

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

Re-Organizational Minutes
July 6, 2021

Members Present: Phyllis Klein, President
Kasey Young, Vice-President
Heather Sheehan
Emily Phillips
Krissy Leerkes

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

Meeting was called to order at 6:04pm.

Pledge of Allegiance

Election of Board Officers

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2021 – 2022 school year, administration of oath.

Administration of Oath to Phyllis Klein, recently elected Board Member for a three-year term to serve through June 30, 2024.

Administration of Oath to Heather Sheehan, recently elected Board Member for a three-year term to serve through June 30, 2024.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2021-2022 school year.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to nominate Phyllis Klein as President of the Board for the 2021 – 2022 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice-President of the Board for the 2021 – 2022 school year, administration of oath.

Consent Agenda

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following appointment of officers for the 2021-2022 school year:

- ❖ Allison Sucharzewski, School District Treasurer – No Stipend
- ❖ Sheila Vanags, Tax Collector - \$6,250
- ❖ Brandy Pierce Nolette, District Clerk - \$2,750
- ❖ Nancy Ahrent, Internal Claims Auditor - \$30.00 / hour
- ❖ Justin Gardner, Purchasing Agent – \$5,000
- ❖ Lorie Sayward, Offseason Tax Collection - \$1,000

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the following other appointments for the 2021-2022 school year:

- ❖ Boulrice & Wood, District Independent Auditor - \$10,500
- ❖ Stafford, Piller, Murnane, Plimpton, Kelleher & Trombley, School Attorney - \$195.00 / hour
- ❖ Harris Beach School Attorney - \$210.00 / hour
- ❖ Elizabethtown Community Hospital School Physician - \$4,929
- ❖ Chris Ford, Chief Faculty Advisor of Student Activity Accounts – No Stipend
- ❖ Cathy Alden, Chief Information Officer (CIO) / Data Coordinator - \$3,750
- ❖ Brandy Pierce Nolette , Sub Call-In Person - \$3,000
- ❖ Brandy Pierce Nolette, Records Management Officer – No Stipend
- ❖ Jennifer Leibeck, Accountability Plan Coordinator - \$3,500
- ❖ Justin Gardner, Data Protection Officer – No Stipend
- ❖ Justin Gardner, Records Appeals Officer – No Stipend
- ❖ Allison Sucharzewski, School Lunch Reviewing Officer – No Stipend
- ❖ John Sucharzewski, Safety Officer / Asbestos (LEA) Designee – No Stipend
- ❖ Tammy Bell Martin NYSIR, Insurance Consultant – No Stipend
- ❖ Michael Douglas & Charmaine Flynn, Dignity Act Co-Coordinators – No Stipend
- ❖ Justin Gardner, Title IX Officer – No Stipend
- ❖ John Sucharzewski, Pesticide Coordinator – No Stipend
- ❖ Jennifer Leibeck, 504 & ADA Coordinator – No Stipend
- ❖ Dawn Bronson & John Oliver, CPR Instructors - \$25.00 / hour

Designations for 2021-2022 school year

Motion by Krissy Leerkes , seconded by Heather Sheehan, voted and carried (5-0) to approve the Champlain National Bank and NYCLASS as the Official Bank Depositories.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the Press Republican as the Official Newspaper.

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

Authorizations for the 2021 – 2022 school year:

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the following authorizations for the 2021 – 2022 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 the general fund \$250.00 and petty cash fund for the cafeteria \$50.00.
- ❖ The Superintendent of Schools is authorized to certify payrolls.
- ❖ The Superintendent of Schools is authorized to sign all special State and Federal applications and forms required for programs and grants.
- ❖ The Superintendent of Schools is authorized to approve budget transfers up to \$7,5000.00.
- ❖ The Superintendent of Schools is authorized to approve conferences, workshops and conventions.
- ❖ Justin Gardner, Superintendent of Schools, as a member of the CEWW counties Health Consortium Board of Directors.
- ❖ Justine Gardner, Superintendent of Schools, as the lead evaluator for the school district.
- ❖ The Guidance Counselor and Extra Curricular Treasurer to sign student activity checks.
- ❖ The single signature of the District Treasurer to validate school checks for the school year.
- ❖ The Superintendent of Schools attends and represents 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
 - Cafeteria / Food Service Helper
 - School Nurse
 - All Office Personnel / Treasurer / Tax Collector

 - Five Days / Week – 3.75 Hours / Day
 - Part-Time Food Service Helper

 - Five Days / Week – 8 Hours / Day
 - All Maintenance Workers
 - Superintendent of Buildings, Grounds & Transportation
 - Bus Driver / Maintenance Person / Custodian
 - Bus Driver / Teacher's Aide
 - Mechanic / Maintenance
 - Senior Cook / Cook Manager

 - Five Days / Week – 6.5 Hours / Day
 - Teacher Aides

 - Five Days / Week – 6 Hours / Day
 - Bus Drivers

Other Items for the 2021 – 2022 school year:

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following instructional substitute compensation for certified teachers, non-certified personnel, and permanent building substitutes at the following rates for the 2021 – 2022 school year:

- ❖ Teacher, Certified \$100.00/day
- ❖ Teacher, Non-Certified \$95.00/day
- ❖ Permeant Building Substitutes \$105.00/day

- ❖ Nurse, RN \$95.00/ day
- ❖ Teaching Assistant \$12.50/hr.
- ❖ Teacher Aide \$12.50/hr.
- ❖ Custodial Worker \$13.50/hr
- ❖ Maintenance Worker \$13.50/hr
- ❖ Cook \$12.50/hr
- ❖ Food Service Helper \$12.50/hr
- ❖ Temporary On-Call Clerical \$12.50/hr
- ❖ Bus Driver \$16.00/hr
- ❖ Bus Monitor \$12.50/hr

- ❖ The current IRS mileage reimbursement rate.
- ❖ The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention / Pre-Licensing programs at CV-TEC for the 2021-2022 school year.
- ❖ The student handbook and the athletic handbook for the 2021-2022 school year.
- ❖ The District safety plan for 2021-2022 school year.

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

RESOLUTION

(District to Participate in BOCES Summer School 2022)

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 a 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 2022 Special Education School Aged Summer School, and agrees to pay the actual CEWW BOCES costs for the 2022 summer school; and

BE IT FURTHER RESOLVED, that no later than August 2, 2021, 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 2022 Special Education School Age Summer School. A copy of this adopted resolution is to be provided to the CEWW BOCES and its District Superintendent

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the rate charged to the Town of Willsboro for 2021-22 for any contracted Youth Commission busing for ski-trips or other events at \$27/hour.

Committee Assignments for 2021-2022:

Negotiations & Personnel will be up to the availability of the board members.

Brandy Pierce Nolette, District Clerk

Willsboro
CENTRAL SCHOOL DISTRICT
Board of Education
July 6, 2021 at 6:00pm
Regular Meeting Minutes

The board meeting was Called to Order at 6:17pm.

Executive Session

Motion Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to go into executive session at 6:18pm, to discuss personnel history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 6:43pm.

Administrative Staffing Presentation

Mr. Gardner gave a brief presentation on the K12 Principal/Coordinator of Athletics Position Proposal.

Acceptance of Minutes

The minutes from the 6-23-21 regular board meeting were accepted as presented.

New Business

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

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding retirement of a particular employee.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding part-time bargaining unit members.

Business & Finance

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to rescind the June 23, 2021 resolution of authorizing the transfer of funds in the amount of \$115,000 from the Cafeteria to the General Fund to offset the cost of several years of transfers used to subsidize deficits in the operating budget of the Cafeteria Fund (per the auditor request.)

Personnel

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0-1) to approve the following extra-curricular positions for 2021-2022, stipends as per contract) one abstention Phyllis Klein):

Advisors

Senior Class Shelley Moran & Melissa Huff
Junior Class Kyli Miller & Heather Nolette
Sophomore Class Erin Rasco & Shannon Passno
Freshman Class Deanna Mero
Model UN Keith Stone
Student Council Keith Stone
French Club Marie Blatchley
CFES Marie Blatchley & Tara Valachovic
Extra-Curricular Treasurer Cathy Alden
Key Club Brandy Pierce Nolette
Art Club Reagan Monarch
Band Director & Music Jennifer Moore
National Honor Society Gail MacDougal
Junior National Honor Society Reagan Monarch
Athletic Director Michael Douglas

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following coaching positions for 2021-2022, stipends as per contract:

Fall Coaches

Boys' Varsity Soccer Eric Arnold
Girls' Varsity Soccer Chris Ford
Boys' Modified Soccer Terry Cross
Girls' Modified Soccer Nicholas Hebert

Winter Coaches

Girls' Modified Basketball Shannon Passno
Girls' Varsity Basketball Nick Arnold
Boys' Varsity Basketball Eric Arnold
Boys' Modified Basketball Terry Cross
Rifle Team Charmaine Flynn & John Oliver
Bowling David Lee

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the recommendation of the Superintendent that effective July 1, 2021, the position of District Treasurer is expanded to Business Manager/District Treasurer. Allison Sucharzewski, the employee in the current District Treasurer position will assume the additional responsibilities.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the recommendation of the Superintendent to create the Administrative Tenure (4 yr.)

position of Principal/Coordinator of Athletics. The person holding the position must have the appropriate certification to be a School Building Administrator.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve up to two (2) summer professional development days for eligible K-8 teachers at a rate of \$150/day.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the recall of Brian White from the preferred eligibility list in the tenure area of 7-12 Mathematics effective July 7, 2021.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the letter of intent to retire provided by Brian White, 7-12 Mathematics teacher at Willsboro Central School, and approve the retirement effective July 8, 2021.

Reports from the Superintendent

- Graduation was an enjoyable and positive event for all. Thank you to everyone that helped make this a wonderful evening!
- Updated the board on the information received from the Health Dept. With guidelines being lifted, what does that mean for schools? As of right now there is no guidance on next school year, but the Health Dept. will keep us updated.
- NYSSBA annual conference will be held in NYC October 24th – 26th, 2021. If any board members are interested, please let Brandy know.
- Updated the board on the Strategic Planning RFP's. We have only received two (2) RFP's with positive reviews. Mr. Gardner reached out to the University of Rochester and is waiting on a response back in regards to helping us with the Strategic Planning process, they have come highly recommended.
- Parent Square – will be a new program used by all the teachers that will help keep better communications with families. It will work similar to the website with announcements, but the teachers will also be able to communicate with parents on their student.

Board Discussion

The board members discussed the goals and ideas they have for next year. And different ways to implement them into the school district.

Board picture at the next board meeting on July 27th, 2021.

Adjournment

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to adjourn the meeting at 8:24pm.

Brandy Pierce Nolette, District Clerk



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
July 27, 2021

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Michael Douglas, Dean of Students / Athletic Director

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

Pledge of Allegiance

Executive Session

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:03 pm, to discuss personnel and interview.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to invite Michael Douglas into executive session (entered at 6:05pm & exited at 6:35pm.)

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:57pm.

Acceptance of Minutes

The minutes from the 7-6-21 regular board meeting and re-organizational meeting were accepted as presented.

New Business

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the special education annual appointments for the 2021-2022 school year prepared by Jennifer Leibeck.

Motion by Kasey Young, seconded by Emily Phillips voted and carried (5-0) to table the Response to Intervention/Academic Intervention Plan until the next board meeting on August 10, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the DCIP & ESSA PRIP Accountability Plans for 2021-2022.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the recommendation to modify the eligibility calculation of the substitute bus driver bonus to allow the rollover of unclaimed hours from one school year to be claimed in the following school year effective July 1, 2021.

Business & Finance

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the updated rate of \$205.00 / hour from Stafford, Piller, Murnane, Kelleher & Trombley, as School Attorney for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following warrants: JULY 2021 #1 CASH DISBURSEMENTS mixed warrant, JUNE 2021 TRUST & AGENCY warrant, JUNE 2021 #1 - #3 CASH DISBURSEMENTS mixed warrants, MAY 2021 TRUST & AGENCY warrant & MAY 2021 #2 CASH DISBURSEMENTS mixed warrant.

Personnel

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to appoint Maria Evens as a building sub, at a rate of \$105.00 per day for the 2021 – 2022 school year, starting September 2, 2021.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Michael Douglas as principal / coordinator of athletics (full time - 11 month) effective August 1, 2021 with a four-year probationary period effective August 1, 2021 to August 1, 2025. Salary for the 2021-2022 school year is \$80,000 pro-rated.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the financing of the contract between the Superintendent and the Principal. The contract is for the period of August 1, 2021 to June 30, 2025.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the letter of intent to resign provided by Michael Douglas, K-12 Physical Education Teacher and Athletic Director, effective July 31, 2021 pending appointment as principal.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve Michael Douglas as a teacher lead evaluator for the school district.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Justin Gardner as a principal and teacher lead evaluator for the school district.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the Superintendent's recommendation to abolish one half time (50% FTE) secondary math position and create one full-time secondary math position effective July 27, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Heidi Davey, as a (full time - 10 month/certified) Secondary Math Teacher effective September 2, 2021 at STEP 8 B+36 with a salary of \$55,638 for the 2021-2022 school year with a three-year probationary period effective September 2, 2021 to September 2, 2024.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve Sarah Kingzack as a (full time - 10 month) non-probationary Secondary English Teacher effective September 2, 2021 until June 30, 2022 at STEP 2 B+18 with a salary of \$47,915 for the 2021-2022 school year.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve one summer professional development day for special education teachers at a rate of \$150/day.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to accept with regrets the letter of resignation provided by Derrick Hopkins, Elementary Teacher, effective August 31, 2021.

Board Discussion

Krissy would like to thank Mr. Douglas, Mr. Gardner and all the other volunteers that joined with the Youth Commission, to organize soccer and basketball clinics for the students. It was great success! Also, congratulations to Mr. Broadwell for being recognized by the NYSPHSAA advisory committee.

Reports from the Superintendent

- Our sympathy to the family of Linda Gonyo (BOCES Board member) who passed away unexpectedly.
- Summer at the school has been very busy! Many of our supplies are being delivered, business office is working and preparing for an audit in mid-August, the maintenance and the cleaners have been getting the rooms and hallways cleaned and the Guidance office has been working the schedules for students a staff for the upcoming year.
- We still have no guidance on how the school year will look, we are optimistic that we can have a back to normal year.

Executive Session

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:47pm, to discuss personnel.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:39pm.

Adjournment

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

Brandy Pierce Nolette, District Clerk



Willsboro
 CENTRAL SCHOOL DISTRICT
 Board of Education
 Phyllis Klein, President
 Kasey Young, Vice President
 Heather Sheehan
 Krissy Leerkes
 Emily Phillips

Willsboro Central School
 Board of Education

Regular Meeting Minutes
 August 10, 2021

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

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

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

Pledge of Allegiance

Acceptance of Minutes

The minutes from the 7-27-21 regular board meeting were accepted as presented.

Business & Finance

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the June 2021 and July 2021 Treasurer’s reports.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following budget transfers for the FY 2020-21:

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A2110.140-00	Substitute Salaries	\$11,725.80	
A2110.130-00	Salary 7-12		\$11,725.80

Transfer related to the cost of having two long term substitutes for the remainder of the school year.

ACCOUNT	DESCRIPTION	TRANSFER IN	TRANSFER OUT
A2110.490-00	BOCES Services - Teaching Regular School	\$26,250.00	
A2110.405-00	Student Fees		\$ 1,600.00
A2110.453-13	Cooperative - AV		\$11,000.00
A2110.453-19	Supplies 7-12 Technology		\$ 850.00
A2110.453-21	Supplies K-6 Remedial		\$ 1,900.00

A2110.482-00	Textbooks K-6	\$ 6,500.00
A2110.490-00	Textbooks 7-12	\$ 3,800.00
a2110.100-00	Salary PRE-K	\$ 600.00

Transfer related to the increased costs of Online Learning, Workshops, Model Schools, Computer Services Albany & Public Relations.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the July 2021 Budget Status & July 2021 Transfer Reports.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$30,450.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association & the Memorandum of Agreement with a particular employee that provides a retirement benefit for retiring effective July 8, 2021, and increase the 2021/22 general fund budget as appropriate.

