



Board of Education Meeting
November 9, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council - Peyton Leerkes & Laney Nolette
- b) Technology Class Presentation - Erik Manning
- c) Principal - Sarah Paquette
- d) Business Manager - Allison Sucharzewski
- e) Superintendent - Justin Gardner

5. Acceptance of Minutes

- a) Accept the minutes from the 10-10-23 regular meeting.

6. Business & Finance

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

- a) Approve the audited financial statements for the 2022-23 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2023'.
- b) Approve the Management Letter dated October 10, 2023, prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2023'.
- c) Approve the Response to Management Memorandum dated November 1, 2023, for the 2022-23 Financial Audit completed by Buolrice & Wood, CPA's P.C.
- d) Approve a budget transfer for Teaching Assistant salaries (Teaching Regular School) in the amount of \$15,385.00:

Account	Description	(+)	(-)
A2110.120-01	SALARY 4-6	\$15,385.00	
A2110.150-00	TEACHING ASSISTS.-REG SCH.		\$15,385.00

e) Approve a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$11,020.00:

Account	Description	(+)	(-)
A2110.120-01	INSTRUC. SAL - STDS. W/ DISAB.	\$11,020.00	
A2110.150-00	TEACHING ASSISTS.-STDS. W/DISAB.		\$11,020.00

f) Approve a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$22,300.00:

Account	Description	(+)	(-)
A5510.161-00	BUS DRIVERS	\$22,300.00	
A5530.160-00	NON-INSTRUCTIONAL - GARAGE		\$22,300.00

ITEM	TITLE	FROM	NOTES
g)	Cash Disbursements - Multi Funds	Internal Claims Auditor	OCT 2023 - #2 NOV 2023 - #1 OCT 2023 - PAYROLL BENEFITS
h)	General Fund	Business Manager/Treasurer	BUDGET TRANSFER REPORT - OCT 2023 BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023
i)	Cafeteria Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023
j)	Federal Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023
k)	Capital Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023
l)	Extra-Curricular Fund	Extra-Curricular Treasurer	TREASURER'S REPORT - OCT 2023

7. New Business

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

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve ComSource, Inc. (Cisco - NCPA 01-96) as the vendor to complete work related to the 2023-2024 capital outlay project to replace the district's phone system.
- c) Approve an agreement with North County Kids, Inc. to provide contractual services for school-aged children requiring music therapy evaluations and music therapy services for the 2023-2024 school year.

- d) Increase sub rates to the following titles effective December 23, 2023:
Sub Bus Driver - \$22.00/hour
- e) Authorize the closing of the Willsboro Central School Extra-Curricular Activity Fund Account ending in x2658 with Champlain National Bank.
- f) Authorize the disposal of A 2001 Chevy Silverado Truck VIN# 1GBJK33U21F147499 Asset ID #992010039 from inventory.

8. Policies

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

Item	Policy Number	Policy Name	Reading
a)	1000	Community Relations Goals	2nd Reading / Approval
b)	1050	Annual District Election & Budget Vote	2nd Reading / Approval
c)	1120	School District Records	2nd Reading / Approval
d)	1130	Media Relations	2nd Reading / Approval
e)	1230	Public Comments at Board Meetings	2nd Reading / Approval
f)	1400	Public Complaints	2nd Reading / Approval
g)	1420	Complaints About Curricula or Instructional Materials	2nd Reading / Approval
h)	1500	Public Use of School Facilities	2nd Reading / Approval
i)	1530	Smoking, Vaping, and Other Tobacco Use on School Property	2nd Reading / Approval
j)	1740	Relationship with Nonpublic Schools	2nd Reading / Approval
k)	1741	Home-Schooled Students	2nd Reading / Approval
l)	1800	Donations, Gifts, and Grants to the District	2nd Reading / Approval
m)	1900	Parent & Family Engagement	2nd Reading / Approval
n)	1925	Interpreters for Hearing-Impaired Parents	2nd Reading / Approval

Item	Policy Number	Policy Name	Reading
a)	2000	Board Operational Goals	1st Reading
b)	2100	School Board Legal Status	1st Reading

c)	2110	School Board Powers & Duties	1st Reading
d)	2111	Board Member Authority	1st Reading
e)	2120	School Board Elections	1st Reading
f)	2120.1	Candidates & Campaigning	1st Reading
g)	2120.2	Voting Procedures	1st Reading
h)	2121	Board Member Qualifications	1st Reading
i)	2150	Filling Board Vacancies	1st Reading
j)	2160	School District Officer & Employee Code of Ethics	1st Reading
k)	2210	Board Organizational Meeting	1st Reading
l)	2220	Board Officers	1st Reading
m)	2230	Appointed Board Officials	1st Reading
n)	2260	Citizens Advisory Committees	1st Reading
o)	2270	School Attorney	1st Reading
p)	2310	Regular Meetings	1st Reading
q)	2320	Special Meetings	1st Reading
r)	2325	Video Conferencing of Board Meetings	1st Reading
s)	2330	Executive Sessions	1st Reading
t)	2340	Notice of Meetings	1st Reading
u)	2342	Agenda Preparation & Dissemination	1st Reading
v)	2350	Board Meeting Procedures	1st Reading
w)	2351	Quorum	1st Reading
x)	2352`	Rules of Order	1st Reading
y)	2360	Minutes	1st Reading
z)	2382	Broadcasting & Recording of Board Meetings	1st Reading
aa)	2410	Policy Development, Adoption, Implementation, and Review	1st Reading
ab)	2440	Administration in Policy Absence	1st Reading
ac)	2510	New Board Member Orientation	1st Reading
ad)	2520	Board Member Training	1st Reading
ae)	2521	School Board Conferences, Conventions, Workshops	1st Reading
af)	3000	Goals & Objectives for Administration	1st Reading
ag)	3100	Superintendent of Schools	1st Reading

ah)	3200	Administrative Organization	1st Reading
ai)	3240	Line & Staff Relations	1st Reading
aj)	3310	Development of Regulations	1st Reading

9. Personnel

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

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Landra Anderson	Uncertified Substitute Teacher/Teacher Assistant	Instruction	11/10/23	\$115/Day	Substitute as needed per diem
b)	Landra Anderson	Substitute Teacher Aide/ Monitor	Instruction	11/10/23	\$17.25/Hour	Substitute as needed per diem
c)	Desiree Cassavaugh	Substitute Teacher Aide/ Monitor	Instruction	11/10/23	\$17.25/Hour	Substitute as needed per diem
d)	Margaret Frechette	Uncertified Substitute Teacher/Teacher Assistant	Instruction	11/10/23	\$115/Day	Substitute as needed per diem
e)	Margaret Frechette	Substitute Teacher Aide/ Monitor	Instruction	11/10/23	\$17.25/Hour	Substitute as needed per diem
f)	Darcey Hurlburt	Substitute Counselor	Instruction	11/10/23	\$40/Hour	Substitute as needed per diem
g)	Kori McCauliffe	Crisis Counselor (Student Advocate)	Instruction	11/10/23	N/A	Resignation
h)	Tyler Nelson	Uncertified Substitute Teacher/Teacher Assistant	Instruction	11/10/23	\$115/Day	Substitute as needed per diem

i) Approve the tenure of Kristen Theriault, Elementary Teacher, effective January 6, 2024.

j) Approve the tenure of Shannon Passno, Elementary Teacher, effective January 6, 2024.

10. Board Discussion

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment