maintain financial accounts at designated banking depositories, it is a best practice to authorize a backup signatory in the event that the District Treasurer is unable to transact business,

RESOLVE to approve Justin M. Gardner as an authorized signatory on each and all of the Willsboro Central School District Champlain National Bank accounts as well as each and all NYCLASS investment fund accounts.
- b) Approve the bond resolution authorizing the District to purchase one (1) student transportation vehicle (see full resolution attached.)
- c) Approve the claims audit reports for the May 2020 General Fund, May 2020 School Lunch Fund and April Trust & Agency.
- d) Approve the May 2020 Budget Transfers, Budget Status and Treasure's Reports.
- e) RESOLVE to accept the Adirondack Foundation's SUN fund grant in the amount of \$9,000.00 to allow for students and families to receive food for meals during the COVID-19 crisis from the amazing farms and farm hubs locally, and additionally,
- f) RESOLVE to increase the 2019-2020 School Lunch Fund budgeted revenues & appropriations by \$9,000 for the receipt of such grant funding. Revenues shall increase Miscellaneous Revenues (C2770), and the expense shall be increased in Food Purchases (C2860 410 00).

## **10. Personnel**

- a) Approve Sheree Ford as mentor for Michaela Comes for 4 months of the 2019-2020 school year, with a prorated stipend of \$120.
- b) Approve the following teacher & teacher assistants to provide summer services for our students at a rate of \$25/hr.  
Gail MacDougal  
Melissa Huff  
Molly Rascoe
- c) The Superintendent recommends that the Board of Education abolish one position in the physical education tenure area. The least senior teacher in the tenure area is Zachary Pierson and shall be excessed effective June 30, 2020.
- d) The Superintendent recommends that the Board of Education abolish one position in the business education tenure area. The least senior teacher in the tenure area is Brian White and shall be excessed effective June 30, 2020.
- e) The Superintendent recommends that the Board of Education abolish one full-time teacher aide position and create one half-time (50% FTE) teacher aide position. The least senior person in this job title is Maria Evans and shall be reduced to half-time (50%) employment effective June 30, 2020.

## **11. Policies**

- a) Approve the third reading of the following policies:
  - Online Learning and Course Credit # 4765
  - Student Records #5500
  - Student Records Regulations #5500-R
  - Information and Data Privacy, Security, Breach and Notification #8635
  - Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

## **12. Board Discussion**

## **13. Reports from the Superintendent**

## **14. Executive Session**

## **15. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Willsboro Central School  
Board of Education

Public Hearing  
May 27, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski  
**Via WebEx**  
Cathy Alden  
Cindy Estus  
Rexanne Chatterton  
Krissy Leerkes  
Win Belanger  
Tierra Jaquish  
Catherine Reinhardt  
Nancy

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The public hearing was Called to Order at 6:04pm by Phyllis Klein.

Pledge of Allegiance

**Presentations**

2020-21 Public Budget Hearing was presented by Mr. Gardner.

Mr. Gardner presented a detailed PowerPoint presentation of the entire budget.

**Adjournment**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 6:53pm.

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Brandy Pierce Nolette, WCS District Clerk



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Willsboro Central School  
Board of Education

Tele-Meeting-Minutes  
May 20, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski  
Cathy Alden  
Cindy Estus  
Michael Douglas  
Krissy Leerkes

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The board meeting was Called to Order at 6:04pm by Superintendent, Justin Gardner.

Pledge of Allegiance

#### **Acceptance of Minutes**

The minutes from the 4-23-20 regular board meeting were accepted as presented.

### **New Business**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve a football merger with AuSable Valley at the Mod and JV levels for next fall season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve the resolution to adopt a revised 2019-2020 school calendar (see full resolution and revised calendar attached.)

Motion by Phyllis Klein, seconded by Emily Phillips, voted and carried (5-0) to approve the resolution for a multi-year service agreement with CR BOCES (see full resolution attached.)

Motion Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the following as election workers for budget vote on June 9, 2020 at a rate of \$11.80 (current minimum wage) an hour:

Gail Drinkwine  
Cecile McVicker  
Laurie Bauer

### **Business & Finance**

Motion by Phyllis Klein, seconded by Heather Sheehan, voted and carried (5-0) to approve the April 2020 Budget Transfers, Budget Status and Treasure's reports.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the resolution for establishing the TRS Reserve Sub Fund (see full resolution attached.)

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the 2020-21 Tax Anticipation Note Resolution for the purpose of issuing tax anticipation notes in the event that Tax Collection Revenues are affected by ramifications from the COVID-19 pandemic (see full resolution attached.)

Motion by Herb Longware, seconded by Phyllis Klein, voted and carried (5-0) to approve the 2020-21 Revenue Anticipation Note Resolution for the purpose of issuing revenue anticipation notes in the event that State Aid Revenue is affected by ramifications from the COVID-19 pandemic (see full resolution attached.)

Motion by Kasey Young, seconded by Phyllis Klein, voted and carried (5-0) to approve the 2020-21 budget resolution for the Willsboro Central School District (see full resolution attached.) Mr. Gardner gave a brief presentation and PowerPoint on the 2020-2021 budget.

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

WHEREAS, New York State Education Law, Section 1709(29) states "the said Board of Education of every central school district shall have power, and it shall be its duty to establish a petty cash fund for the use of such school district officers and employees...", be it

RESOLVED, that the Board of Education authorize the establishment of the Petty Cash Fund for the Cafeteria/Food Service Program in the amount of \$50.00.

