

# 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  
January 9, 2024

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

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

The board meeting was Called to Order at 5:17pm, by Kasey Young

### Pledge of Allegiance

### Executive Session

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (4-0) to enter into executive session at 5:18pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0) to end executive session at 6:06pm.

The board meeting was called to back into regular session at 6:07pm, by Kasey Young

### Reports from the Principal

- Updated data review between Willsboro and other local school districts.

- Reviewed the extra curricular handbook.
- NWEA Testing has begun and will be throughout the next few weeks.

**Reports from the Business Office**

- Working on the tax wrap up (W2’s, etc.)
- Reviewed financial reports and interests.
- Attended the ASBO Conference, in regards to budget and state aid information. Discussed the topics in the proposal.

**Reports from the Superintendent**

- Upcoming Legislative Breakfast, if any board members would like to attend.
- We will be having a transition study (grant) in regards to electric buses.
- Athletics update, softball, flag football, and fall soccer.
- Will be attending a literacy brief with Ms. Paquette provided by state ed.
- The school mascot branding company will be starting the work on our new school mascot / logo. A 6 week process will hopefully be finalized by April 2024.

**Acceptance of Minutes**

The minutes from the 12-12-23 regular 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:

Approved a budget transfer in the amount of \$11,869.98 for an increase in the 2024 BOCES Capital Budget Expenditures:

| Account      | Description       | (+)         | (-)         |
|--------------|-------------------|-------------|-------------|
| A1981.490-00 | BOCES ADMIN COSTS | \$11,869.98 |             |
| A9060.800-00 | HEALTH INSURANCE  |             | \$11,869.98 |

Approved a budget transfer in the amount of \$16,791.35 for an increase in special education contractual expenditures due to remote OT:

| Account      | Description                     | (+)         | (-)         |
|--------------|---------------------------------|-------------|-------------|
| A2250.400-00 | CONTRACTUAL EXP.                | \$16,791.35 |             |
| A2250.490-00 | BOCES PROGRAMS FOR STUD. DISAB. |             | \$16,791.35 |

| TITLE                            | FROM                       | NOTES   |
|----------------------------------|----------------------------|---|
| Cash Disbursements - Multi Funds | Internal Claims Auditor    | DEC 2023 - #1<br>NOV 2023 - PAYROLL BENEFITS  |
| General Fund                     | Business Manager/Treasurer | BUDGET TRANSFER REPORT - DEC 2023<br>BUDGET STATUS REPORT - DEC 2023<br>REVENUE STATUS REPORT - DEC 2023<br>TREASURER’S REPORT - DEC 2023 |

|                       |                            |  |
|-----------------------|----------------------------|--|
| Cafeteria Fund        | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023<br>REVENUE STATUS REPORT - DEC 2023<br>TREASURER'S REPORT - DEC 2023 |
| Federal Fund          | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023<br>REVENUE STATUS REPORT - DEC 2023<br>TREASURER'S REPORT - DEC 2023 |
| Capital Fund          | Business Manager/Treasurer | REVENUE STATUS REPORT - DEC 2023<br>BUDGET STATUS REPORT - DEC 2023                                  |
| Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - DEC 2023  |

**New Business**

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

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

Approved the mascot logo design agreement between School Branding Agency and the Willsboro Central School District, effective January 10, 2024.

Approved the educational services agreement between FIRST Educational Resources and the Willsboro Central School District, effective January 10, 2024.

Approved the proposed trip to San Antonio, Texas for the Class of 2024.

Authorized the disposal of the following item(s) from the inventory:

| Asset Tag | Item Type | Item Description    | Serial # |
|-----------|-----------|---------------------|----------|
| 20080515  | Table Saw | Powermatic Model 66 | 7866141  |

Approved the tax refund as a result of the small claims assessment review amended decision on December 20, 2023 for filing # SC1-2023 on behalf of the Arthur A. Auch Trust in the amount of \$181.48.

**Policies**

Motion by Heather Sheehan, seconded by Emily Phillip, voted and carried (4-0) to approve the second reading & approval of the following policies:

| Policy Number | Policy Name               | Reading                |
|---------------|---------------------------|------------------------|
| 2000          | Board Operational Goals   | 2nd Reading / Approval |
| 2100          | School Board Legal Status | 2nd Reading / Approval |

