



Board of Education Meeting
July 6, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Principal - Sarah Paquette
- b) Business Manager - Allison Sucharzewski
- c) Superintendent of Schools - Justin Gardner

5. Acceptance of Minutes

- a) Accept the minutes from the 6-13-23 regular meeting.

6. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items and reports on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|-------------------------|----------------|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | JUNE 2023 - #2 |

- b) Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$14,600.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association providing a retirement benefit to a particular employee retiring July 7, 2023 and increase the 2023/24 general fund budget as appropriate.

7. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve an amendment to the Energy Performance Contracting Agreement with Siemens to cancel the Performance Assurance Services Program.
- c) Approve the abolishment of the Cook Manager position held by Travis King, effective June 30, 2023.
- d) Approve the rate of \$25/hour for teacher & teaching assistant summer curriculum work performed on non-school days as approved by administration.
- e) Approve a Boys Varsity Soccer merger with Boquet Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district.
- f) Approve a Boys Modified Football merger with AuSable Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.
- g) Approve a Boys & Girls Track & Field merger with AuSable Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.

8. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|------------------|---|-------------|-----------|----------------|---|
| a) | Elizabeth Becker | Teacher Assistant | Instruction | 9/5/23 | \$26,954 | 4 Year Probationary Appointment |
| b) | Laura Bridge | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA 2023-2024 School Year |
| c) | Robert Browning | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA 2023-2024 School Year |

| | | | | | | |
|----|------------------|---|-------------|-------------|-----------------|---|
| d) | Charmaine Flynn | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA 2023-2024 School Year |
| e) | Charmaine Flynn | Substitute Clerical | Support | 9/5/23 | \$15.00/Hour | Substitute Clerical 2023-2024 School Year |
| f) | Darcey Hurlburt | Uncertified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA 2023-2024 School Year |
| g) | Peter Jacques | Bus Driver | Support | 6/30/23 | N/A | Amend 6/13/23 Resignation to Reflect Retirement |
| h) | Janne Lanzoni | Uncertified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA 2023-2024 School Year |
| i) | Jennifer Leibeck | CSE Chairperson | Instruction | Summer 2023 | \$496.43/Day | Up to 10 Days |
| j) | Erik Manning | Technology Teacher | Instruction | 9/5/23 | STEP 2 \$47,291 | 1 Year Non-Probationary Appointment |
| k) | Kori McCauliffe | Crisis Counselor (Student Advocate) | Instruction | 9/5/23 | STEP 2 \$47,291 | 1 Year Non-Probationary Appointment |

9. Extracurricular Appointments

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Extracurricular Appointments) be and are hereby approved:

| Item | Position | Employee | Pay |
|------|-------------------------------|--------------------------------|----------------------|
| a) | Freshman Advisor | Morgan Sovey | Stipend Per Contract |
| b) | Sophomore Advisors | Brandy Nolette & Payton Gough | Stipend Per Contract |
| c) | Junior Advisors | Heidi Davey & Deanna Mero | Stipend Per Contract |
| d) | Senior Advisors | Shannon Passno & Shelley Moran | Stipend Per Contract |
| e) | National Honor Society | Christine Charbonneau | Stipend Per Contract |
| f) | Junior National Honor Society | Heather Walsh | Stipend Per Contract |
| g) | Model UN | Keith Stone | Stipend Per Contract |
| h) | Student Council | Keith Stone | Stipend Per Contract |
| i) | Culture Club | Marie Blatchley | Stipend Per Contract |
| j) | RSVP | Marie Blatchley | Stipend Per Contract |
| k) | Key Club | Brandy Nolette & Payton Gough | Stipend Per Contract |
| l) | Art Club | Reagan Monarch | Stipend Per Contract |
| m) | Elementary Drama Club | Shannon Passno & Heather Walsh | Stipend Per Contract |

| | | | |
|-----|---------------------------|--------------------------------|----------------------|
| n) | LGBTQIA & Allies | Christine Charbonneau | \$1,614 |
| o) | High School Play | Shannon Passno & Heather Walsh | Stipend Per Contract |
| p) | Band Director & Music | Jennifer Moore | Stipend Per Contract |
| q) | Spelling Bee Coordinator | Heather Walsh | \$500 |
| r) | Extracurricular Treasurer | Karen Keech | Stipend Per Contract |
| s) | Girls Varsity Soccer | Justin Drinkwine | Stipend Per Contract |
| t) | Girls Modified Basketball | Payton Gough | Stipend Per Contract |
| u) | Girls Varsity Basketball | Shannon Passno | Stipend Per Contract |
| v) | Boys Varsity Basketball | Eric Arnold | Stipend Per Contract |
| w) | Rifle Team | Charmaine Flynn & John Oliver | Stipend Per Contract |
| x) | Girls Modified Softball | Payton Gough | Stipend Per Contract |
| y) | Girls Varsity Softball | Kyli Miller | Stipend Per Contract |
| z) | Golf | John Oliver | Stipend Per Contract |
| aa) | Athletics Director | Chris Ford | Stipend Per Contract |

10. Board Discussion

11. Executive Session

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education
July 6, 2023 at 6:00pm
Reorganization Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Appointment of District Clerk

- a) Appoint Brandy Pierce Nolette as District Clerk for the 2023-24 school year.