### **Policies**

Motion by Kasey Young, seconded by Phyllis Klein, voted and carried (5-0) to approve the second reading of the following policies:

- Online Learning and Course Credit # 4765
- Student Records #5500
- Student Records Regulations #5500-R
- Information and Data Privacy, Security, Breach and Notification #8635
- Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

### **Reports from the Superintendent**

- Public Hearing on the 2020-2021 budget at 6:00pm on Wednesday, May 27, 2020 (via WebEx.)
- Next Board Meeting will be held on Thursday, June 11<sup>th</sup>, 2020 at 6:00pm.
- Budget Vote will be held on Tuesday, June 9<sup>th</sup>, 2020, via absentee ballots. We must receive the ballots by mail no later than 5:00pm on June 9<sup>th</sup>, 2020.
- As of March 16<sup>th</sup> when the school closed, the cafeteria was at a deficit financially. But with serving almost 100% of our student's meals throughout the pandemic, it has evened out.
- Memorial Day is a national holiday and all staff / students will have this day off. All the other days after will be school days until June 16<sup>th</sup>.
- Working on many different ways to hold a graduation for our seniors.

### **Executive Session**

Motion by Phyllis Klein, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 7:45pm, to discuss personnel history of a particular person (possible action will be taken.)

Motion by Herb Longware, seconded by Phyllis Klein, voted and carried (5-0) to end executive session at 8:46pm.

Motion by Herb Longware, seconded by Phyllis Klein, voted and carried (5-0) to reconvene the meeting at 8:47pm.

Motion by Herb Longware, seconded by Phyllis Klein, voted and carried (5-0) to approve the second amendment to the employment agreement by and between the Willsboro Central School District Board of Education and Superintendent Justin Gardner (see full resolution attached.)

**Adjournment**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:48pm.

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Brandy Pierce Nolette, WCS District Clerk



Board of Education  
Agenda May 20, 2020  
Regular Meeting-Agenda  
6:00pm via WebEx

**\*\* Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a WebEx link that will be placed on the district website. The meeting will include a public comment period not to exceed twenty (20) minutes. Comments will be limited to two (2) minutes per sender. Comment should be emailed to [district@willsborocsd.org](mailto:district@willsborocsd.org) and will be read at the meeting in the order they are received. Public comments may be submitted until 5:00 PM on May 20th. These temporary changes are based on Executive Order 202.1. \*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 4-23-20 regular board meeting

**5. New Business**

- a) Approve a football merger with AuSable Valley at the Mod and JV levels for next fall season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.
- b) Approve the resolution to adopt a revised 2019-2020 school calendar (see full resolution and revised calendar attached.)
- c) Approve the resolution for a multi-year service agreement with CR BOCES (see full resolution attached.)
- d) Approve the following as election workers for budget vote on June 9, 2020 at a rate of \$11.80 (current minimum wage) an hour:
  - Gail Drinkwine
  - Cecile McVicker
  - Laurie Bauer

## **6. Business & Finance**

- a) Approve the April 2020 Budget Transfers, Budget Status and Treasure's reports.
- b) Approve the resolution for establishing the TRS Reserve Sub Fund (see full resolution attached.)
- c) Approve the 2020-21 Tax Anticipation Note Resolution for the purpose of issuing tax anticipation notes in the event that Tax Collection Revenues are affected by ramifications from the COVID-19 pandemic (see full resolution attached.)
- d) Approve the 2020-21 Revenue Anticipation Note Resolution for the purpose of issuing revenue anticipation notes in the event that State Aid Revenue is affected by ramifications from the COVID-19 pandemic (see full resolution attached.)
- e) Approve the 2020-21 budget resolution for the Willsboro Central School District (see full resolution attached.)

- f) Approve the following resolution:

WHEREAS, New York State Education Law, Section 1709(29) states "the said Board of Education of every central school district shall have power, and it shall be its duty to establish a petty cash fund for the use of such school district officers and employees...", be it

RESOLVED, that the Board of Education authorize the establishment of the Petty Cash Fund for the Cafeteria/Food Service Program in the amount of \$50.00.

## **7. Policies**

- a) Approve the second reading of the following policies:
  - Online Learning and Course Credit # 4765
  - Student Records #5500
  - Student Records Regulations #5500-R
  - Information and Data Privacy, Security, Breach and Notification #8635
  - Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

## **8. Board Discussion**

## **9. Reports from the Superintendent**

- Budget update.
- Public Hearing on the 2020-2021 budget at 6:00pm on Wednesday, May 27, 2020 (WebEx.)
- Next Board Meeting will be held on Tuesday, June 9<sup>th</sup>, 2020
- Budget Vote will be held on Tuesday, June 9<sup>th</sup>, 2020, via absentee ballots.

## **10. Executive Session**

## **11. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Willsboro Central School  
Board of Education

Tele-Meeting-Minutes  
April 23, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young (absent with notice)  
Heather Sheehan  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Cathy Alden  
Allison Sucharzewski

**\*\*Due to health and safety concerns, members of the public were not able to attend this meeting in person. The meeting was broadcast live from a link that was placed on the district website. This temporary change is based on Executive Order 202.1\*\***

The board meeting was Called to Order at 6:04pm by Superintendent, Justin Gardner.

#### **Acceptance of Minutes**

The minutes from the 3-24-20 regular board meeting were accepted as presented.

#### **New Business**

Motion by Phyllis Klein, seconded by Herb Longware, voted and carried (4-0) to approve the resolution for a multi-year service agreement with CR BOCES.

Motion by Heather Sheehan, seconded by Phyllis Klein, voted and carried (3-0-1) to approve to modify Emily Phillips appointment as a board member consistent with the Governors executive orders (one abstention Emily Phillips.)

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to approve the adoption of the 2020-2021 school calendar.