New Business

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

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the 2021-2022 District Safety Plan.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the district ARP Plan.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the Response to Intervention/Academic Intervention Plan.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve a Boys Modified and Varsity Cross Country Merger with AuSable Valley CSD for the fall 2021 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Personnel

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to amend the motion from the last meeting on 7-27-21 on the appointment of Heidi Davey, to now read the following:

(full time - 10 month/certified) Secondary Math Teacher effective September 2, 2021 at STEP 9 B+36 with a salary of \$56,674 for the 2021-2022 school year with a three-year probationary period effective September 2, 2021 to September 2, 2024.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve payment for Debbie Anderson & Kim Buck to provide PRE-K Orientation scheduled for August 30-31 & September 1, 2021 at a cost of \$25.00/hr. for 9 hours each not to exceed a total payment of \$450.00 collectively.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following as volunteer coaches for the fall soccer season:

Girls Varsity Soccer - Justin Drinkwine

Girls Varsity Soccer - Andrew Lee

Boys Varsity Soccer - Nick Arnold

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the letter of intent to retire provided by Theresa Moss, 7-12 Special Education Teacher at Willsboro Central School, and approve the retirement effective August 20, 2021.

Reports from the Superintendent

- Willow Sweeney (former teacher / educator / motivational speaker) will be coming on September 3, 2021 from 8:30 – 3:00pm, to speak to our faculty and staff. All board members are welcome to attend.
- Updated the board on the Strategic Planning RFP's. Mr. Gardner reached out to Education Elements and is waiting on a response back in regards to helping us with the Strategic Planning process, they have come highly recommended.
- All fall sports begin on August 23, 2021.
- Mr. Gardner attended a seminar on cyber security. Worked with Dominick and have made some changes to our computers log-ins (2 factor auth.) for better protection for our district systems.
- COVID - districts are working together to come with a plan for the upcoming school year and the county Health Department will review the plans. We could also be getting guidance from the State Education Department. Mr. Gardner is hoping all guidance will be finalized soon so that we can get information out to the parents.
- Gave a brief presentation of Parent Square which will launch out to parents this week.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:57pm, to discuss personnel items.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 7:22pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 7:23pm.

Brandy Pierce Nolette, District Clerk



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

Willsboro Central School
 Board of Education

Special Meeting Minutes
 August 13, 2021

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

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

The board meeting was Called to Order at 7:46am by Board Member Heather Sheehan.

Pledge of Allegiance

Acceptance of Minutes

The minutes from the 8-10-21 regular board meeting were accepted as presented.

Business & Finance

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (3-0) to adopt the following resolution pertaining to the 2021-22 tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2021-2022 school year a sum not to exceed \$5,692,309.99 (this amount includes omitted taxes OF \$3,905.39, and STAR);

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

Town	Taxable Value	Equalized Tax Rate	Total Tax Levy by Town	Tax Rate per \$1,000 of Assessed Value
Chesterfield	\$ 215,258	100%	\$ 2,641.05	\$ 12.269248
Essex	\$ 124,681,879	100%	\$ 1,529,752.87	\$ 12.269248

Lewis	\$ 429,179	100%	\$ 5,265.70	\$ 12.269248
Westport	\$ 3,692,325	100%	\$ 45,302.05	\$ 12.269248
Willsboro	\$ 334,930,746	100%	\$ 4,109,348.32	\$ 12.269248
SUBTOTAL	\$ 463,949,387		\$ 5,692,309.99	
STAR TO BE DETERMINED				

AND BE IT HEREBY DIRECTED THAT at such future date as the detailed breakdown of tax levy between School Tax Bills and STAR reimbursement become available from a county issued tax roll, the tax warrant of this Board will be so modified to split out the taxes from the STAR reimbursement;

AND BE IT HEREBY DIRECTED THAT the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2021 and end November 10, 2021 giving the tax warrant an effective period of 69 days at the expiration of which time the Tax Collector shall make an accounting in writing to the board;

AND BE IT FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows:

- 9/1/2021 to 9/30/2021 0%
- 10/1/2021 to 10/31/2021 2%
- 11/1/2021 to 11/9/2021 3%

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (3-0) to adjourn the meeting at 7:48am.

Brandy Pierce Nolette, District Clerk



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
September 14, 2021

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

Others Present: Justin Gardner, Superintendent of Schools
Michael Douglas, Principle / Athletic Coordinator
Brandy Pierce Nolette, District Clerk

Via WebEx

Allison Sucharzewski, District Treasurer
Eric Bell, CVES Assistant Superintendent of
Management Services

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

Pledge of Allegiance

Acceptance of Minutes

The minutes from the 8-13-21 special board meeting were accepted as presented.

Business & Finance

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the 2020-2021 budget transfer related to an increase in BOCES Services due to Cross Contracts signed during the course of the year in the amount of \$25,735.00.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve the 2020-2021 budget transfer related to the district's 20% cost of 4408 Summer School Expenses for the transfer to the Federal Aid Budget in the amount of \$20,304.00.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the 2020-2021 budget transfer related to the expense of having long term substitute faculty in for the second half of the year at a higher rate in the amount of \$11,726.00.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the June 2021 budget transfer & budget status reports.

New Business

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

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the 2021-2022 Feinerman Agreement for Sarah Kingzack.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the extra-curricular & scholarship account reports for the 2020 – 2021 school year, prepared by Cathy Alden.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the strategic planning service agreement between the Willsboro Central School District and Education Elements.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the attached resolution in support of the Champlain Hudson Power Express Project PILOT.

Personnel

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the appointment of Sheree Ford as the AIS/RTI Coordinator for the 2021-2022 school year, stipend as per contract.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the 1-year probationary appointment of Kim Pfund, as a Part-Time Food Service Helper working 3 hours per day at Step 2 \$12.60/hourly, effective September 20, 2021.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the 1-year appointment of Laura Bridge as an elementary teacher at Step 10 B+9 with a salary of \$54,850, effective September 1, 2021 to June 30, 2022.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the appointment of Darrian Sweatt as a building sub (pending fingerprint clearance), at a rate of \$105.00 per day for the 2021 – 2022 school year, effective September 15, 2021.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (4-0-1) to approve Robin Belzile as a certified substitute teacher (\$100.00 per day), on a per diem as needed basis (one abstention Emily Phillips.)

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the 1-year probationary appointment of Cynthia Yourdon as a Bus Driver at STEP 1, \$15.35/ hourly, effective September 20, 2021,

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to approve the 1-year probationary appointment of Cynthia Yourdon as a Part-Time Aide at STEP 1, \$13.09/hourly, effective September 20, 2021,

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Cheryl Vanderpool as a cook, at STEP 7 \$14.63/hourly, effective September 15, 2021.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Andrew Lee as a substitute maintenance worker, at \$13.50/hourly, effective September 5, 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following teachers as mentors for the 2021-2022 school year, with a stipend of \$300.00:

New Teacher

Heather Walsh
Nicholas Hebert
Deana Mero
Sarah Kingzack
Heidi Davey

Mentor

Tara Valachovic
Andrew Lee
Jennifer Moore
Christine Charbonneau
Charmaine Flynn

Board Discussion

Emily gave a brief update on the NYSSBA webinar that she attended and also thanked Mr. Gardner for the invite to the staff development day and the presentation by Willow Sweeny. It was a fantastic presentation!

Phyllis was happy that there has been no push back from the parents/community in regards the mask mandate in the schools.

Reports from the Principal

- Thank you to the teachers and staff for a smooth transition into the school year!
- The Willsboro Pride program has started, students in K-5thgrades are rewarded with a pride ticket when they have good behavior, are kind and are helpful. They can place their ticket for display on the large “W” outside the main office. To celebrate we will have a small celebration at the end of October.
- We will hold our first Pride meeting next week. We will have teachers, community and students on the committee.

