

# 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  
December 12, 2023

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

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, Business Manager  
Dr. Mark Davey, District Superintendent  
Ms. Amy Campbell, Asst. Supt. for Educational Services  
Shelley Moran & Shannon Passno, WCS Staff Members  
McKinley Belzile & Lacey Nolette, WCS Senior Students  
Petyon Leerkes, Student Council Member  
1 Community Member

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

### Pledge of Allegiance

### Presentation by CVES - Dr. Davey & Ms. Campbell

- Dr. Davey gave a brief services summary update and told of some new changes at CVES.
- Ms. Campbell gave a brief update on school support services with CVES.

### **Presentation by the Senior Class - Trip Proposal**

- Shelley Moran & Shannon Passno Sr. Class advisors along with two of the seniors, Lacey Nolette & McKinley Belzile presented their choice of senior trip to San Antonio Texas. They presented a sample itinerary for the board. The board will get back by next meeting with their decision.

### **Reports from Student Council - Peyton Leerkes**

- STEM night for students and families. Spoke of all of the activities that everyone was able to participate in.
- All Winter Sports have begun!
- The Class of 2026 is doing halftime games at all home basketball games throughout the season.
- Sophomore class visited CVES to see all of the programs available for them next year.
- The babies are out! Mr. Manning 's Health Class has opportunities to take the baby home to be taken care of. He will base the grades off of the report that is produced electronically.
- The WCS Elementary Drama Club held their presentation this past weekend, and it was a great success! Fantastic job, shout out to all of them!
- NHS supplied hot chocolate and cookies at an event at the Paine Memorial Library for Christmas in the Boro.

### **Reports from the Business Office**

- Finish up final cost reports for the capital outlay and the fire alarm system. Spoke of savings that have been invested because of the interest rates which will be turned back around for the new bus purchase.
- Wrapping up year end paperwork in the business office.

### **Reports from the Principal & Superintendent**

#### **Principal Reports (Sarah - absent)**

- Parent teacher conferences were held last Thursday and Friday. All went great! Lots of participation with the parents.
- Mrs. Walsh is in the process of getting the Spelling Bee organized, more information will be shared at a later date.
- Mrs. Moore is in Texas touring a school that one of our substitutes works at. Great experience to see how other schools' music programs work.
- Our regional assessments received and will present the information at our+ January meeting.

#### **Superintendent Reports**

- A group to do a study on the electric buses, a grant will cover the study. Providing information to us and the community on the pros and cons, route assessment, this will be a 6 month process.
- Policy committee continues their work on the policy updates. All policies should be ready to go for the 24-25 school year.

- Working on a putting together a suicide prevention plan.
- Feedback on the new school mascot has been great. The next step is the logo process, researching companies for the branding process.
- Mr. Ford is working on sports items and updates for next spring and fall.

**Acceptance of Minutes**

The minutes from the 11-9-23 regular meeting and the 11-21-23 special 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:

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

**New Business**

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

Approved the 2024-2025 budget development calendar.

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

Approved the rate of \$25/hour for Teachers and Teaching Assistants for approved activities outside of the standard school day as defined in the WTA contract.

Approved the "Wolf/Wolves" as the official Willsboro Central School District mascot, effective July 1, 2024.

Amended the standard work day resolution for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System for the Cook & Food Service Helper positions from 7.5 to 8.0 Hours effective December 9, 2023.

Approved Tutoring Services provided by Four Winds Hospitals for particular students on an inpatient basis at the cost of \$64/hour.

Approved the NYSIR Funded Property Valuation Authorization for the 2023-24 Fiscal Year with CBIZ Valuation Group.

**Policies**

Motion by Krissy Leerkes, seconded by Emily Phillip, voted and carried (5-0) 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
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

Policy Number	Policy Name	Reading
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
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 Kasey Young, voted and carried (5-0) 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 (5-0) to approve the following personnel items:

Employee	Position	Program	Effective	Pay	Notes
Marie Blatchley	Culture Club Advisor	Instruction	09/05/23	N/A	Resignation
Dawn Bronson	Volunteer Assistant Bowling Coach	Instruction	12/13/23	N/A	2023-2024 School Year
Brandon Jaquish	Volunteer Assistant Coach (All Basketball Teams)	Instruction	12/13/23	N/A	2023-2024 School Year
John Oliver	Science Teacher	Instruction	06/30/24	N/A	Retirement

### Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:23pm, 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 8:37pm.

**Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:38pm.

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Brandy V. Pierce Nolette, District Clerk