**Business & Finance**

Motion by Phyllis Klein, seconded by Herb Longware, voted and carried (4-0) to approve the resolution of the BOCES Administration Budget:

It is resolved that the Board of Education of the Willsboro Central School District vote to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2020-21.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to elect the following board members for the Board of Cooperative Educational Services (CVES) Board of Education:

- Leisa Boise, Plattsburgh
- Ed Marin, Beekmantown
- Thomas McCabe, Keene
- Bruce Murdock, Schroon Lake

Motion by Phyllis Klein, seconded by Heather Sheehan, voted and carried (4-0) to accept the following bids associated with the upcoming Building Conditions Survey & Capital Facilities Plan:

WILLSBORO CENTRAL SCHOOL								
BUILDING CONDITIONS SURVEY PROPOSAL SUMMARY								
ARCHITECTURAL FIRM		COSTS					VS.	NOTES
COMPANY	ADDRESS	BUILDING COND SURVEY	5 YEAR CAP CAP FAC PLAN	TOTAL	REIMB SVC S*	ADDL SVC S.	FLAT FEE OPTION	
AES NORTHEAST, PLLC	10-12 CITYHALL PLACE PLATTSBURGH, NY 12901			\$ 12,500.00	\$ 250	YES-PER SCHED	\$12,750.00	\$250 ESTIMATE
BA ARCHITECTS & ENGINEERS	518 BROADWAY SARATOGA SPRINGS, NY 12888	\$ 5,792.00	\$ 5,792.00	\$ 11,584.00	\$ 1,000	YES-PER SCHED	NA	MAX REIMB EST MATE \$1000
BBS ARCHITECTURE	187 WOLF ROAD, SUITE 205, ALBANY NY 11772	\$ 5,900.00		\$ 5,900.00	NA	YES-PER SCHED		
CS ARCH	40 BEAVER ST. ALBANY, NY 12207			\$ 5,900.00		NO	\$ 5,900.00	
SEI DESIGN GROUP	187 WOLF ROAD, SUITE 304 ALBANY, NY 12205			\$ 9,170.00		YES-PER SCHED		
TETRA TECH ARCHITECTS & ENGINEERS	8 SOUTHWOODS BOULEVARD, 3RD FLOOR ALBANY, NY 12211			\$ 7,000.00	\$100-200	YES-PER SCHED	NA	

\*REIMBURSABLE SERVICES ARE TYPICALLY NOT CAPPED, ESTIMATES COULD BE LOWER OR HIGHER AND IS IN ADDITION TO BASE COST OF BCS & 5 YR PLAN

Motion by Phyllis Klein, seconded by Emily Phillips, voted and carried (4-0) to award the Building Conditions Survey & Capital Facilities Plan to Tetra Tech.

Motion by Phyllis Klein, seconded by Herb Longware, voted and carried (4-0) to approve the March & April 2020 claims audit reports for the General Fund, March 2020 School Lunch Fund and February & March Trust & Agency.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to approve the March 2020 Budget Transfers, Budget Status and Treasure’s Reports.

## **Personnel**

Motion by Phyllis Klein, seconded by Herb Longware, Voted and carried (4-0) to approve the tenure of Reagan Monarch, PreK – 12 Art Teacher, effective September 1, 2020.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to accept the resignation of Arnold “Buddy” Green, custodian effective April 22, 2020.

## **Policies**

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to approve the first reading of the following policies:

- Online Learning and Course Credit # 4765
- Student Records #5500
- Student Records Regulations #5500-R
- Information and Data Privacy, Security, Breach and Notification #8635
- Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

## **Reports from the Superintendent**

- Next Board Meeting will be held on Tuesday, May 12, 2020.
- COVID Update for Our School District:  
As of now we are still closed until May 15<sup>th</sup> at the latest. With school starting back May 18<sup>th</sup>. Many thanks to our faculty / staff / cafeteria / maintenance / cleaners / office staff for the hard work and dedication that they are putting in to help our students and community. We will still have awards ceremonies, which will be conducted differently and with the parameters given to us by the health department. We will also look into graduation and how to hold the ceremony safely. 4<sup>th</sup> quarter grading started March 19<sup>th</sup>, 2020.
- We have 6-8 servers that are old and need updating. We will be purchasing 2 new servers that will be large enough to handle the school's needs.
- On Monday, April 27<sup>th</sup>, 2020 the start of our new security cameras will be updated.
- Update on the 2020-2021 budget. Gave details on the increases and decreases of the budget numbers. As of now the tax cap/ levy is 2.82%. Discussed the possibility of reductions in personnel areas.

**Executive Session**

Motion by Phyllis Klein, seconded by Herb Longware, voted and carried (4-0) to go into executive session at 7:12pm, to discuss personnel issues (no action will be taken.)

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:49pm.

**Adjournment**

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 7:51pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Agenda April 23, 2020  
Regular Meeting-Agenda  
6:00pm in the Conference Room

**\*\*Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a link that will be placed on the district website. This temporary change is based on Executive Order 202.1.\*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 3-24-20 regular board meeting

**5. New Business**

- a) Approve the resolution for a multi-year service agreement with CR BOCES (see full resolution attached.)
- b) Approve to modify Emily Phillips appointment as a board member consistent with the Governors executive orders (see full resolution attached.)
- c) Approve the adoption of the 2020-2021 school calendar.

**6. Business & Finance**

- a) Consider the approval of the resolution of the BOCES Administration Budget: It is resolved that the Board of Education of the Willsboro Central School District vote to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2020-21.
- b) Elect board members from the attached 4 (four) candidates, for the Board of Cooperative Educational Services (CVES) Board of Education.