- Fall sports have begun and are going great! There is a lack of bus transportation to the games, but the parents have been great in helping transport their student(s).

Reports from the Superintendent

- We had 2 days of professional development on September 2nd & 3rd. Day one was faculty / staff meetings, the state came and reviewed the special education reports card, and day 2 was Willow Sweeny's presentation.
- There may be a potential BOCES board seat opening, if anyone is interested please let Mr. Gardner know.
- Working with BOCES on getting the website cleaned up and updated.
- Parent Square has gone out to everyone. We have gotten great feedback on it. As of now faculty, staff, parents, board members and 9-12 students have access to it.
- Chromebooks have been passed out to all students, grades 3-12 are allowed to take theirs home and grades 1& 2 use theirs in the classroom. I will be sending out information on insurance this week, as we will not be using the same company as last year.
- Posting soon for curriculum coordinators, one for K-6 Math, one for K-6 English, and one for 7-12 English & Math. These individuals will be extra set of eyes to help out the superintendent and the principle. I will have candidates for approval at the next meeting.
- COVID update – Everyone has been doing great with wearing their masks. We have 6 employees that are unvaccinated and will be tested weekly. Reports from Essex County Health Dept. says we will have tests so we will be able to test symptomatic staff and students (with permission from the parent / guardian.) County also says if vaccinated staff or students do not have to quarantine unless symptomatic and have not been in 6ft. contact of the individual that has tested positive.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:21pm, to discuss personnel items.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:03pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:04pm.

Brandy Pierce Nolette, District Clerk



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
October 12, 2021

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, District Treasurer
Eric Bell, CVES Asst. Super. of Management Services

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

Pledge of Allegiance

Presentation

Marie Blatchey & Tara Valachovic gave a brief presentation on a New Student Club Proposal (R.S.V.P.)

Acceptance of Minutes

The minutes from the 9-14-21 regular board meeting were accepted as presented.

Business & Finance

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to authorize the business manager to close the following Champlain National Bank Accounts due to inactivity:

Trust & Agency	x0186
Risk Retention Reserve	x0439
General Capital Reserve	x0447
Tax Certiorari Reserve	x0455
Employ Benefits Reserve	x0463

General Fund Reserve	x0578
Retirement Contr. Resv.	x1431

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following warrants:

- July 2021 - #2 Cash Disbursements
- July 2021 - Trust & Agency
- July 2021 - Payroll Benefits
- Aug 2021 - #1 Cash Disbursements
- Aug 2021 - #2 Cash Disbursements
- Aug 2021 - #3 Cash Disbursements
- Aug 2021 - Payroll Benefits
- Sept 2021 - #1 Cash Disbursements
- Sept 2021 - #2 Cash Disbursements

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve a tax refund due to duplicate payment to Lereta, LLC (on behalf of Molly Rascoe) in the amount of \$50.23.

Motion by Kasey young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the audited financial statements for the 2020-21 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2021'.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the Management Letter dated September 22, 2021 prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2021'.

New Business

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

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the 2021-2022 contract for special educational services provided in a residential setting with Hillcrest Educational Centers for a particular student.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the 2021-2022 contract for special educational services provided in a residential setting with Foundations Behavioral Health, Inc. for a particular student.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the updated 2021-22 school calendar.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Special Education Instructional Services provided by Heather Walsh for the 2021-22 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c, Ms. Walsh will be providing instructional assistance to identified students at a contractual rate of \$35/hr 3/hr /week.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve Speech Therapy Services provided by Katie Campbell for the 2021-22 school year, for particular special education students at the Lakeside School at Black Kettle Farm, a non-public school located within the Willsboro School District. Pursuant to Education Law 3602-c. Ms. Campbell will be providing speech therapy to identified students at a contractual rate of \$70/hr 1/hr/week.

Personnel

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (4-0-1) to accept the resignation of Deanna Mero as Freshman Advisor for the 2021-2022 school year (Phyllis Klein abstained.)

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to accept the resignation of Marie Blatchley as CFES Co-Advisor for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Emily Phillips voted and carried (5-0) to accept the resignation of Tara Valachovic as CFES Co-Advisor for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the appointment of Jill Magurk as a Substitute Maintenance Person/Custodian, at \$13.50/hourly effective October 13, 2021.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to approve the appointment of Maria Evens as a (full-time - 10 month/certified) Teaching Assistant at STEP 1 with a salary of \$25,407 (\$23,374.44 prorated) for the 2021-2022 school year with a three-year probationary period, effective September 27, 2021 to September 27, 2024.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Nicholas Hebert as a Freshman Co-Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the appointment of Heidi Davey as a Freshman Co-Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Cynthia Yourdon as a Bus Driver / Teacher Aide, effective September 23, 2021.

Motion Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the appointment of Payton Gough as a Part-Time Permanent Building Substitute, at a rate of \$105.00 for two (2) days a week for the 2021–2022 school year, effective October 18th, 2021.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the 1-year probationary appointment of Kathleen Desormeau as a Full-Time Cleaner at STEP 5, \$27,559 (\$20,563.25 prorated) for the 2021-2022 school year, effective October 4, 2021.

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) approve the correction to the previous appointment of Kimberly Pfund as a Part-Time Food Service Helper to working 3 hours per day at STEP 4 \$13.36/hourly, effective September 20, 2021.

Board Discussion

Mrs. Klein asked if the board members could receive a subscription of American School Board Journal, Mr. Gardner said we will order it.

Reports from the Superintendent

- School board recognition week is October 18th, 2021, thank you to all of the board members!
- On the next agenda we will have so me new substitute rates and substitute bus driver rates. We have a hard time with getting substitutes in, hopefully the increase will help.
- The Special Education Annual report will be presented at the next board meeting.
- Fall sports are winding down, both of our varsity soccer teams are having a great season and will start playoffs on October 25th, 2021. Winter sports will be starting by November 1st, 2021. We are still working on arrangements for basketball and other indoor sports.

- Will talk more at the next meeting about strategic planning. The project planning team is Mr. Gardner, Mr. Douglas and Ms. Phillips. We will be gathering another group of board members, students, parents and staff.
- Updated the board members on the Capital Outlay Project.
- COVID update – 5 weeks into the school year and everyone has been doing great with wearing their masks. We have received from the Essex County Health Dept. tests for symptomatic staff and students (with permission from the parent / guardian.) Thank you to everyone for pushing through and working so well in these difficult challenges!

Executive Session

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:33pm, 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 8:04pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:05pm.

Brandy VP Nolette, District Clerk



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, 2021

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

Others Present: Justin Gardner, Superintendent of Schools
Michael Douglas, Principle / Athletic Coordinator
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, District Treasurer
Jennifer Leibeck, CSE Chairperson
Chris Ford, Guidance Counselor / Varsity Girls` Soccer Coach
Jenna Ford, Lexi Nolette, & Isabella Harrison
(Girls Varsity Soccer Captains)

Via WebEx: Cathy Alden, Guidance Secretary
Eric Bell, CVES Asst. Super. of Management Services

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

Pledge of Allegiance

Recognition

Recognized the girls' varsity soccer team for winning the Section VII Class D Championship. Great job!

Executive Session

Motion Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to enter into executive session at 6:05pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Kasey Young, voted and carried (5-0) to end executive session at 6:17pm.

Acceptance of Minutes

The minutes from the 10-12-21 regular board meeting were accepted as presented.

Business & Finance

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve the Response to Management Memorandum for the 2020/21 Financial Audit completed by Boulrice & Wood, CPAs, PC.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the transfer of funds from sub-account ERS Reserve to the sub-account TRS Reserve inclusive of the Retirement Contribution Reserve in the amount of \$44,000 effective August 2021.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve a budget transfer in the amount of \$45,000 for strategic planning/consulting services provided to the District by Education Elements.