4. Oath of Office

- a) Administered by the District Clerk to new board member, Krissy Leerkes.
- b) Administered by the District Clerk to new board member, Emily Phillips.
- c) Administered by the District Clerk to the Superintendent of Schools, Justin Gardner.

5. Election of Officers:

- a) Nomination for the President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected President.
- b) Nomination for the Vice President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected Vice President.

6. Appointment of Officers for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Appointment of Officers) be and are hereby approved:

| Item | Employee | Position | Pay |
|------|-----------------------|---------------------------|-----------------|
| a) | Allison Sucharzewski | School District Treasurer | No Compensation |
| b) | Sheila Vanags | School Tax Collector | \$6,500 |
| c) | Brandy Pierce Nolette | District Clerk | Contractual |

| | | | |
|----|----------------|-------------------------|----------------|
| d) | Nancy Ahrent | Internal Claims Auditor | \$30.00 / Hour |
| e) | Justin Gardner | Purchasing Agent | Contractual |

7. Other Appointments for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Appointments) be and are hereby approved:

| Item | Name | Title | Pay/Cost |
|------|--|---|-----------------|
| a) | Boulrice & Wood | District Independent Auditor | \$11,400 |
| b) | Honeywell Law Firm | School Attorney | \$210.00/Hour |
| c) | Harris Beach, PLLC | School Attorney | \$225/Hour |
| d) | UVMHN Elizabethtown Community Hospital | School Physician | \$5,027.00 |
| e) | UVMHN Elizabethtown Community Hospital | Registered Nurse (School Nurse) | \$325.00 /Daily |
| f) | Sarah Paquette | Chief Faculty Advisory of Student Activity Accounts | No Compensation |
| g) | Victoria Wilkins | Chief Information Officer (CIO/Data Coordinator) | No Compensation |
| h) | Brandy Pierce Nolette | Substitute Call-In Coordinator | Contractual |
| i) | Brandy Pierce Nolette | Records Management & Access Officer | No Compensation |
| j) | Dominick Ruggeri | Data Protection Officer | No Compensation |
| k) | Justin Gardner | Records Appeals Officer | No Compensation |
| l) | Allison Sucharzewski | School Lunch Reviewing Officer | No Compensation |
| m) | John Sucharzewski | Safety Officer/Asbestos LEA Designee | No Compensation |
| n) | Tammy Bell Martin (NYSIR) | Insurance Consultant | No Compensation |
| o) | Sarah Pauette | District DEI Officer | Contractual |
| p) | Sarah Paquette | District DASA Coordinator | No Compensation |
| q) | Marie Blatchley | DASA Coordinator | No Compensation |
| r) | Justin Gardner Sarah Paquette | Title IX Coordinators | No Compensation |
| s) | John Sucharzewski | Pesticide Coordinator | No Compensation |

| | | | |
|----|-----------------------------|-----------------------|-----------------|
| t) | Jennifer Leibeck | 504 & ADA Coordinator | No Compensation |
| u) | Dawn Bronson John Oliver | CPR Instructors | \$25.00/Hour |

8. Designations for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Designations) be and are hereby approved:

- a) Recommend the Champlain National Bank and NYCLASS as the official bank depositories.
- b) Recommend the Plattsburgh Press Republican as the official newspaper.
- c) Recommend regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

9. Authorizations for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Authorizations) be and are hereby approved:

- a) Recommend participation in the National School Lunch Program.
- b) Recommend participation in the Cooperative Purchasing Program.
- c) Recommend establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- d) Recommend the Superintendent of Schools be authorized to certify payrolls.
- e) Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- f) Recommend the Superintendent of Schools be authorized to approve budget transfers up to \$7,500.00.
- g) Recommend the Superintendent of Schools be authorized to approve conferences, workshops, and conventions.
- h) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- i) Approve Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- j) Authorize the Extra Curricular Treasurer & Business Manager to sign student activity checks.
- k) Authorize the single signature of the District Treasurer to validate school checks for the school year.
- l) Approve the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.