- c) Resolve to accept the following bids associated with the upcoming Building Conditions Survey & Capital Facilities Plan:

WILLSBORO CENTRAL SCHOOL								
BUILDING CONDITIONS SURVEY PROPOSAL SUMMARY								
ARCHITECTURAL FIRM		COSTS					VS.	NOTES
COMPANY	ADDRESS	BUILDING COND SURVEY	5 YEAR CAP CAP FAC PLAN	TOTAL	REIMB SVC'S*	ADDL SVC.S.	FLAT FEE OPTION	
AES NORTHEAST, PLLC	10-12 CITYHALL PLACE PLATTSBURGH, NY 12901			\$ 12,500.00	\$ 250	YES-PER SCHED	\$12,750.00	\$250 ESTIMATE
BA ARCHITECTS & ENGINEERS	516 BROADWAY SARATOGA SPRINGS, NY 12888	\$ 5,792.00	\$ 5,792.00	\$ 11,584.00	\$ 1,000	YES-PER SCHED	NA	MAX REIMB EST MATE \$1000
BBS ARCHITECTURE	187 WOLF ROAD, SUITE 205, ALBANY NY 11772	\$ 5,900.00		\$ 5,900.00	NA	YES-PER SCHED		
CS ARCH	40 BEAVER ST. ALBANY, NY 12207			\$ 5,900.00		NO	\$ 5,900.00	
SEI DESIGN GROUP	187 WOLF ROAD, SUITE 304 ALBANY, NY 12205			\$ 9,170.00		YES-PER SCHED		
TETRATECH ARCHITECTS & ENGINEERS	8 SOUTHWOODS BOULEVARD, 3RD FLOOR ALBANY, NY 12211			\$ 7,000.00	\$100-200	YES-PER SCHED	NA	

\*REIMBURSABLE SERVICES ARE TYPICALLY NOT CAPPED, ESTIMATES COULD BE LOWER OR HIGHER AND IS IN ADDITION TO BASE COST OF BCS & 5 YR PLAN

- d) Resolve to award the Building Conditions Survey & Capital Facilities Plan to \_\_\_\_\_.
- e) Approve the March & April 2020 claims audit reports for the General Fund, March 2020 School Lunch Fund and February & March Trust & Agency.
- f) Approve the March 2020 Budget Transfers, Budget Status and Treasure's Reports.

**7. Personnel**

- a) Approve the tenure of Reagan Monarch, PreK – 12 Art Teacher, effective September 1, 2020.
- b) Accept the resignation of Arnold "Buddy" Green, custodian effective April 22, 2020.

**8. Policies**

- a) Approve the first reading of the following policies:
- Online Learning and Course Credit # 4765
  - Student Records #5500
  - Student Records Regulations #5500-R
  - Information and Data Privacy, Security, Breach and Notification #8635
  - Parents' Bill of Rights for Students Data Privacy and Security #8635-E.

**9. Board Discussion**

**10. Reports from the Superintendent**

- Next Board Meeting will be held on Tuesday, May 12, 2020.
- Budget update.

**11. Executive Session**

**12. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

Willsboro Central School  
Board of Education

Tele-Meeting-Minutes  
March 24, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan  
Emily Phillips

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

**\*\*Due to health and safety concerns, members of the public were not able to attend this meeting in person. The meeting was broadcast live from a link that was placed on the district website. This temporary change is based on Executive Order 202.1.\*\***

The board meeting was Called to Order at 6:01pm by Superintendent, Justin Gardner.

### **Acceptance of Minutes**

The minutes from the 2-11-20 regular board meeting were accepted as presented.

### **Consent Agenda**

#### **New Business**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve a Boys Modified Lacrosse Merger w/ Peru, Plattsburgh, Ausable Valley, and Beekmantown (Peru will be the host school.) For the spring 2020 season pending approval by the other school Districts Board of Education. At no expense to the district beyond CVAC membership due.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the resolution to authorize Willsboro Central School District to participate in the

OMNIA Partners Public Sector, Keystone Purchasing Network (KPN), National Cooperative Purchasing Alliance (NCPA), Sourcewell, and PEPPM Technology Cooperative Purchasing Program on behalf of Willsboro Central School District. (See full attached resolution)

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve the resolution on COVID-19 and district employee hours and payment (see full attached resolution).

### **Business & Finance**

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the February 2020 claims audit reports for the General & School Lunch Fund as well as the January 2020 claims audit report for the Trust & Agency Fund.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the February 2020 Budget Transfers & Budget status reports.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the treasurer's reports for general fund months ending October 2019 – February 2020

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$1,217.90 payable to James Youngs-Schmitt due to assessment clerical error.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$1,507.90 payable to the Gilliland Family Trust due to the Ag Exemption being erroneously removed.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$795.98 payable to Shaun & Linda Gilliland due to the Ag Exemption being erroneously removed.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$839.76 payable to Shaun & Linda Gilliland due to the Ag Exemption being erroneously removed.

### **Personnel**

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Maria Evens for a 1 year probationary appointment as a teacher aide for the school district, effective February 24, 2020.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Anika Craig as substitute teacher for the school district.

### **Board Discussion**

Phyllis –NYSSBA called checking on our district during this unfortunate time.

### **Reports from the Superintendent**

- Brief update on the 2020-2021 budget. Will have more numbers & information at the next board meeting on April 14, 2020.

### **Executive Session**

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to go into executive session at 6:16pm, to discuss personnel issues (no action will be taken.)

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 7:34pm.

### **Adjournment**

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to adjourn the meeting at 7:35pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Agenda March 24, 2020  
Regular Meeting-Agenda  
6:00pm in the Conference Room

**\*\*Due to health and safety concerns, members of the public will not be able to attend this meeting in person. The meeting will be broadcast live from a link that will be placed on the district website. This temporary change is based on Executive Order 202.1.\*\***

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Acceptance of Minutes**

- a) Accept the minutes from the 2-11-20 regular board meeting

**4. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve a Boys Modified Lacrosse Merger w/ Peru, Plattsburgh, Ausable Valley, and Beekmantown (Peru will be the host school.) For the spring 2020 season pending approval by the other school Districts Board of Education. At no expense to the district beyond CVAC membership due.
- c) Approve the resolution to authorize Willsboro Central School District to participate in the OMNIA Partners Public Sector, Keystone Purchasing Network (KPN), National Cooperative Purchasing Alliance (NCPA), Sourcewell, and PEPPM Technology Cooperative Purchasing Program on behalf of Willsboro Central School District. (See full attached resolution)
- d) Approve the resolution on COVID-19 and district employee hours and payment (see full attached resolution).

