



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
February 13, 2024

Members Present: Phyllis Klein, President (absent w/ 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 6:03pm, by Kasey Young.

Pledge of Allegiance

Reports from the Student Council

- Mr. Manning has started teaching Maple Sugaring, the students are learning the differences between sugaring in the past to present.
- One Building project for the month of February focused on Valentine's Day or Groundhog's Day. In the Art room you could design hearts or flowers for the project, and one group made puppets. Everyone is enjoying the One Building monthly projects!
- The Youth Commission held "Futures Night" where all the youth could participate. The 3rd - 6th graders were able to have a scrimmage during the halftime of the Girls Modified & Varsity games that evening. The whole crowd cheered them on! There were raffles and prizes for all!

- Congratulations to Raegan Morgan & Dakota Harrison for their performance at the Area All Co in Tupper Lake.
- The HS Drama Club is gearing up for their production of “Mascots” to be performed on March 22nd & 23rd.
- Congratulations to all of the High Honor (63) & Honor (26) students!!!

Reports from the Principal

- With the help of Essex Co Mental Hlth and The Prevention Team, SOS training was provided to students in all grade levels. This training helps give them the knowledge to help themselves or others if they feel or see issues of suicide.
- The NWEA benchmark assessments are in and we will be putting together more data. Provided a powerpoint for the board to see some of the new numbers.
- Futures Night was a great success! Thank you to all that helped to make this a wonderful night for all!

Reports from the Business Manager

- Updated the board on the work in the Business Office, cleaning up calendar year end and working on budgeting for the 2024-2025 school year and upcoming Budget Vote on May 21st.

Reports from the Superintendent

- We will be holding staff training for suicide awareness and working on a suicide prevention plan that will be provided to the board at the next meeting.
- Spoke of a couple of school districts that he and the principal visited; Green Island and Sharon Springs. Both school districts were similar in size to WCS. We brought back valuable information and comparisons. We also invited them to visit WCS.
- Athletics update:
 1. Scholar Athletes (teams)
 2. Softball numbers (8 varsity & 12 mod)
 3. Flag Football (5 girls)
 4. AD Meeting being held next week to work on the schedules.
 5. Baseball (5 varsity) will continue looking into more players or merging.
 6. Collecting information on what's needed for uniform purchasing.
- Had a meeting with the Student Advisory Council, the meeting was great and the students have a good perspective and great ideas that they shared. The students are comfortable with talking, making suggestions and giving their opinions.

- The Eclipse will be on April 8th, many school districts will be closed on this day (snow day) or will start school later and end the school day later. We have glasses and information for all students and staff for this great event.
- Gave a brief update presentation on the 2024-2025 budget.

Acceptance of Minutes

The minutes from the 1-9-24 regular meeting were accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	DEC 2023 - #2 DEC 2023 - #3 JAN 2024 - #1 DEC 2023 - PAYROLL BENEFITS
General Fund	Business Manager/Treasurer	BUDGET TRANSFER REPORT - JAN 2024 BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 TREASURER'S REPORT - JAN 2024
Cafeteria Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 TREASURER'S REPORT - JAN 2024
Federal Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 TREASURER'S REPORT - JAN 2024
Capital Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024
Extra-Curricular Fund	Extra-Curricular Treasurer	TREASURER'S REPORT - JAN 2024

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 CSE Chairperson, Jennifer Leibek.

Approved the agreement between Chelsea Place Psychological Services and the Willsboro Central School District for independent evaluation services for a particular student, effective January 19, 2024.

Approved the 2023-2024 agreement for the Pre-Kindergarten Allocation of the UPK Grant to a Non-Public School (Lakeside).

Approved the 2023-2024 LEA & ASEP Contract with Mountain Lake Services for the allocation of services provided to students under the IDEA 611 and/or IDEA 619 grant funding.

Approved the 2023-2024 LEA & ASEP Contract with Adirondack Helping Hands for the allocation of services provided to students under the IDEA 611 and/or IDEA 619 grant funding.

Approved the amendment to the Business Manager/Treasurer employment agreement.

Approved the educational services agreement between FIRST Educational Resources and the Willsboro Central School District, effective February 14, 2024.

Approved the revised 2023-2024 school calendar.

Approved the 2024-2025 school calendar.

Approved the district's Corrective Action Plan in response to the State Comptroller Report of Examination 2023M-119.

Approved a refund of prepaid COBRA premium in the amount of \$5,081.34 to a particular former employee due to a qualifying event change.

