



**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 14, 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  
5 Community Members

The board meeting was Called to Order at 6:00pm, by Kasey Young

**Pledge of Allegiance**

**Public Hearing & Presentation of the 2024-2025 School Budget by Mr. Justin Gardner**

**Reports from the Principal**

- State Testing has wrapped up, testing was all computer based testing, with the exception of one student. Regents testing will begin with one exam on June 4th and the other exams will begin on June 14th.
- Prom was held at Harmony Golf Course, it was a great success and all in attendance had a good time!
- The senior class had an amazing trip to San Antonio Texas and were happy to have bonded with their fellow classmates.

- There will be a PTO meeting held on May 17th and is open to the public!

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

- The business office is in the process of closing out the fiscal year and will be doing all of the financial end clean up.
- Just finished the FSA enrollment that runs July 1st thru June 30th.
- Our bus that was purchased last year is almost ready and should arrive in the district in June.

#### **Reports from the Superintendent**

- We are working with Essex County IDA on the Hudson Power Project, we can get PILOT funding for items like roofs, doors, and window upgrades. Will update with more information as it becomes available.
- We are down to the last section of our policies and we should have all the policies updated and available for the 2024 - 2025 school year.
- We are continuing through the mascot process, we should have the process finalized in one more meeting. The purchase of uniforms next year will be in this year's budget.

#### **Acceptance of Minutes**

The minutes from the 4-11-24 regular meeting and the special meeting on 4-18-24 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	APR 2024 - #2 MAY 2024 - #1 APRIL 2024 PAYROLL BENEFITS
General Fund	Business Manager/Treasurer	BUDGET TRANSFER REPORT - APR 2024 BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 TREASURER'S REPORT - APR 2024
Cafeteria Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 TREASURER'S REPORT - APR 2024
Federal Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 TREASURER'S REPORT - APR 2024
Capital Fund	Business Manager/Treasurer	BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024

Extra-Curricular Fund	Extra-Curricular Treasurer	TREASURER'S REPORT - APR 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 acceptance of a grant from the Adirondack Foundation in the amount of \$3,500.

### **Policies**

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

Policy Number	Policy Name	Reading
4322	Programs for the Gifted & Talented	First Reading
4325	Academic Intervention Services	First Reading
4326	Programs for English Language Learners	First Reading
4327	Homebound Instruction	First Reading
4420	Class Size	First Reading
4511	Textbook Selection & Adoption	First Reading
4513	Library Materials Selection	First Reading
4514	Film & Video	First Reading
4526.1	Internet Safety	First Reading
4531	Field Trips, Athletic Events, & Excursions	First Reading
4532	School Volunteers	First Reading
4600	Guidance Programs	First Reading
4710	Grading Systems	First Reading
4750	Promotion & Retention of Students	First Reading
4765	Online, Distance, & Remote Learning	First Reading

4770	Grading Requirements	First Reading
4772	Graduation Ceremonies	First Reading
4773	Diploma & Credential Options for Students with Disabilities	First Reading
4810	Teaching About Controversial Issues	First Reading
4850	Animals in the Schools	First Reading

### Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Brian Aubin	Maintenance Worker	Support	4/29/24	\$31,913 Step 5 (Prorated \$5,523.40)	1 Year Probationary Appointment
Michael Brockway	Earth Science Teacher 7-12	Instruction	8/28/24	STEP 1 (B+27) \$49,230	4 Year Probationary Appointment
Justen Heald	Automotive Mechanic / Maintenance Person	Support	5/14/24	NA	Resignation
Karen Keech	Senior Account Clerk	Support	5/17/24	NA	Resignation

Approved Speech Therapy Services to be provided by Katie Campbell at a rate of \$70/hour for 0.5 hours per week for the 2023-24 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.

### Board Discussion

- Congratulations to Mr. Gardner on receiving his doctorate degree!
- Congratulations to Emily Phillips on reaching level 1 with her attendance and participation with NYSSBA.
- Excited for the new CTE building which will break ground in the 2024 - 2025 school year.
- Great to see that during interviews the candidates have done research and know our strategic plan and the positivity projects that we have going.

### Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:52pm, to discuss personnel history of a particular person.

Mr. Gardner left the meeting at 8:09pm.

Mr. Gardner re-entered the meeting at 8:11pm.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:11pm.

Discussion of tabling mowing of the town field on Point Road for another year - Justin will reach out to Shaun Gilliland.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve an amendment to the Superintendent of Schools contract.

**Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:19pm.

---

Brandy V. Pierce Nolette, District Clerk