**5. Business & Finance**

- a) Approve the February 2020 claims audit reports for the General & School Lunch Fund as well as the January 2020 claims audit report for the Trust & Agency Fund.
- b) Approve the February 2020 Budget Transfers & Budget status reports.
- c) Approve the treasurer's reports for general fund months ending October 2019 – February 2020

- d) Approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$1,217.90 payable to James Youngs-Schmitt due to assessment clerical error.
- e) Approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$1,507.90 payable to the Gillilland Family Trust due to the Ag Exemption being erroneously removed.
- f) Approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$795.98 payable to Shaun & Linda Gillilland due to the Ag Exemption being erroneously removed.
- g) Approve the 2019-20 tax roll refund as recommended by Essex County Real Property in the amount of \$839.76 payable to Shaun & Linda Gillilland due to the Ag Exemption being erroneously removed.

**6. Personnel**

- a) Approve Maria Evens for a 1 year probationary appointment as a teacher aide for the school district, effective February 24, 2020.
- a) Approve Anika Craig as substitute teacher for the school district.

**7. Board Discussion**

**8. Reports from the Superintendent**

- Next Board Meeting will be held on April 14, 2020.
- Budget update.

**9. Executive Session**

**10. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan

Willsboro Central School  
Board of Education

Meeting-Minutes  
February 11, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young (absent with notice)  
Heather Sheehan  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Martha Joslyn  
Nate Jacques  
Miranda Laferriere  
Laura Bridge  
Cathy Alden  
Becky Provost

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

#### **Acceptance of Minutes**

The minutes from the 1-14-20 regular board meeting were accepted as presented.

#### **New Business**

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Emily Phillips, seconded by Herb Longware, voted and carried (4-0) to approve the (MOU) Memorandum of Understanding between the CSEA and the Willsboro Central School District.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (4-0) to approve the billing rate of \$23/hr for transportation services provided to the Town of Willsboro for town sponsored trips

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to approve the billing rate of \$32/hr for transportation services for all other requests.

### **Business & Finance**

Motion by Emily Phillips, seconded by Herb Longware, voted and carried (4-0) to resolve to increase the 2019-20 budgeted revenues & appropriations by \$58,400 for the receipt of the '18-19 (\$29,200) & '19-20 (\$29,200) Gear Up Grant provided by CFES Brilliant Pathways. The Revenues will increase A2770 Other Unclassified Revenues, and the expenses will be reflected in multiple expense accounts and are intended for reimbursement in the following three categories: STEM project learning, School Based Professional Development, and Tutoring.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (4-0) to approve the January 2020 claims audit reports for general fund, school lunch fund & federal fund.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to approve the January Budget Status & Transfers.

### **Personnel**

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to approve Emily Rascoe as substitute teacher, teacher aide & teacher assistant for the school district.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to approve Phillip Mero as a substitute teacher for the school district.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to accept the resignation of Suzette Montville, teacher assistant, effective February 6th, 2020.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to rescind Kyli Swires appointment as permanent building sub effective February 10, 2020.

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to approve Kyli Swires as a substitute teacher for the school district, effective February 10, 2020.

### **Public Comment Regarding Agenda Items**

**Martha Joslyn** – Commented on the display case outside the main office, kudos to Kyli it looks great!

### **Board Discussion**

Emily Phillips thanked everyone for the wonderful welcome to the school board and to Willsboro Central School.

### **Reports from the Superintendent**

- CVES BOCES is accepting nominations to the BOCES Board. If anyone is interested to please contact Mr. Gardner by March 24<sup>th</sup>.
- Seussical Kids was a great hit! Thank you to Mr. Hopkins and the elementary students.
- Will be requesting RFP bids for firms to do a Building Condition Survey.
- Gave a brief update on the budget and will have more information and a budget calendar at the upcoming board meeting on March 10, 2020.

### **Executive Session**

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to go into executive session at 6:37pm, to discuss personnel issues (no action will be taken.)

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to end executive session at 7:37pm.

### **Adjournment**

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 7:38pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Agenda February 11, 2020  
Regular Meeting-Agenda  
6:00pm in the Conference Room

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment Regarding the Agenda Items**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 1-14-20 regular board meeting

**5. New Business**

- a) Approve the special education recommendations prepared by Jennifer Leibeck.
- b) Approve the (MOU) Memorandum of Understanding between the CSEA and the Willsboro Central School District.
- c) Approve the billing rate of \$23/hr for transportation services provided to the Town of Willsboro for town sponsored trips
- d) Approve the billing rate of \$32/hr for transportation services for all other requests.

**6. Business & Finance**

- a) Resolve to increase the 2019-20 budgeted revenues & appropriations by \$58,400 for the receipt of the '18-19 (\$29,200) & '19-20 (\$29,200) Gear Up Grant provided by CFES Brilliant Pathways. The Revenues will increase A2770 Other Unclassified Revenues, and the expenses will be reflected in multiple expense accounts and are intended for reimbursement in the following three categories: STEM project learning, School Based Professional Development, and Tutoring.
- b) Approve the January 2020 claims audit reports for general fund, school lunch fund & federal fund.
- c) Approve the January Budget Status & Transfers.

**7. Personnel**

- a) Approve Emily Rascoe as substitute teacher, teacher aide & teacher assistant for the school district.
- b) Approve Phillip Mero as a substitute teacher for the school district.
- c) Accept the resignation of Suzette Montville, teacher assistant, effective February 6<sup>th</sup>, 2020.

- d) Rescind Kyli Swires appointment as permanent building sub effective February 10, 2020.
- e) Approve Kyli Swires as a substitute teacher for the school district, effective February 10, 2020.

