

Willsboro

CENTRAL SCHOOL DISTRICT

Board of Education

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

Willsboro Central School
Board of Education

Regular Meeting Minutes
November 9, 2023

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, Business Manager
Sarah Paquette, Principal
Peyton Leerkes, Student Council
Erik Manning, Technology Teacher
Connor Crowningshield, Student
Gavin Hathaway, Student

The board meeting was Called to Order at 6:06pm, by Phyllis Klein.

Reports from Student Council - Peyton Leerkes

- Peyton spoke of all the exciting student activities going on throughout the past weeks:
 - Mascot Voting - An assembly was held for all students in regards to the vote and all students were able to vote on the new mascot.
 - Girls Varsity Soccer Team - It was a challenging year with low numbers of players but we finished through and came out strong. Thank you to Coach Justin for a great season! And thank you to all the teams - well done!

- RSVP Club held a red, white & blue day and collected monies for the Honor Flight.
- On a field trip with Mr. Manning to CCC Manufacturing Day, we learned about many new opportunities in the workforce right here in the North Country.
- Thank you to Miss Gough holding the basketball open gym.
- The Halloween Parade went well and the high school students had a lot of fun working with the littles.
- Elementary Drama Play will be held in December.
- The new NHS & JNHS lounge is set up and ready for use. The lounge is open for the students to relax and study.
- Congratulations to Emily Mitchell and Danica Santillo for being accepted into the nVisions Medical program!
- Student Shout Out goes to Emma Jacques!

Technology Presentation

- Mr. Erik Manning along with 2 of his students gave a brief presentation on the variety of things they are doing and learning in the tech classroom. They began with a short powerpoint presentation and then the students also showed the board members different items that they have made in class.

Reports from the Principal

- We had a great Halloween Day and parade!
- Our new building substitute Sherry Ashline is doing a good job. She is introducing herself to the classrooms and getting acquainted with the students and staff.
- Attended a PS Project Summit, it was very beneficial and I have many ideas to share with staff.
- Will be having data analysis meetings this week.
- In improving consistency, we had a meeting on the PD day October 31st, 2023 with teacher assistance and reviewed their new handbook.
- Kami training on the PD day went great with the staff and faculty,
- Congratulations to Grace Hamilton, Emma Jacques, Bryleigh Martin and Allen Cahill on being selected for All County.
- The elementary drama club will be holding their play on December 7th, 8th and 9th.
- Presented a powerpoint on data review for regents testing in the past years until now. We will be working on curriculum, analysis of skills, best practices, positivity project (relationship building) and this will be for all grade levels.

Reports from the Business Office

- Recap of the mobile gaming and cannabis funds, no funding / no revenue.

- Attend a STAC conference with Jennifer Leibeck presented by Questar. received good information.
- It is the end of school tax season, thank you to Sheila Vanags for doing such a great job. About 88% was collected.
- Received a pilot request for a solar project.
- We have new lunch manager Ms. Barrett Miller, she joins us with great new ideas for the cafe`.
- Will be attending a 3 day ASBO conference on November 13th - 15th, 2023.

Reports from the Superintendent

- Reminder Dr Davey and Amy Campbell will be attending our next board meeting on December 12th, 2023.
- Discussed with the board the new electric buses that the state is recommending with a deadline of 2027. Many changes would need to be implemented to make this process possible. We will possibly propose to the public a new bus purchase on the upcoming budget vote in May 2024.
- The next meeting will provide a timeline for updates to the school building.
- Allison & I will be working on a budget calendar.
- Posting the student advocate / counselor (Kori McCauliffe is resigning) position this week.
- Will be reviewing and updating our grading policy.

Acceptance of Minutes

The minutes from the 10-10-23 regular meetings were accepted as presented.

Business & Finance

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

Approved 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’.

Approved 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’.

Approved the Response to Management Memorandum dated November 1, 2023, for the 2022-23 Financial Audit completed by Boulrice & Wood, CPA’s P.C.

Approved 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

Approved 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

Approved 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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	OCT 2023 - #2 NOV 2023 - #1 OCT 2023 - PAYROLL BENEFITS
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
Cafeteria Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023
Federal Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023
Capital Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - OCT 2023
Extra-Curricular Fund	Extra-Curricular Treasurer	TREASURER'S REPORT - OCT 2023

New Business

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

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

Approved 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.

Approved 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.

Increased sub rates to the following titles effective December 23, 2023:

Sub Bus Driver - \$22.00/hour

Authorized the closing of the Willsboro Central School Extra-Curricular Activity Fund Account ending in x2658 with Champlain National Bank.

Authorized the disposal of A 2001 Chevy Silverado Truck VIN# 1GBJK33U21F147499 Asset ID #992010039 from inventory.

Authorized the Fire Alarm Service Agreement Renewal with Fire, Security & Sound Systems, effective September 22, 2023 for a duration of three years to provide fire alarm testing and inspection.

Authorized the Client Services Agreement with Soliant Health, LLC, effective November 10, 2023 to provide virtual occupational therapy services.

Policies

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the second reading & approval of the following policies:

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

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the first reading of the following policies:

Policy Number	Policy Name	Reading
2000	Board Operational Goals	1st Reading
2100	School Board Legal Status	1st Reading
2110	School Board Powers & Duties	1st Reading
2111	Board Member Authority	1st Reading
2120	School Board Elections	1st Reading
2120.1	Candidates & Campaigning	1st Reading
2120.2	Voting Procedures	1st Reading
2121	Board Member Qualifications	1st Reading
2150	Filling Board Vacancies	1st Reading
2160	School District Officer & Employee Code of Ethics	1st Reading
2210	Board Organizational Meeting	1st Reading
2220	Board Officers	1st Reading
2230	Appointed Board Officials	1st Reading
2260	Citizens Advisory Committees	1st Reading
2270	School Attorney	1st Reading
2310	Regular Meetings	1st Reading
2320	Special Meetings	1st Reading
2325	Video Conferencing of Board Meetings	1st Reading
2330	Executive Sessions	1st Reading
2340	Notice of Meetings	1st Reading
2342	Agenda Preparation & Dissemination	1st Reading
2350	Board Meeting Procedures	1st Reading
2351	Quorum	1st Reading
2352	Rules of Order	1st Reading
2360	Minutes	1st Reading
2382	Broadcasting & Recording of Board Meetings	1st Reading

2410	Policy Development, Adoption, Implementation, and Review	1st Reading
2440	Administration in Policy Absence	1st Reading
2510	New Board Member Orientation	1st Reading
2520	Board Member Training	1st Reading
2521	School Board Conferences, Conventions, Workshops	1st Reading
3000	Goals & Objectives for Administration	1st Reading
3100	Superintendent of Schools	1st Reading
3200	Administrative Organization	1st Reading
3240	Line & Staff Relations	1st Reading
3310	Development of Regulations	1st Reading

Personnel

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

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

Tyler Nelson	Uncertified Substitute Teacher/Teacher Assistant	Instruction	11/10/23	\$115/Day	Substitute as needed per diem

Approved the tenure of Kristen Theriault, Elementary Teacher, effective January 6, 2024.

Approved the tenure of Shannon Passno, Elementary Teacher, effective January 6, 2024.

Executive Session

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:37pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:17pm.

Discussion on draft agreement with town for summer program.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:30pm.

Brandy V. Pierce Nolette, District Clerk