| Policy Number | Policy Name  | Reading                |
|---------------|--|------------------------|
| 2110          | School Board Powers & Duties                             | 2nd Reading / Approval |
| 2111          | Board Member Authority                                   | 2nd Reading / Approval |
| 2120          | School Board Elections                                   | 2nd Reading / Approval |
| 2120.1        | Candidates & Campaigning                                 | 2nd Reading / Approval |
| 2120.2        | Voting Procedures  | 2nd Reading / Approval |
| 2121          | Board Member Qualifications                              | 2nd Reading / Approval |
| 2150          | Filling Board Vacancies                                  | 2nd Reading / Approval |
| 2160          | School District Officer & Employee Code of Ethics        | 2nd Reading / Approval |
| 2210          | Board Organizational Meeting                             | 2nd Reading / Approval |
| 2220          | Board Officers   | 2nd Reading / Approval |
| 2230          | Appointed Board Officials                                | 2nd Reading / Approval |
| 2260          | Citizens Advisory Committees                             | 2nd Reading / Approval |
| 2270          | School Attorney  | 2nd Reading / Approval |
| 2310          | Regular Meetings   | 2nd Reading / Approval |
| 2320          | Special Meetings   | 2nd Reading / Approval |
| 2325          | Video Conferencing of Board Meetings                     | 2nd Reading / Approval |
| 2330          | Executive Sessions                                       | 2nd Reading / Approval |
| 2340          | Notice of Meetings                                       | 2nd Reading / Approval |
| 2342          | Agenda Preparation & Dissemination                       | 2nd Reading / Approval |
| 2350          | Board Meeting Procedures                                 | 2nd Reading / Approval |
| 2351          | Quorum   | 2nd Reading / Approval |
| 2352          | Rules of Order   | 2nd Reading / Approval |
| 2360          | Minutes  | 2nd Reading / Approval |
| 2382          | Broadcasting & Recording of Board Meetings               | 2nd Reading / Approval |
| 2410          | Policy Development, Adoption, Implementation, and Review | 2nd Reading / Approval |
| 2440          | Administration in Policy Absence                         | 2nd Reading / Approval |
| 2510          | New Board Member Orientation                             | 2nd Reading / Approval |

| Policy Number | Policy Name                                      | Reading                |
|---------------|--|------------------------|
| 2520          | Board Member Training                            | 2nd Reading / Approval |
| 2521          | School Board Conferences, Conventions, Workshops | 2nd Reading / Approval |
| 3000          | Goals & Objectives for Administration            | 2nd Reading / Approval |
| 3100          | Superintendent of Schools                        | 2nd Reading / Approval |
| 3200          | Administrative Organization                      | 2nd Reading / Approval |
| 3240          | Line & Staff Relations                           | 2nd Reading / Approval |
| 3310          | Development of Regulations                       | 2nd Reading / Approval |

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to approve the first reading of the following policies:

| Policy Number | Policy Name                           | Reading     |
|---------------|---------------------------------------|-------------|
| 4321.12       | Timeout & Physical Restraint          | 1st Reading |
| 6000          | Fiscal Management Goals               | 1st Reading |
| 6110          | Budget Planning                       | 1st Reading |
| 6150          | Budget Transfers                      | 1st Reading |
| 6240          | Investments                           | 1st Reading |
| 6410          | Authorized Signatures                 | 1st Reading |
| 6600          | Fiscal Accounting & Reporting         | 1st Reading |
| 6650          | Claims Auditor                        | 1st Reading |
| 6660          | Independent/External Audits           | 1st Reading |
| 6670          | Petty Cash & Petty Cash Accounts      | 1st Reading |
| 6680          | Internal Audit Function               | 1st Reading |
| 6690          | Audit Committee                       | 1st Reading |
| 6700          | Purchasing                            | 1st Reading |
| 6710          | Purchasing Authority                  | 1st Reading |
| 6741          | Contracting for Professional Services | 1st Reading |
| 6800          | Payroll Procedures                    | 1st Reading |
| 6830          | Expense Reimbursement                 | 1st Reading |

|      |                               |             |
|------|-------------------------------|-------------|
| 6850 | Retiree Benefit Procedures    | 1st Reading |
| 6900 | Disposal of District Property | 1st Reading |

**Personnel**

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0) to approve the following personnel items:

| Employee      | Position  | Program     | Effective | Pay           | Notes                         |
|---------------|---|-------------|-----------|---------------|-------------------------------|
| Kaili Bordeau | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 1/3/24    | \$115 / Daily | Substitute as needed per diem |
| Kaili Bordeau | Substitute Teacher Aide/Student Monitor           | Instruction | 1/3/24    | \$17.25/Hour  | Substitute as needed per diem |
| Cleo Lobdell  | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 1/3/24    | \$115 / Daily | Substitute as needed per diem |
| Cleo Lobdell  | Substitute Teacher Aide/Student Monitor           | Instruction | 1/3/24    | \$17.25/Hour  | Substitute as needed per diem |
| Theresa Moss  | Substitute Certified Teacher/Teaching Assistant   | Instruction | 1/9/24    | \$115 / Daily | Substitute as needed per diem |
| Theresa Moss  | Substitute Teacher Aide/Student Monitor           | Instruction | 1/9/24    | \$17.25/Hour  | Substitute as needed per diem |

**Adjournment**

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to adjourn the meeting at 6:51pm.

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Brandy V. Pierce Nolette, District Clerk