ACCOUNT OUT	DESCRIPTION	TRANSFER IN	TRANSFER
A2060.400-00	CONT. EXPEND. - RES. PLANNING & EVAL.	\$45,000.00	
A9060.800-00	HEALTH INSURANCE		\$45,000.00

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve and place on file the following financial reports:

ITEM	TITLE	FROM	NOTES
a.	Treasurer's Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
b.	Budget Status Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
c.	Revenue Status Report - General Fund	Business Manager/Treasurer	AUG 2021 SEPT 2021
d.	Budget Transfer Report - General Fund	Business Manager/Treasurer	AUG 2021

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve and place on file the following warrants:

ITEM	TITLE	FROM	NOTES
a.	Cash Disbursements - Multi Funds	Internal Claims Auditor	AUG 2021 - #4 OCT 2021 - #1 OCT 2021 - #2 NOV 2021 - #1
b.	Payroll Benefits - General Fund	Internal Claims Auditor	SEPT 2021 OCT 2021

New Business

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

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve a Rifle Team Merger with NCCS for the 2021- 2022 season pending approval by the other school District’s Board of Education at no expense to the district.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve a Girls Hockey Merger with PHS for the 2021-2022 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 Emipy Phillips, voted and carried (5-0) to approve the GEAR UP Grant MOA between the Willsboro Central School District and CFES Brilliant Pathways for the 2021-2022 school year.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following changes to Substitute Position Titles and their rates effective November 1, 2021:

POSITION	RATE	POSITION	RATE
Substitute Teacher/ Teaching Assistant - Certified	\$115/day	Substitute Teacher/ Teaching Assistant - Non-Certified	\$100/day

Permanent Building Substitute (School Year)	\$125/day	Substitute Teacher Aide/Student Monitor	\$13.50/hour
Substitute Nurse, RN	\$115/day	Custodial Substitute	\$14.50/hour
Cafeteria Substitute	\$14.00/hour	Clerical Substitute	\$14.00/hour
Substitute Bus Driver	\$20.00/hour		

Personnel

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Darrian Sweatt, permanent building substitute, effective October 28, 2021.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to accept the resignation of Nick Arnold as Varsity Girls Basketball coach, effective November 9, 2021.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to accept the resignation of Shannon Passno as Modified Girls Basketball coach, effective November 9, 2021.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Shannon Passno as Varsity Girls Basketball Coach for the 2021-2022 school year, effective November 10, 2021, stipend per contract.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve Kyli Miller as Modified Girls Basketball Coach for the 2021-2022 school year, effective November 10, 2021, stipend per contract.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Chris Ford as a volunteer assistant for the Girls Varsity Basketball team for the 2021-2022 school year, no compensation.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve Megan Benner as a non-certified substitute teacher/teacher assistant (\$100.00 per day), substitute teacher aide/ student monitor (\$13.50 per hr.) effective November 1, 2021, on a per diem as needed basis.

Motion by Heather Sheehan, seconded by Kasey Young, voted and carried (5-0) to approve Margie Jaquish as a substitute clerical worker (\$12.50 per hr.), effective October 22, 2021 through October 31, 2021 and (\$14.00 per hr.) effective November 1, 2021, on a per diem as needed basis.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve Jennifer Moore as the Drama Club Advisor for the 2021-2022 school year, stipend as per contract.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (4-0-1) to approve Liz Becker as a substitute a non-certified teacher / teacher assistant (\$100.00 per day), substitute teacher aide/student monitor (\$13.50) on a per diem as needed basis effective November 9, 2021 (one abstention Heather Sheehan.)

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Payton Gough as Part-Time Permanent Building Substitute, at a rate of \$125.00 for three (3) days a week for the 2021–2022 school year, effective November 1, 2021.

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Marie Blatchley as R.S.V.P Co-Advisor, at a rate of \$1,141 for the 2021-2022 school year.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve Tara Valachovic as R.S.V.P Co-Advisor, at a rate of \$1,141 for the 2021-2022 school year.

Board Discussion

Mrs. Leerkes congratulated the girls varsity soccer team on a great season and kudos to ALL the sports teams!

Mrs. Klein asked when the 1st issue of the American School Board Journal would be delivered?

Reports from the Principal

- Thanked the students and staff for doing a great job with helping keep COVID minimized.
- Thank you to Brandy for all the organizing of substitutes and the teachers for helping out when we have substitute shortage.
- The Halloween Parade was great and the students were very excited. Thank you to John Cross and Herb Longware.
- We recognized our first set of students on their Warrior Pride.

- We will be moving the cafe eating area back to the cafeteria and an adjacent room.
- Recognized all the fall sports teams for a great season.
- Winter sports will begin, Varsity on November 15th and Modified on November 18th. Good luck to all the teams. Mrs. Leerkes asked what the mandate will be on winter sports due to COVID and Mr. Douglas replied that they are still working on the guidelines.

Reports from the Superintendent

- With the first quarter ending COVID has played a large role this year. Everyone is working hard together. As of right now at least 75% of our students are in-person and 2 staff members out.
- Updated the board members on the Capital Outlay Project.
- Mr. Gardner & Mrs. Sucharzewski will be attending a financial seminar in December that will help in the upcoming budget season.
- Changing of the cafeteria seating arrangements will begin on Monday to accommodate the winter sports season coming and the use of the gym.
- COVID update – Everyone has been doing great with wearing their masks and pushing through and working so well in these difficult challenges! Shred the policy / procedures given to us from the County. We are able to test symptomatic students (with parental permission) and staff members here at the school. We will be hosting a Vaccination / Booster Clinic here at the school on November 17th from 4-7pm, students ages 5-11 are eligible for the vaccine now and boosters are available for students 12 and up. Mrs. Klein mentioned that community members wanted to be more informed with COVID related issues at the school, Mr. Gardner stated he has to report it to NYS and that the public can access the information via the web <https://schoolcovidreportcard.health.ny.gov/>

Executive Session

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:46pm, 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 8:51pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:52pm.

Brandy VP Nolette, District Clerk



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
December 14, 2021

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

Others Present: Justin Gardner, Superintendent of Schools
Michael Douglas, Principle / Athletic Coordinator
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, District Treasurer

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

Pledge of Allegiance

Executive Session

Motion Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 6:02pm, to discuss disciplinary incident of a particular student.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:45pm.

Acceptance of Minutes

The minutes from the 11-9-21 regular board meeting were accepted as presented.

Business & Finance

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

- a) Approved a budget transfer in the amount of \$34,105.00 for computer hardware purchases provided to the District by the CEWW BOCES.
(A9060800-00 Health Insurance to A2630490-00 BOCES Services-Computer)

- b) Approved a budget transfer in the amount of \$36,700.00 to account for administrative salaries previously budgeted as elementary instructional salaries.
(A2110120-00 Salary K-3 to A2020150-00 Instructional Salary)

- c) Approved a budget transfer in the total amount of \$38,595.00 to account for teaching assistant salaries.
(\$19,895.00 - A2110120-01 Salary 4-6 & \$18,700.00 - A2250152-00 Teaching Assistants Special Education to A2210150-00 Teaching Assistants)

ITEM	TITLE	FROM	NOTES
d)	Treasurer’s Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
e)	Budget Status Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
f)	Revenue Status Report - General Fund	Business Manager/Treasurer	OCT 2021 NOV 2021
g)	Budget Transfer Report - General Fund	Business Manager/Treasurer	OCT 2021
h)	Cash Disbursements - Multi Funds	Internal Claims Auditor	NOV 2021 - #2
i)	Treasurer’s Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021
j)	Budget Status Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021
k)	Revenue Status Report - Cafe & Federal Funds	Business Manager/Treasurer	SEPT - NOV 2021

New Business

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

- a) Approved the special education recommendations prepared by Jennifer Leibeck.
- b) Approved the following rates effective December 1, 2021:
\$25/game for shot clock operator
\$25/game for modified basketball scoreboard operator
\$30/game for varsity basketball scoreboard operator
- c) Approved the agreement between the Willsboro Central School and the Elizabethtown Community Hospital for registered professional nurse coverage for the 2021-2022 school year as needed.
- d) Approved the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding substitute classroom coverage by period, effective December 1, 2021.
- e) Approved the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association regarding daily substitute coverage by teaching assistants, effective December 1, 2021.
- f) Approved the removal of a Henderson Sander (attachment, spreader) #20131080, that is no longer in working condition, from inventory.
- g) Approved the abolishment of a full-time Maintenance Person position.
- h) Approved the creation of a full-time Automotive Mechanic/Maintenance Person position.

