



**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  
March 20, 2024

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

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

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

**Pledge of Allegiance**

**Reports from the Student Council**

- The HS Drama Club will be presenting the play "Mascots" on March 22nd & 23rd, 2024.
- Spring sports are gearing up for the season.
- The Spelling Bee was great, Congratulations to Maci Gagnier.
- The NHS & JNHS Inductions were held on February 27th, congratulations to all of the students that were inducted.
- The "Mad City" money day held by UFirst was a lot of fun for the students in grades 6th - 12th. The students learned a lot about real life financial situations.
- The Town of Willsboro ski program ended on March 17th, 40 students participated in this great wintertime sport!

- Mr. Manning's Surveying & Hydroponics class have been learning about the Maple Sugaring process, and have also taken a field trip at a local family syruping shack to see how their process works. Mr. Manning has also been gathering and making some syrup here at the school.
- Shout Outs:
  - ★ Autumn Phinney & Emily Mitchell on their participation in the Bowling State Championships.
  - ★ Hunter Whalen for his participation in the Rifle State Championships.

### **Reports from the Principal**

- The "Mad City" Money was a great learning experience for our students.
- Took a trip to CVTECh and was able to participate in some of the programs alongside our students. Was a lot of fun to learn and try what our students are participating in. Will be planning another trip to be able to go into more of the classes with students.
- Several of our staff members met with Garth Larson from First Educational Services to review the grading system.
- Had a meeting with a couple of our parents who are interested in starting up a PTO Organization. With the help of other staff and community members they hope to get the PTO up and running for next school year.
- Tom Bull came to meet with our staff on March 15th.
- Am taking a field trip to Ti with some of our students for the Youth Summit on March 22nd.
- An interest survey went out for our PreK program. By June 1st we will have the selected students into the program. As of right now we have 14 little's interested.

### **Reports from the Superintendent**

- Lakeside School will not have a grades program next year, only daycare & PreK programs. Possibly 3 students that will attend school here at WCS.
- The solar eclipse is on April 8th, the school will be closed (snow day) on this day so all can enjoy themselves from their homes or other areas.
- The mascot logo design is under way, the committee has met and in the process of making decisions for the logo.
- Our Capital Outlay project will be the upgrading of our new phone system, hopefully will be started by the end of the school year.
- The Mental Health Dept. will be holding an event here at the school on April 23rd, for youth mental health & preventing addiction. Many community members and local organizations will have information on how to make a positive difference in Essex County.
- The suicide prevention plan is in the draft stages, we are reviewing and will bring to the next board meeting.

**Presentation**

- Brief presentation on the 2024 - 2025 budget.

**Acceptance of Minutes**

The minutes from the 2-13-24 regular 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:

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

**New Business**

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

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

Approved the contract between Peru Central School District and Willsboro Central School District for health and welfare services (Students attending Seton) for the 2023-2024 school year.

Accepted the donation from the Brooks & Joan Fortune Family Foundation in the amount of \$20,000 to be used for STEM-based programming.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following resolution authorizing that the transportation proposition will be submitted at the annual election & budget vote occurring on May 21, 2024:

WHEREAS, the Willsboro Central School District (the "District"), is a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), Environmental Conservation Law Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations"); and

WHEREAS, the District is considering the acquisition of one (1) student transport vehicle (the "Vehicle"); and

WHEREAS, the District has reviewed the classifications of actions contained in the Regulations; and

BE IT RESOLVED by this Board of Education as follows:

Section 1. The District hereby determines that the acquisition of the Vehicle constitutes a Type II Action pursuant to Parts 617.5(c)(10) and 617.5(c)(31) of the Regulations and as such is not subject to review under SEQRA.

Section 2. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters at the annual school district election to be held in said District on May 21, 2024.

Section 3. The District Clerk is hereby authorized and directed to include as a part of the notice of the annual district meeting and election notice the proposition in substantially the following form:

NOTICE IS HEREBY FURTHER GIVEN that at said annual election to be held on May 21, 2024, the following proposition will be submitted:

#### TRANSPORTATION PROPOSITION

Shall the Board of Education of the Willsboro Central School District be authorized to purchase and finance one (1) student transport vehicle, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and expend a total sum not to exceed \$175,000, which is estimated to be the total maximum cost thereof, and said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District, in the principal amount not to exceed \$175,000, shall be issued.

NOTICE IS FURTHER GIVEN that qualified voters of the District may obtain applications for an absentee ballot or an early voting ballot from the office of the Clerk of the District. Completed applications must be received by the Clerk of the District no later than 4:00 p.m. on May 20, 2024 and must be received no later than 4:00 p.m. on May 14, 2024 if the absentee ballot or an early voting ballot is to be mailed to the voter. Completed applications received after 4:00 p.m. on May 14, 2024 will require the voter to personally appear at the office of the Clerk of the District to receive an absentee ballot or an early voting ballot. A listing of all persons to whom an absentee ballot or an early voting ballot is issued will be available for inspection by any qualified voter in the office of the Clerk of the District between the hours of 8:00 a.m. and 4:00 p.m. during each of the 5 business days prior to the election.