**8. Public Comment Regarding Agenda Items**

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



Board of Education  
Agenda January 14, 2020  
Special Meeting-Agenda  
6:00pm in the Conference Room

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Public Comment Regarding the Agenda Items**

**4. Acceptance of Minutes**

- a) Accept the minutes from the 12-17-19 special board meeting

**5. New Business**

- a) Approve the following resolution:

WHEREAS, Mr. Craig Jackson was elected to the Board of Education ("Board") in a public election on July 1, 2017 for a term expiring on June 30, 2020 and,

WHEREAS, resigned from his position on the Board effective December 31, 2019 and,

WHEREAS, the Board accepted Mr. Jackson's resignation with regret; and, WHEREAS, the Board seeks to fulfill its obligations in accordance with NYS Education Law to fill the vacancy created by Mr. Jackson's resignation:

NOW, THEREFORE, THE BOARD HEREBY RESOLVES:

To appoint \_\_\_\_\_ to fill the vacancy caused due to the resignation of Mr. Jackson until May 19, 2020 the date of the next regular school district election.

- b) Oath of Office administered by the District Clerk to the newly elected board member.
- c) Approve a merger in track and field with the AuSable Valley Central School District for the spring 2020 season pending approval by the AuSable Valley Central School District Board of Education. At no cost to the District above CVAC membership dues.
- d) Approve the special education recommendations prepared by Jennifer Leibeck.

**6. Business & Finance**

- a) Approve the December 2019 claims audit reports for general fund, school lunch fund & capital fund, as well as the November 2019 & December 2019 claims audit reports for the trust & agency fund.
- b) Approve the December 2019 budget status and transfers.

**7. Personnel**

- a) Approve the resignation of Daniel VanNederynen as elementary special education teacher, effective January 11<sup>th</sup>, 2020.
- b) Appoint Camden Secone to a non-probationary position as a special education teacher effective January 9, 2020, at STEP 1 B+45 \$48,391, until June 30, 2020.
- c) Approve the Feinerman Agreement dated 1-14-20 between Camden Secone, Jack Daly, WTA President and Justin Gardner, Superintendent of Schools.
- d) Approve Anika Craig as long term science teacher substitute for Erin Rascos maternity leave starting on or about January 20, 2020.
- e) Approve the amendment of Kristen Theriault's start date of January 8<sup>th</sup>, 2020 to January 6<sup>th</sup>, 2020.
- f) Approve Lorilee Sheehan as an educational consultant at a rate of \$25/hour.
- g) Approve the mentors for the 2019-2020 school year, with a stipend of \$300:
  - Francesca Duso for Reagan Monarch
  - John Oliver for Erin Rasco
  - Theresa Moss for Kade Sewell
  - Miranda Laferriere – Molly Rascoe
  - Pam Drollette for Kristen Theriault
  - Sheree Ford for Shannon Passno
  - Dawn Bronson for Zach Pierson
  - Tara Valachovic for Camden Secone

**8. Public Comment Regarding Agenda Items**

**9. Board Discussion**

**10. Reports from the Superintendent**

**11. Executive Session**

**12. Adjournment**



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan

Willsboro Central School  
Board of Education

Meeting-Minutes  
January 14, 2020

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Kasey Young  
Heather Sheehan

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Emily Phillips  
Krissy Leerkes  
Martha Joslyn  
Nate Jacques  
Bob Arnold  
Linda Jacques  
Miranda Laferriere

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

**Executive Session**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to go into executive session at 6:01pm, to discuss employment history of a particular person.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (4-0) to end executive session at 6:20pm.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (4-0) to reconvene the meeting at 6:21pm.

### **Public Comment Regarding the Agenda Items**

**Martha Joslyn** – Why is there not more detail in the minutes regarding public comment?  
Mr. Gardner answered Ms. Joslyn “only little detail needs to be given on the minutes.”

**Nate Jacques** suggested possibly streaming the meetings.

**Martha Joslyn** - What happened to all the letters that were sent in for the board member vacancy?

Mr. Gardner answered “Brandy emailed them to all the board members.”

**Linda Jacques** – Asked with the shortage of teachers and filling positions with teachers not in their certification area if it is incidental teaching?

Mr. Gardner – It is not incidental as the teachers are not getting credit toward tenure and it is only a one year appointment.

**Bob Arnold** – Why is Lorilee Sheehan being hired as a consultant?

Mr. Gardner answer “that it is to help with our new teachers.”

Mr. Arnold handed out a letter that he had written in regards to National Assessment of Educational Progress.

### **Acceptance of Minutes**

The minutes from the 12-17-19 special board meeting were accepted as presented.

### **New Business**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0) to approve the following resolution and appoint:

WHEREAS, Mr. Craig Jackson was elected to the Board of Education (“Board”) in a public election on July 1, 2017 for a term expiring on June 30,2020 and,

WHEREAS, resigned from his position on the Board effective December 31, 2019 and,

WHEREAS, the Board accepted Mr. Jackson’s resignation with regret; and,  
WHEREAS, the Board seeks to fulfill its obligations in accordance with NYS Education Law to fill the vacancy created by Mr. Jackson’s resignation:

NOW, THEREFORE, THE BOARD HEREBY RESOLVES:

To appoint Emily Phillips to fill the vacancy caused due to the resignation of Mr. Jackson until May 19, 2020 the date of the next regular school district election,

Oath of Office was administered by the District Clerk to the newly appointed board member, Emily Phillips.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve a merger in track and field with the AuSable Valley Central School District for

the spring 2020 season pending approval by the AuSable Valley Central School District Board of Education. At no cost to the District above CVAC membership dues.

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

### **Business & Finance**

Motion by Kasey Young seconded by Herb Longware, voted and carried (5-0) to approve the December 2019 claims audit reports for general fund, school lunch fund, & capital fund, as well as the November 2019 & December 2019 claims audit reports for the trust & agency.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve the December 2019 budget status and transfer report.

### **Personnel**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the resignation of Daniel VanNederynen as elementary special education teacher, effective January 11th, 2020.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Camden Secone to a non-probationary position as a special education teacher effective January 9, 2020, at STEP 1 B+45 \$48,391, until June 30, 2020.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve the Feinerman Agreement dated 1-14-20 between Camden Secone, Jack Daly, WTA President and Justin Gardner, Superintendent of Schools.