Policies

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

Policy Number	Policy Name	Reading
7000	Facilities Development Goals	Second Reading / Approval
7100	Facilities Planning	Second Reading / Approval
7365	Construction Safety	Second Reading / Approval
7500	Naming Facilities, Memorializing, and Recognizing Individuals	Second Reading / Approval
8130.2	Workplace Violence Prevention	Second Reading / Approval
9000	Personnel Goals	Second Reading / Approval
9120.1	Conflict of Interest	Second Reading / Approval
9140.1	Staff Complaints & Grievances	Second Reading / Approval

9170	Meals & Refreshments	Second Reading / Approval
9240	Recruiting & Hiring	Second Reading / Approval
9260	Conditional Appointment & Emergency Conditional Appointment	Second Reading / Approval
9310	Physical & Mental Exams	Second Reading / Approval
9320	Drug-Free Workplace	Second Reading / Approval
9350	Staff Requests for Accommodations under ADA	Second Reading / Approval
9420	Evaluation of Staff Not Covered by APPR	Second Reading / Approval
9500	Compensation & Benefits	Second Reading / Approval
9520.2	Family & Medical Leave	Second Reading / Approval
9520.6	Rights of Employees to Express Breast Milk in the Workplace	Second Reading / Approval
9620	Child Abuse in an Educational Setting	Second Reading / Approval
9630	Sexual Misconduct	Second Reading / Approval
9645	Disclosure of Wrongful Conduct	Second Reading / Approval
9700	Professional Learning & Staff Development	Second 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
8000	Support Services Goals	First Reading
8110	School Building Safety	First Reading
8112	Health & Safety Committee	First Reading
8115	Pesticides & Pest Management	First Reading
8121.1	Opioid Overdose Prevention	First Reading
8130	School Safety Plans & Teams	First Reading
8130.1	Extreme Risk Protection Orders	First Reading
8131	Pandemic Planning	First Reading
8134	Emergency Closings	First Reading
8220	Buildings & Grounds Maintenance & Inspection	First Reading
8330	Authorized Use of District-Owned Materials & Equipment	First Reading

8334	Use of Credit Cards	First Reading
8410	Student Transportation	First Reading
8411	School Bus Scheduling & Routing	First Reading
8413	Transportation for Nonpublic School Students	First Reading
8416	Special Uses of School Buses	First Reading
8505	Charging School Meals & Prohibition Against Shaming	First Reading
8520	Free & Reduced Price Meal Services	First Reading
8630	Computer Resources & Data Management	First Reading
8635	Information & Data Privacy, Security, Breach & Notification	First Reading
8636	Artificial Intelligence	First Reading

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Jaida Coleman	Substitute Uncertified Teacher/Teaching Assistant	Instruction	2/14/24	\$115/Daily	Substitute as needed per diem
Jaida Coleman	Substitute Teacher Aide/Student Monitor	Instruction	2/14/24	\$17.25/Hour	Substitute as needed per diem
Karen Crowningshield	School Nurse	Support	6/29/24	N/A	Retirement
Jean Gonyo	Building Substitute	Instruction	1/30/24	\$150/Daily	2023-2024 School Year
Andra Hogle	Social Studies Teacher	Instruction	1/26/24	N/A	Resignation
Thomas Keegan	Social Studies Teacher	Instruction	2/26/24	Step 1 (B+36) \$50,190 (Prorated - \$21,079.80)	4 Year Probationary Appointment
Pat Oliver	Substitute Cleaner	Support	1/16/24	\$18.00/Hour	Substitute as needed per diem
Carol Valachovic	Substitute Teacher Aide/Student Monitor	Instruction	2/13/24	\$17.25/Hour	Substitute as needed per diem

Carol Valachovic	Substitute Uncertified Teacher/Teaching Assistant	Instruction	2/13/24	\$115/Daily	Substitute as needed per diem
Lydia Valachovic	Substitute Uncertified Teacher/Teaching Assistant	Instruction	2/14/24	\$115/Daily	Substitute as needed per diem
Lydia Valachovic	Substitute Teacher Aide/Student Monitor	Instruction	2/14/24	\$17.25/Hour	Substitute as needed per diem

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to enter into executive session at 6:45pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 8:12pm.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to approve license agreement between Willsboro Central School and the Town of Willsboro.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 8:13pm.

Brandy V. Pierce Nolette, District Clerk