Personnel

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to appoint the following individuals (a-e & h-k) to the corresponding positions:

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0-1) to approve the following individual (f & g) to the corresponding position (one abstention Phyllis Klein):

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to table the approval of the following individual (l):

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Nick Arnold	Volunteer Assistant Coach	Athletics	11/15/21	n/a	Boys Varsity Basketball 21-22 School Year
b)	Paul Arnold	Volunteer Assistant Coach	Athletics	11/15/21	n/a	Boys Varsity Basketball 21-22 School Year
c)	Karen Crowningshield	Extra Duty	Support	10/18/21	\$26.66 / hr	COVID Testing
d)	Matt Gay	Automotive Mechanic - Maintenance Person	Support	12/28/21	\$19,500.36 (pro-rated) \$38,121- (STEP 3)	1 Year Probationary Appointment Civil Service Non-Competitive
e)	Travis King	Custodial Substitute	Support	12/14/21	\$14.50 / hr	Substitute as needed per diem
f)	Dana Klein	Substitute Teacher / Teacher Assistant Non-certified	Instruction	12/14/21	\$100 / daily	Substitute as needed per diem
g)	Dana Klein	Substitute Teacher Aide / Student Monitor	Instruction	12/14/21	\$13.50 / hr	Substitute as needed per diem
h)	Theresa Moss	Substitute Teacher / Teacher Assistant Certified	Instruction	12/10/21	\$115 / daily	Substitute as needed per diem
i)	Theresa Moss	Substitute Teacher Aide/ Student Monitor	Instruction	12/10/21	\$13.50 / hr	Substitute as needed per diem
j)	Eric Schultz	Substitute Teacher / Teacher Assistant Certified	Instruction	11/16/21	\$115 / daily	Substitute as needed per diem

k)	Eric Schultz	Permanent Building Substitute	Instruction	12/20/21	\$125 / daily	Daily Building Substitute for the 21-22 school year
l)	Dana Skye	Substitute Teacher / Teacher Assistant Non-certified	Instruction	12/14/21	\$100 / daily	Substitute as needed per diem

Reports from the Principal

- On December 2nd, 2021 the Champlain Valley Senior Center used our school as an evacuation site. It was amazing to see our staff and their staff working so well together to make sure that the elderly clients were taken care of. Thank you to all that volunteered their time!
- Key Club is holding a winter apparel (coats, boots, hats, & mittens) drive for our community. Deadline for donations is December 22nd, 2021.
- We will be holding the Giving Games on December 22nd, 2021, along with a Read-A-Thon for the PreK – 5th & HS students. The students can get pledges for the number of pages or books that they read. All money raised will be go to the RSVP Club and they will determine where to it goes too.
- The elementary and the HS wings will be participating in Spirit Weeks leading up to the holiday.
- Winter sports have begun. We will be enforcing the mask mandate and anyone not able to follow the policy will be asked to leave the sporting event. We are also looking for individuals to help with the shot clock / score clocks, we have increased the rate for these positions.

Reports from the Superintendent

- Athletic Updates - Congratulations to Jenna Ford for making 2nd Team All-Star! Also, if you are interested in watching the games you can download the NFHS app.
- We received a nice card from The Champlain Valley Senior Community, thanking us for our support during their evacuation on December 2nd, 2021 and to all the staff that volunteered their time to help.
- Mr. Gardner & Mrs. Sucharzewski are working on some incentives to help get individuals in for subbing (bus drivers, building subs, cleaners, etc.)
- We want to continue promote school safety, so we have asked that Deputy Kaycee or Deputy Pollack make weekly appearances at that school to do walk throughs and interact with the students.
- Our 2nd vaccination clinic was held on December 8, 2021. Over 200 people came to the clinic (boosters / 2nd shots).
- Parent teacher conferences for grades PreK – 6th will be held on December 15, 2021. No school for students on this day.

- New Open Meeting Laws state that we need to provide board meeting documents on the website 24hrs. prior to the meeting.
- Mr. Gardner & Mrs. Sucharzewski attended a state financial meeting on December 6, 2021 in regards to the upcoming budget season.
- Mr. Gardner updated on the board on the COVID cases in our district and other districts. The positivity rate is down compared to a month ago. We have been seeing more vaccinated individuals testing positive.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 7:42pm, to discuss a personnel matter, no action will be taken.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:21pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:22pm.

Brandy VP Nolette, District Clerk



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
January 11, 2022

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

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

The board meeting was Called to Order at 6:05pm by Phyllis Klein.

Pledge of Allegiance

Reports from the Principal

- Winter sports have begun and are going very well!
- The HS and Elementary participated in a book reading before christmas. The Elementary also enjoyed the movie "Polar Express." The HS joined in the Giving Games which was a lot of fun for all!

Reports from the Business Manager

- Preparing for the 2022-2023 budget season.

Reports from the Superintendent

- Mr. Gardner updated the board on the Strategic Planning process to develop a new mission, vision, and set of goals for Willsboro Central School District.
- Mr. Gardner & Mr. Douglas will be attending a career fair in March, to help find individuals for positions within our school district .
- Mr. Gardner updated the board on the COVID cases in our district and the new guidelines put out by the health department. The numbers in our school are manageable. Several of our families have taken advantage of the free at home test kits that we received.

Acceptance of Minutes

The minutes from the 12-14-21 regular board meeting were accepted as presented.

Business & Finance

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

ITEM	TITLE	FROM	NOTES
a)	Treasurer’s Report - General Fund	Business Manager/Treasurer	DEC 2021
b)	Budget Status Report - General Fund	Business Manager/Treasurer	DEC 2021
c)	Revenue Status Report - General Fund	Business Manager/Treasurer	DEC 2021
d)	Budget Transfer Report - General Fund	Business Manager/Treasurer	DEC 2021
e)	Cash Disbursements - Multi Funds	Internal Claims Auditor	DEC 2021 - #1 DEC 2021 - #2
f)	Payroll Benefits - General Fund	Internal Claims Auditor	NOV 2021

New Business

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

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved the 2022-2023 budget development calendar.

Approved the updated 2021-2022 school calendar.

Approved the use of school land for a fireworks display by the Town of Willsboro on December 10, 2022.

Approved the contract with The Prevention Team for Student Support Counseling services within the school for the 2021-2022 school year.

Approved the agreement between Essex County Health Department and Willsboro Central School for Use of Facilities & Emergency Preparedness Location effective, January 1, 2022 - December 31, 2022.

Approved a modified and varsity baseball merger with Boquet Valley CSD for the Spring 2022 season, pending approval by the other school district's Board of Education at no expense to the district.

Personnel

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to appoint the corresponding employee positions accordingly:

Item	Employee	Position	Program	Effective	Pay	Notes
a)	John "Jack" Daly	HS Social Studies Teacher	Instruction	6/30/22	N/A	Retirement
b)	Matt Gay	Automotive Mechanic - Maintenance Person	Support	12/29/21 Corrected	\$19,353.74 (pro-rated) \$38,121-(ST EP 3)	1 Year Probationary Appointment Civil Service Non-Competitive
c)	Payton Gough	Permanent Building Substitute	Support	1/3/22	\$125 Daily	5 Days a Week Corrected
d)	Ashley Whalen	Custodial Substitute	Support	1/11/22	\$14.50 / hr	Substitute as needed per diem

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to enter into executive session at 6:49pm, to discuss personnel history of a particular person, no action will be taken.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:30pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 7:31pm.