NOTICE IS FURTHER GIVEN that military ballots may be applied for by qualified voters by requesting an application from the District Clerk at 518-063-4456 x201 or bpierce@willsborocsd.org. Completed applications for military ballots must be received by the Clerk no later than 5:00 p.m. on April 25, 2024. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission, or electronic mail.

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Section 4. The Clerk of the School District is hereby authorized and directed in the name and on behalf of the District to do all acts and things necessary, following the advice and counsel of the District’s Attorney and the District’s Bond Counsel, to comply with all applicable laws, regulations and executive orders relating to the Annual Meeting to be held on May 21, 2024, and to do all other acts as may be necessary, or in the opinion of the District’s Attorney and the District’s Bond Counsel, desirable or proper to effectuate the purposes of the foregoing Resolution and to cause compliance by the District with all applicable laws, regulations and executive orders relating to the notice of, and procedural steps to be taken in connection with such Annual Meeting.

Section 5. This resolution shall take effect immediately.

- Roll Call:**  
Phyllis Klein - Yes  
Kasey Young - Yes  
Krissy Leerkes - Yes  
Heather Sheehan - Yes  
Emily Phillips - Yes

## Policies

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

Policy Number	Policy Name	Reading
8000	Support Services Goals	Second Reading / Approval
8110	School Building Safety	Second Reading / Approval
8112	Health & Safety Committee	Second Reading / Approval
8115	Pesticides & Pest Management	Second Reading / Approval
8121.1	Opioid Overdose Prevention	Second Reading / Approval
8130	School Safety Plans & Teams	Second Reading / Approval
8130.1	Extreme Risk Protection Orders	Second Reading / Approval
8131	Pandemic Planning	Second Reading / Approval
8134	Emergency Closings	Second Reading / Approval
8220	Buildings & Grounds Maintenance & Inspection	Second Reading / Approval
8330	Authorized Use of District-Owned Materials & Equipment	Second Reading / Approval
8334	Use of Credit Cards	Second Reading / Approval
8410	Student Transportation	Second Reading / Approval
8411	School Bus Scheduling & Routing	Second Reading / Approval
8413	Transportation for Nonpublic School Students	Second Reading / Approval
8416	Special Uses of School Buses	Second Reading / Approval
8505	Charging School Meals & Prohibition Against Shaming	Second Reading / Approval
8520	Free & Reduced Price Meal Services	Second Reading / Approval
8630	Computer Resources & Data Management	Second Reading / Approval
8635	Information & Data Privacy, Security, Breach & Notification	Second Reading / Approval
8636	Artificial Intelligence	Second Reading / Approval

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

Policy Number	Policy Name	Reading
4000	Student Learning Standards & Instructional Guidelines	First Reading
4200	Curriculum Management	First Reading
4311.1	Display of the Flag	First Reading
4321	Programs for Students with Disabilities	First Reading
4321.01	Provision of Special Education Services in the Least Restrictive Environment	First Reading
4321.02	Schoolwide Pre-Referral Approaches & Interventions	First Reading
4321.03	Allocation of Space for Special Education Programs	First Reading
4321.04	Independent Educational Evaluations	First Reading
4321.05	Confidentiality & Access to IEPs, IESPs, and SPs	First Reading
4321.06	Availability of Alternative Format Instructional Materials for Students with Disabilities	First Reading
4321.07	Districtwide & Statewide Assessments of Students with Disabilities	First Reading
4321.08	Impartial Hearing Officer Appointment & Compensation	First Reading
4321.09	Declassification of Students with Disabilities	First Reading
4321.10	Programs & Services for Parentally-Placed Nonpublic School Students with Disabilities	First Reading
4321.11	Public Report on Revisions to District Policies, Practices, and Procedures Upon a Finding of Significant Disproportionality	First Reading
4321.13	Preschool Special Education	First Reading
4321.14	Special Education Personnel	First Reading

**Personnel**

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

Employee	Position	Program	Effective	Pay	Notes
Kim Buck	Teaching Assistant	Instruction	07/01/2024	NA	Retirement
Pam Drolette	Basketball Chaperone	Athletics	11/24/2023	\$94/game	2023-2024 Season
Maria Evens	Basketball Chaperone	Athletics	11/24/2023	\$94/game	2023-2024 Season
Sheree Ford	Basketball Chaperone	Athletics	11/24/2023	\$94/game	2023-2024 Season
Melissa Huff	Basketball Chaperone	Athletics	11/24/2023	\$94/game	2023-2024 Season
Shelley Moran	Basketball Chaperone	Athletics	11/24/2023	\$94/game	2023-2024 Season
Alvin Nolette	Volunteer Assistant Coach	Athletics	03/13/2024	NA	Varsity Softball
Cheryl Vanderpool	Shot Clock	Athletics	11/24/2023	\$30/game	2023-2024 Season

Approved the tenure of Heidi Davey, Math Teacher, effective September 1, 2024.

Approved the tenure of Heather Walsh, Elementary Special Education Teacher, effective September 1, 2024.

**Executive Session**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:44pm, 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 8:38pm.

**Adjournment**

Motion by Krissy Leerkes , seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:39pm.

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Brandy V. Pierce Nolette, District Clerk