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried to approve Anika Craig as long term science teacher substitute for Erin Rascos maternity leave starting on or about January 15, 2020.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the amendment of Kristen Theriault's start date of January 8th, 2020 to January 6th, 2020.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (4-0-1) to approve Lorilee Sheehan as an educational consultant at a rate of \$25/hour (Heather abstained from the vote.)

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the mentors for the 2019-2020 school year, with a stipend of \$300:

Francesca Duso for Reagan Monarch  
John Oliver for Erin Rasco  
Theresa Moss for Kade Sewell  
Miranda Laferriere – Molly Rascoe

Pam Drollette for Kristen Theriault  
Sheree Ford for Shannon Passno  
Dawn Bronson for Zach Pierson  
Tara Valachovic for Camden Secone

### **Public Comment Regarding Agenda Items**

**Nate Jacques** – Suggested curriculum improvement and handed out a letter that he had written in regards to the schools mission statement.

**Laura Bridge** – Asked if Lorilee Sheehan was going to work on an as needed basis? Mr. Gardner clarified that, yes it would only be on an as needed basis.

**Martha Joslyn** – Asked what board seat will be open? Mr. Gardner answered Herb Longware.

**Rexanne Chatterton** – Thanked Daniel VanNederynen for his years of service and thanked Mr. Gardner for the mentor groups for the new staff.

**Phyllis Klein** – Mentioned that Nate Jacques great grandmother was her mentor when she first started teaching.

### **Board Discussion**

Mrs. Klein mentioned an article that she read in the On Board newspaper regarding teachers join to become bus drivers. Many schools are facing a shortage in bus drivers.

Mrs. Klein also mentioned looking at the schools mission statement to possible change, shorten and improve. Mr. Gardner suggested a group (community, board, teachers & staff) be formed to help in the process and contacting a consultant.

### **Reports from the Superintendent**

- Working on the budget calendar, the following are board meetings:
  - February 11th
  - March 10<sup>th</sup> & 24<sup>th</sup>
  - April 7<sup>th</sup> & 23<sup>rd</sup>
  - May 12<sup>th</sup> Public Hearing & Budget Vote May 19<sup>th</sup>
- The NYCLASS Municipal Cooperation Agreement the board previously approved in October has been great, our accounts that were established have gained more interest than in the past.
- The State Budget is not looking good.
- With the E-rate funding we are making some network upgrades.
- Staff members have gotten together to form a school “store”, where students can get needed items like hygiene products, clothes, etc. Also, the Backpack program will be starting the beginning of March.
- Great holiday concert!
- Geography Bee was a success, one winner who has the chance to go to states.

- Assemblies for PreK – 12<sup>th</sup> with Jared Campbell, who plays music to promote positivity and kindness.

**Executive Session**

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 7:34pm, to discuss negotiations (no action will be taken.)

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:39pm.

**Adjournment**

Motion by Herb Longware, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:40pm.

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Brandy Pierce Nolette, District Clerk



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Craig Jackson  
Kasey Young  
Heather Sheehan

Willsboro Central School  
Board of Education

Special Meeting-Minutes  
December 17, 2019

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Craig Jackson  
Kasey Young  
Heather Sheehan

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Krissy Leerkes  
Martha Joslyn

The board meeting was Called to Order at 7:45am by President Phyllis Klein.

#### **Acceptance of Minutes**

The minutes from the 12-10-19 regular meeting were accepted as presented.

#### **Personnel**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve Shannon Passno to a 4 year probationary appointment as an elementary teacher at STEP 1 B+54 \$49,351, effective January 6, 2020.

#### **Executive Session**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to go into executive session at 7:48am, to discuss the potential appointment of a certain individual.

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to end executive session at 8:31am.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to authorize Superintendent Gardner to temporarily appoint someone to the special education position.

**Adjournment**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to adjourn the meeting at 8:32am.

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Brandy Pierce Nolette, District Clerk

**Willsboro**  
**CENTRAL SCHOOL DISTRICT**  
Board of Education  
Agenda December 17, 2019  
Special Meeting-Agenda  
7:45am in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Public Comment Regarding the Agenda Items
5. Acceptance of Minutes
  - a) Accept the minutes from the 12-10-19 board meeting.
6. Personnel
  - a) Appoint Shannon Passno to a 4 year probationary appointment as an elementary teacher at STEP 1 B+54 \$49,351 effective January 6, 2020.
7. Adjournment

**Willsboro**  
CENTRAL SCHOOL DISTRICT  
Board of Education  
Agenda December 10, 2019  
Regular Meeting-Agenda  
6:00pm in the Conference Room

1. Call to Order
2. Pledge of Allegiance
3. Executive Session
4. Public Comment Regarding the Agenda Items
5. Acceptance of Minutes
  - a) Accept the minutes from the 11-12-19 board meeting.
6. Business & Finance
  - a) Approve the claims audit report dated 11-18-19 (November general fund & school lunch fund and October trust & agency.)
  - b) Approve the November budget status & transfer report dated 12-5-19.
7. New Business
  - a) Approve the special education recommendations prepared by Jennifer Leibeck.
  - b) Approve the agreement by and between the Willsboro Central School District and CSEA, Local 1000 AFSCME, AFL-CIO Willsboro CSD Unit #6811 Essex County Local 816 for the contract duration of July 1, 2019 - June 30, 2024. This proposed contract has already been ratified by the support staff association on November 21, 2019.
  - c) Approve the District-Wide School Safety Plan.
8. Personnel
  - a) Approve Vanessa Hathaway as a substitute bus aide for the school district.
  - b) Approve Zachary Pierson to a 4 year probationary appointment as a physical education teacher at STEP 1 \$43,591, effective January 6, 2020.
  - c) Approve to Kristen Theriault to a 4 year probationary appointment as an elementary teacher at STEP 1 B+36 \$47,431, effective January 8, 2020.
  - d) Accept the resignation of Michaela Comes 1<sup>st</sup> grade teacher, effective December 31, 2019.
  - e) Appoint Arnold “Buddy” Green to a 1 year probationary appointment as a custodian for the school district, effective December 10, 2019.