Brandy VP Nolette, District Clerk



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
April 12, 2022

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Allison Sucharzewski, Business Manager
Michael Douglas, Principal / Athletic Coordinator

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

Pledge of Allegiance

Presentation from The Class of 2022

- Senior Class members Jenna Ford, Ethan Leibeck and Kaili Bourdeau gave a brief presentation on the trip proposal to Concord, Maine.

Reports from the Principal

- The NHS / JNHS Inductions were held on March 24th, 2022. It was a great evening for all of our inductees.
- ELA State Testing was held on March 29th - 31st, it was a smooth process. Thank you to Chris Ford for all of his help in organizing it.
- On April 8th our Sophomores and Juniors attended a presentation on the Hollicost at AuSable Valley Central School. All of the students found the

experience great! The Superintendent from AVCD was very impressed with our students' behaviors and respectfulness.

- Mrs. Moore held a practice - a -thon with over 76 hours, and raised \$276 for Ukraine.
- On April 13th student council will be holding a hat day and a blue & gold day to help raise funds for Ukraine.

Reports from the Superintendent

- BOCES Budget Vote and Board Member Vote will be held on April 28th, 2022.
- End of the year ceremonies:
 - MS / HS Music Concert May 17th, 2022
 - Elementary Music Concert June 2nd, 2022
 - Student Recognition June 7th, 2022
 - Athletic Awards June 8th, 2022
 - Essex County Senior Awards June 9th, 2022
- We have one snow day, if it is not needed we will add the day on Friday of our Memorial day weekend, so we will have May 27th - 30th off for the holiday weekend.
- Updated the board on increased learning opportunities of distance learning for our students in grades 9th - 12th.
- Updated the board on the strategic planning process.

Business Manager & Superintendent

- Gave a brief presentation on the 2022-2023 budget proposal.

Acceptance of Minutes

The minutes from the 3-8-22 regular board meeting and 3-15-22 special board meeting were accepted as presented.

Business & Finance

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

Approved the following budget transfers:

A2250.490-00	BOCES SERVICES	(\$27,650)
A2280.490-00	BOCES SERVICES	\$12,000
A2630.490-00	BOCES SERVICES	\$12,250
A2815.400-00	CONTRACTUAL EXPENDITURES	\$ 2,200
A2855.401-00	CONTRACTUAL EXPENDITURES	\$ 1,200

ITEM	TITLE	FROM	NOTES
b)	Treasurer's Report - General Fund	Business Manager/Treasurer	MARCH 2022

c)	Budget Status Report - General Fund	Business Manager/Treasurer	MARCH 2022
d)	Revenue Status Report - General Fund	Business Manager/Treasurer	MARCH 2022
e)	Budget Transfer Report - General Fund	Business Manager/Treasurer	MARCH 2022
f)	Cash Disbursements - Multi Funds	Internal Claims Auditor	March 2022 - #1

New Business

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

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the Casella/Northern Sanitation New York Service Contract for a period of 24 months, effective April 12, 2022.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the increase of the equipment threshold from \$2,500 to \$5,000, effective July 1, 2021.

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the Willsboro Central School District undertaking a capital improvement project consisting of flooring replacement/repair, including, site improvements, original furnishings, fixtures and equipment (the "Project"); and **WHEREAS**, the District, as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0 IO1, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA.

NOW THEREFORE, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility"; Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site" and 617.5(c)(8): "routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area...."

Section 2. This Resolution shall take effect immediately.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the 2022-2023 Willsboro Central School District Spending Plan Budget of \$10,479,884, reflecting a 2.69% tax levy increase.

Motion by Kasey Young, seconded by Krissy Leerkes voted and carried (5-0) to approve that the Board of Education of the Willsboro Central School District hereby authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department (SED) for the 2022-2023 school year.

Personnel

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to appoint the corresponding employee positions accordingly:

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Cathy Alden	Guidance Secretary	Support	June 29, 2022	N/A	Retirement
b)	Kathleen Nasner	Substitute Nurse	Support	April 7, 2022	\$115/ day	Substitute As Needed Per Diem
c)	Kathleen Nasner	Substitute Teacher / Teacher Assistant Non-certified	Instruction	March 18, 2022	\$100 / daily	Substitute As Needed Per Diem
d)	Kathleen Nasner	Substitute Teacher Aide / Student Monitor	Instruction	March 18, 2022	\$13.50/ hr	Substitute As Needed Per Diem
e)	Kelly Petrie	Cleaner	Support	3/28/2022	Step 5 \$27,559 (pro-rated \$7,313.73)	1-Year Probationary Appointment
f)	Kearstiin Smith	Substitute Teacher / Teacher Assistant Non-certified	Instruction	April 13 ,2022	\$100 / day	Substitute As Needed Per Diem
g)	Kearstiin Smith	Substitute Teacher Aide / Student Monitor	Instruction	April 13, 2022	\$13.50 / hr	Substitute As Needed Per Diem
h)	Heather Walsh	Elem. Special Education Teacher	Instruction	April 15, 2022	N/A	Maternity Leave 4/15/22 - 6/24/22

Board Discussion

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (4-0-1) to approve Phyllis Klein to be the NYSSBA Legislative Liaison.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the Senior Class Trip to Concord, Maine, May 13th - 15, 2022.

We will hold a brief special meeting on April 28th, 2022 at 8:00am for the BOCES Budget & Board Member Votes.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:51pm, to discuss employment history of a particular person, no action will be taken.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:26pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:27pm.

Brandy V. Pierce Nolette, District Clerk



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
April 28, 2022

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

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

The board meeting was Called to Order at 8:00am by Kasey Young.

Pledge of Allegiance

Acceptance of Minutes

The minutes from the 4-12-22 regular board meeting were accepted as presented.

New Business

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to approve the BOCES Administration Budget: Be it is resolved that the Board of Education of the Willsboro Central School District voted to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington Board of Cooperation Educational Services for the school year 2022-2023.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to approve and nominate the four (4) candidates listed below for a vacant seat on the Board of Cooperative Educational Services (CVES) Board of Education:

Kathy Comins-Hunter
 Emily Phillips
 Lori Saunders
 Michael St.Pierre

Personnel

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to appoint the corresponding employee positions accordingly:

Item	Employee	Position	Program	Effective	Pay	Notes
a)	Alvin Nolette	Volunteer Assistant Varsity Girls Softball Coach	Athletics	April 25, 2022	N/A	Volunteer Assistant Varsity Girls Softball Coach
b)	Eric Schultz	Building Substitute	Instruction	April 25, 2022	N/A	Resignation
c)	Maria Evens	Substitute Teacher Aide / Student Monitor	Instruction	April 28, 2022	\$13.50 / hr.	Substitute As Needed Per Diem

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 8:06am.

Brandy V. Pierce Nolette, District Clerk



Board of Education

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

Willsboro Central School
Board of Education

Public Hearing & Regular Meeting Minutes
May 10, 2022

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
Michael Douglas, Principal / Athletic Coordinator

The board meeting was Called to Order at 6:02pm by Phyllis Klein.

Pledge of Allegiance

Presentations

- 2022-2023 Public Budget Hearing was presented by Mr. Gardner.

Reports from the Principal

- Held some Willsboro Pride activities on April 29th, had some STEM fun with the help of CFES, handed out prizes, held an assembly, and Mr. Ding-A-Ling was here to serve ice cream to all students & staff!
- ECHO representatives came and set up many different activities for the students to enjoy throughout the day. It was a great day for students.

- End of the Year activities that are coming up:
 - May 31st, 4th - 12th Music Concert
 - June 2nd, PreK - 3rd Elementary Concert
 - June 6th, 7th - 12th Academic Awards
 - June 7th, Essex County Senior Awards
 - June 8th, Sports Awards

Reports from the Business Manager

- I attended the ASBO business officials retreat on May 2nd & 3rd, it was a great two days of presentations and discussions.
- The breastfeeding room is about 90% complete. Clinton county came to look it over and gave us a few more items for the room. We were also presented with a certificate.
- I will be on the Board of Trustees for the Electrical Consortium.

Reports from Superintendent

- Thank you to Mr. Douglas and Mrs. Sucharzewski for all of their hard work and efforts.
- Attended a BOCES meeting on Title 9 policy.
- We had positive feedback on our budget newsletter. The hope is to start putting out quarterly newsletters to our community to keep them up to date on all things happening in the school district.
- Reviewed the upcoming end of the year events.

Acceptance of Minutes

The minutes from the 4-28-22 special board meeting 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 following budget transfers:

A2250.490-00	BOCES SERVICES	(\$12,400)
A2060.400-00	CONTRACTUAL EXPENDITURES	\$12,400

ITEM	TITLE	FROM	NOTES
b)	Treasurer’s Report - General Fund	Business Manager/Treasurer	APRIL 2022
c)	Budget Status Report - General Fund	Business Manager/Treasurer	APRIL 2022
d)	Revenue Status Report - General Fund	Business Manager/Treasurer	APRIL 2022

e)	Budget Transfer Report - General Fund	Business Manager/Treasurer	APRIL 2022
f)	Cash Disbursements - Multi Funds	Internal Claims Auditor	MARCH 2022 - #2 MARCH 2022 PAYROLL APRIL #1 APRIL #2

New Business

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

Approved the special education recommendations prepared by Jennifer Leibeck.

Approved the following as election workers for the budget vote on May 17, 2022 at a rate of \$13.20 (current minimum wage) an hour:

- Gail Drinkwine
- Laurie Bauer
- Michelle Baker

Personnel

Motion by Emily Phillips, seconded by Kasey Young, voted and carried (5-0) to accept the resignation of Nicholas Hebert, Elementary Special Education Teacher, effective June 30, 2022.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (4-0-1) to approve Dana Klein as a Permanent Building Substitute, at a rate of \$125.00 / daily for the rest of the 2021–2022 school year, effective May 2, 2022 (one abstention - Phyllis Klein.)

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (5-0) to approve Kearstiin Smith as a Permanent Building Substitute, at a rate of \$125.00 / daily for the rest of the 2021–2022 school year, effective May 2, 2022.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:52pm, to discuss employment history of a particular person, no action will be taken. Allison Sucharzewski was invited to stay for the executive session.

Allison Sucharzewski left the meeting at 7:12pm.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:08pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:09pm.

Brandy V. Pierce Nolette, District Clerk



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
June 14, 2022

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
Michael Douglas, Principal / Athletic Coordinator
Joe Coakley, Director of Labor Relations
Erik Manning, New Technology Teacher
Kori McCauliffe, New Crisis Counselor
Victoria Wilkins, New Confidential Senior Typist

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

Pledge of Allegiance

Recognition

- Mr. Gardner introduced our new staff members, Erik Manning, Kori McCauliffe, and Victoria Wilkins, to the board members.

Reports from the Principal

- Congratulations to the students and staff for having a successful school year.
- Many school events are happening, chorus concerts, academic awards, sports awards, PreK celebration, and graduation on June 24th at 7pm.
- Updated the board on NWEA benchmark testing and assessments.
- The fall girls soccer participation rate is good, the boys is low but should be able to have all teams this upcoming school year.
- Congrats to Mr. Gardner for becoming the 2nd vice-president to the athletic counsel.

Reports from the Business Manager

- The business office is working on the end of the year reconciliation and wrapping up payroll.

Reports from Superintendent

- Graduation is June 24th, 2022 at 7:00pm in the Auditorium.
- Thank you to Brandy, Allison and Lorie for all of their help and organization for our Budget Vote that was held on May 17th, 2022.
- Updated the board on the Distance Learning that will be set up for the 2022-2023 school year.
- Vape detectors will be installed at the school this summer.
- Will have handbook updates for review at the next board meeting.
- Discussed the Open Meeting policy with the board members.
- Updated the board on the safety procedures of our school building.

Acceptance of Minutes

The minutes from the 5-10-22 regular board meeting were accepted as presented.

Business & Finance

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

Approved the following budget transfers for distance learning classroom:

Prog. Students w/ Disab. - BOCES	A2250490-00	\$47,998.65 (-)
Computer Aided Instruction - BOCES	A2630490-00	\$47,998.65 (+)

TITLE	FROM	NOTES
Treasurer’s Report - General Fund	Business Manager/Treasurer	MAY 2022
Budget Status Report - General Fund	Business Manager/Treasurer	MAY 2022
Revenue Status Report -	Business Manager/Treasurer	MAY 2022

General Fund		
Budget Transfer Report - General Fund	Business Manager/Treasurer	MAY 2022
Cash Disbursements - Multi Funds	Internal Claims Auditor	APRIL 2022 PAYROLL MAY 2022 PAYROLL MAY 2022 #1 MAY 2022 #2 JUNE 2022 #1

Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$27,500.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association providing a retirement benefit to a particular employee retiring July 1, 2022 and increase the 2021/22 general fund budget as appropriate.

Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$11,500.00 pursuant to the 'RETIREMENT' Article of the Agreement between the District and a particular employee providing a retirement benefit for that employee retiring June 30, 2022 and increase the 2021/22 general fund budget as appropriate.

Authorized the transfer of funds in the amount of \$50,275.00 to fund the TRS Reserve in order to subsidize the cost of TRS expenses in the future.

New Business

Motion by Kasey Young, secondee by Emily PHillip, voted and carried (5-0) to authorize procedures for board member videoconferencing pursuant to Public Officers Law § 103-a (resolution is attached).

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

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to approve the attached bond resolution in regard to the financing of the Fire Alarm Capital Project approved by qualified voters in the May 17th election in the total amount of \$455,500.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the 2022-2023 service agreement with Paper Education Company for an online chat-based platform to provide students access to educators in order to obtain tutoring in connection with their courses.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the 2022 Pre-Referendum, Design & Construction Administration Services Proposal and Letter Agreement for Capital Improvement Project provided by Tetra Tech.

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the 2022-2023 Capital Outlay Exception (\$100k) Project Professional Architectural and Engineering Consulting Services provided by Tetra Tech.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Cathy Alden	Consulting Services	Support	July 1, 2022 - June 30, 2023	\$26.50 / hr	Hourly as Needed
Christine Chabonneau	HS English Teacher	Instruction	Summer 2022	5 days / \$150 per day	Summer Curriculum Project
Jack Daly	HS Social Studies Teacher	Instruction	June 30, 2022 July 1, 2022	N/A	Change in Retirement Date
Kathleen DeSormeau	Cleaner	Support	5/26/22	N/A	Termination
Amber Hopkins	Cleaner	Support	5/23/22	Step 5 \$27,559 (pro-rated \$3,073.89)	1yr. Probationary Appointment
Melissa Huff	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25 / hr	3 Hours weekly for a duration of 6 weeks
Sarah Kingzack	HS English Teacher	Instruction	6/30/22	N/A	Resignation
Gail MacDougal	Special Education Summer School Teaching Assistant	Instruction	July 5 - August 12, 2022	\$25 / hr	5 Hours weekly for a duration of 6 weeks
Erik Manning	Technology Teacher	Instruction	08/31/22	Step 1 (Base) \$45,693	1yr Non-Probationary Appointment
Kori McCauliffe	Crisis Counselor (Student Advocate)	Support	08/31/22	Step 1 (Base) \$45,693	1yr Non-Probationary Appointment
Morgan Sovey	High School	Instruction	8/31/22	Step 1 (B+45)	4yr Probationary

	English Teacher			\$50,493	Appointment
Alan Thompson	Elementary Special Education	Instruction	8/31/22	Step 11 (Base) \$55,999	3yr Probationary Appointment
Victoria Wilkins	Confidential Senior Typist	Support	7/1/22	\$39,500	Guidance Office - Replacing Cathy Alden

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:14pm, to discuss personnel history of a particular person, no action will be taken. Joe Coakley, Director of Labor Relations was invited to stay for the executive session.

Joe Coakley, Director of Labor Relations left the meeting at 7:31pm.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 8:16pm.

Adjournment

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:17pm.

Brandy V. Pierce Nolette, District Clerk