- f) Appoint Larry Allen to a 1 year probationary appointment as a bus driver / custodian for the school district, effective December 10, 2019.
- g) Accept the resignation from Craig Jackson as school board member, effective December 31, 2019.

9. Policies

- a) Approve the 2nd reading of the following policies:
  - #1741 Homeschooled Students
  - #8130.1 Extreme Risk Protection Orders (The Red Flag Law)

10. Public Comment Regarding the Agenda Items

11. Board Discussion

12. Reports from Superintendent

13. Executive Session

14. Adjournment



Board of Education  
Phyllis Klein, President  
Herb Longware, Vice President  
Craig Jackson  
Kasey Young  
Heather Sheehan

Willsboro Central School  
Board of Education

Meeting-Minutes  
December 10, 2019

Members Present: Phyllis Klein, President  
Herb Longware, Vice President  
Craig Jackson  
Kasey Young  
Heather Sheehan

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Deputy Kaycee  
Cathy Alden  
Krissy Leerkes  
Ed Collazo  
Martha Joslyn  
Nate Jacques  
Emily Phillips

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

**Executive Session**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to go into executive session at 6:01pm, to discuss potential employment of a particular person.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to end executive session at 6:14pm.

Reconvened the meeting at 6:15pm.

### **Presentation**

Deputy Kaycee gave a brief presentation on the services she has been providing to the students, staff and community at our school district.

### **Acceptance of Minutes**

The minutes from the 11-12-19 regular meeting were accepted as presented.

### **Business & Finance**

Motion by Craig Jackson, seconded by Kasey Young, voted and carried (5-0) to approve the claims audit report dated 11-18-19 (November general fund & school lunch fund and October trust & agency.)

Motion by Herb Longware, seconded by Heather Sheehan, voted and carried (5-0) to approve the budget status and transfer report dated 12-5-19.

### **New Business**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the special education recommendations prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Craig Jackson, voted and carried (5-0) to approve the agreement by and between the Willsboro Central School District and CSEA, Local 1000 AFSCME, AFL-CIO Willsboro CSD Unit #6811 Essex County Local 816 for the contract duration of July 1, 2019 - June 30, 2024. This proposed contract has already been ratified by the support staff association on November 21, 2019.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve the District-Wide School Safety Plan.

### **Personnel**

Motion by Craig Jackson, seconded by Heather Sheehan, voted and carried (5-0) to approve Vanessa Hathaway as a substitute bus aide for the school district.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (5-0) to approve Zachary Pierson to a 4 year probationary appointment as a physical education teacher at STEP 1 \$43,591, effective January 6, 2020.

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve to Kristen Theriault to a 4 year probationary appointment as an elementary teacher at STEP 1 B+36 \$47,431, effective January 8, 2020.

Motion by Craig Jackson, seconded by Herb Longware, voted and carried (5-0) to accept the resignation of Michaela Comes 1st grade teacher, effective December 31, 2019.

Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to appoint Arnold "Buddy" Green to a 1 year probationary appointment as a custodian for the school district, effective December 10, 2019.

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to appoint Larry Allen to a 1 year probationary appointment as a bus driver / custodian for the school district, effective December 10, 2019.

Motion by Kasey Young, seconded by Herb Longware, voted and carried (4-0-1) to accept with regrets the resignation from Craig Jackson as school board member, effective December 31, 2019 (Craig abstained.)

Motion by Heather Sheehan, seconded by Herb Longware, voted and carried (5-0) to approve Kaycee Kolodzey as a volunteer assistant for girls' basketball.

### **Policies**

Motion by Herb Longware, seconded by Kasey Young, voted and carried (5-0) to approve the second reading and adoption of policy #1741 Homeschooled Students.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the second reading and adoption of policy #8130.1 Extreme Risk Protection Orders (The Red Flag Law).

### **Public Comment Regarding Agenda Items**

**Ed Collazo** – How will the board vacancy be filled? Mrs. Klein answered we will be discussing it during board discussion.

Asked how the Red Flag process worked? Mr. Gardner explained the steps that are taken when processing a Red Flag order.

**Krissy Leerkes** – Mentioned her appreciation to Ms. Comes.

How will the board vacancy be filled? Mrs. Klein answered it will be discussed during board discussion.

**Nate Jacques** – Asked why are the teachers coming and going? What does the board look for in hiring new teaches? Mrs. Klein and Mr. Gardner explained the process of hiring and interviewing and also how the teacher pool is so small.

### **Board Discussion**

The board discussed the process they have to follow for a appointing a new board to fill in for Craig Jackson who has resigned, effective December 31, 2019. The board has 90 days to appoint someone of their choice, have an election or the District Superintendent Dr. Mark Davey will appoint someone. The board has decided to announce the vacancy and see if they get any response by interested individuals. It will be posted on the webpage and Facebook.

### **Reports from the Superintendent**

- Pre-K – 12<sup>th</sup> grade Winter Concert will be held on December 19<sup>th</sup> at 6:30pm.
- NHS donated turkeys for Thanksgiving.
- With the help of ACAP we will be starting the back-pack program for five (5) of our students.

- The school sign is up and running. We will be using for school, town and community messages.
- December 20<sup>th</sup> will be our 2<sup>nd</sup> annual Giving Games. A day filled with kindness, games and challenges for ALL students. CFES will also present the banner for School of Distinction.
- The stop arm cameras have all been installed on the buses.

### **Executive Session**

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to go into executive session at 7:18pm, to discuss employment history of a particular person (no action will be taken.)

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to end executive session at 8:26pm.

### **Adjournment**

Motion by Herb Longware, seconded by Craig Jackson, voted and carried (5-0) to adjourn the meeting at 8:27pm.

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Brandy Pierce Nolette, District Clerk