- m) Recommend the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

| Title | Standard Work Day (Hours/Day) |
|---|----------------------------------|
| Tax Collector | 6.00 |
| Teacher's Aide/ Bus Monitor | 6.50 |
| All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk | 7.00 |
| Business Manager | 7.00 |
| Network & Systems Technician | 7.00 |
| School Nurse | 7.00 |
| Cafeteria: Cook & Food Service Helper | 7.50 |
| Cafeteria: Senior Cook & Cook Manager | 8.00 |
| All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance | 8.00 |
| Superintendent of Buildings, Grounds & Transportation | 8.00 |
| Transportation: Bus Driver (1) | 6.00 |
| Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus Driver/Teacher's Aide, Auto Mechanic/Maintenance | 8.00 |

10. Other Items for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Items) be and are hereby approved:

- a) Recommend the instructional substitute compensation at the following rates:

| Substitute Position | Pay |
|---|--------------|
| Teacher/Teaching Assistant, Certified | \$115.00/day |
| Teacher/Teaching Assistant, Uncertified | \$115.00/day |
| Permanent Building Substitute | \$125.00/day |

| | |
|------------------------------|-----------------|
| Nurse, RN | \$115.00/daythe |
| Teacher Aide/Student Monitor | \$17.25/hr |
| Custodial | \$18.00/hr |
| Cafeteria | \$15.00/hr |
| Clerical | \$15.00/hr |
| Bus Driver | \$20.00/hr |

- b) Recommend the mileage reimbursement to be consistent with the IRS rate.
- c) Approve the Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2023-2024 school year.
- d) Approve the District Safety Plan for 2023-2024.
- e) Approve the 2024 BOCES Summer School Resolution ([Resolution Attached](#)).
- f) Approve the Committee on Special Education Annual Appointments for the 2023-2024 school year, prepared by Jennifer Leibeck ([Appointments Attached](#)).

11. Committee Assignments

- a) Nominate board members for the following committees:
 - Negotiations
 - Personnel
 - Policy



Board of Education Meeting
July 9, 2024 at 6:30 pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Reports**
 - a) Principal
 - b) Business Manager
 - c) Superintendent
5. **Acceptance of Minutes**
 - a) Accept the minutes from the 6-11-24 and 6-20-24 meetings.
6. **New Business**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

 - a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
 - b) Approve the Health Insurance Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association, effective July 1, 2024.
 - c) Approve a 3-year Siemens service agreement, effective October 1, 2024.
 - d) Approve a 1-year Siemens service agreement, effective July 1, 2024.
 - e) Approve the rate of \$25/hour for teacher & teaching assistant work performed on non-school days as approved by administration.

7. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|--|---------------|
| a) | 5100 | Student Attendance | First Reading |
| b) | 5300 | Code of Conduct | First Reading |
| c) | 5405 | Student Wellness | First Reading |
| d) | 5695 | Students & Personal Electronic Devices | First Reading |

8. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|----------------------|--|-------------|-------------|--------------|--|
| a) | Karen Crowningshield | Substitute Nurse | Support | 8/1/24 | \$125/day | Substitute as Needed Per Diem |
| b) | Justin Drinkwine | Volunteer Assistant Girls Varsity Basketball Coach | Athletics | 11/1/24 | NA | Assistant Girls Varsity Basketball Coach |
| c) | Payton Gough | Volunteer Assistant Girls Varsity Basketball Coach | Athletics | 11/1/24 | NA | Assistant Girls Varsity Basketball Coach |
| d) | Andrew Lee | Volunteer Assistant Boys Modified & Varsity Soccer Coach | Athletics | 8/1/24 | NA | Assistant Boys Modified & Varsity Soccer Coach |
| e) | Jennifer Leibeck | CSE Chairperson | Instruction | Summer 2024 | \$505.88/day | Up to 10 Days |
| f) | Kathleen Nasner | Registered School Nurse | Support | 8/28/24 | \$47,000 | 1 Year Probationary Appointment |
| g) | John Oliver | Substitute Certified Teacher / Teacher Assistant | Instruction | 8/28/24 | \$125/day | Substitute as Needed Per Diem |
| h) | Allison Sucharzewski | Deputy District Treasurer | Support | 8/5/24 | \$50/hour | Hourly as Needed |

9. Extracurricular Appointments

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Extracurricular Appointments) be and are hereby approved:

| Item | Position | Employee | Pay |
|------|-------------------------------|-------------------------------|----------------------|
| a) | Junior Advisors | Brandy Nolette & Payton Gough | Stipend Per Contract |
| b) | Senior Advisors | Melissa Huff & Shelley Moran | Stipend Per Contract |
| c) | National Honor Society | Christine Charbonneau | Stipend Per Contract |
| d) | Junior National Honor Society | Heather Walsh | Stipend Per Contract |
| e) | Model UN | Keith Stone | Stipend Per Contract |
| f) | Student Council | Keith Stone | Stipend Per Contract |
| g) | Key Club | Brandy Nolette & Payton Gough | Stipend Per Contract |
| h) | Art Club | Reagan Monarch | Stipend Per Contract |
| i) | Elementary Drama Club | Heather Walsh | Stipend Per Contract |
| j) | High School Play | Heather Walsh | Stipend Per Contract |
| k) | Band Director & Music | Jennifer Moore | Stipend Per Contract |
| l) | Spelling Bee Coordinator | Heather Walsh | \$500 |
| m) | Girls Varsity Soccer | Justin Drinkwine | Stipend Per Contract |
| n) | Boys Varsity Soccer | Erik Manning | Stipend Per Contract |
| o) | Boys Modified Soccer | Thomas Keegan | Stipend Per Contract |
| p) | Rifle Team | Charmaine Flynn & John Oliver | Stipend Per Contract |
| q) | Girls Varsity Basketball | Chris Ford | Stipend Per Contract |
| r) | Girls Modified Basketball | Hillary Harwood | Stipend Per Contract |
| s) | Boys Varsity Basketball | Kyle Cahoon | Stipend Per Contract |
| t) | Bowling | Wayne Mitchell | Stipend per Contract |
| u) | Golf | John Oliver | Stipend Per Contract |
| v) | Athletics Director | Chris Ford | Stipend Per Contract |

10. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

11. Adjournment

Public Comment Guidelines

As noted on the agenda, the Board will entertain a public comment period during this meeting. The public comment period will not exceed 15 minutes and each individual speaker will be allotted up to 3 minutes.

While the Board is here to listen, the public comment period is not designed to be a discussion. Accordingly, please do not expect the Board to respond to your concerns and questions tonight. If warranted, a response will be given at a later time by the appropriate staff member.

The board will not permit the discussion of individual district personnel or students during the public comment period. Speakers presenting complaints must have first gone through the established complaint procedures.

All speakers and members of the audience must maintain civility and respect. Obscene language, defamatory statements, threats of violence, and statements advocating racial, religious, or other forms of prejudice will not be tolerated.

The Board President is responsible for the orderly conduct of the meeting and will rule on such matters as the time to be allowed for public comment and the appropriateness of the topics being presented. The Board President also reserves the right to discontinue any public comments that violate board policy.



Board of Education
July 9, 2024 at 6:00pm
Reorganization Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Appointment of District Clerk**
 - a) Appoint Brandy Pierce Nolette as District Clerk for the 2024-25 school year.
4. **Oath of Office**
 - a) Administered by the District Clerk to new board members, Laura Bridge & Heather Sheehan.
 - b) Administered by the District Clerk to the Superintendent of Schools, Justin Gardner.
5. **Election of Officers:**
 - a) Nomination for the President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected President.
 - b) Nomination for the Vice President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected Vice President.
6. **Appointment of Officers for the 2024-25 School Year**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Appointment of Officers) be and are hereby approved:

| Item | Employee | Position | Pay |
|------|----------------------|----------------------------------|-------------------------------|
| a) | Taylor Sullivan | School District Treasurer | No Compensation |
| b) | Hayden Reidy | Deputy School District Treasurer | No Compensation |
| c) | Allison Sucharzewski | Deputy School District Treasurer | Hourly Compensation as Needed |

| | | | |
|----|-----------------------|-------------------------|----------------|
| d) | Sheila Vanags | School Tax Collector | \$7,000 |
| e) | Brandy Pierce Nolette | District Clerk | Contractual |
| f) | Nancy Ahrent | Internal Claims Auditor | \$35.00 / Hour |
| g) | Justin Gardner | Purchasing Agent | Contractual |

7. Other Appointments for the 2024-25 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Appointments) be and are hereby approved:

| Item | Name | Title | Pay/Cost |
|------|--|---|-----------------|
| a) | Boulrice & Wood | District Independent Auditor | \$13,500 |
| b) | Honeywell Law Firm | School Attorney | \$210.00/Hour |
| d) | UVMHN Elizabethtown Community Hospital | School Physician | \$5,027.00 |
| e) | UVMHN Elizabethtown Community Hospital | Registered Nurse (School Nurse) | \$325.00 /Daily |
| f) | Sarah Paquette | Chief Faculty Advisory of Student Activity Accounts | No Compensation |
| g) | Victoria Wilkins | Chief Information Officer (CIO/Data Coordinator) | No Compensation |
| h) | Brandy Pierce Nolette | Substitute Call-In Coordinator | Contractual |
| i) | Brandy Pierce Nolette | Records Management & Access Officer | No Compensation |
| j) | Dominick Ruggeri | Data Protection Officer | \$1,500 |
| k) | Justin Gardner | Records Appeals Officer | No Compensation |
| l) | Taylor Sullivan | School Lunch Reviewing Officer | No Compensation |
| m) | Lucas Strong | Safety Officer/Asbestos LEA Designee | No Compensation |
| n) | Tammy Bell Martin (NYSIR) | Insurance Consultant | No Compensation |
| o) | Sarah Paquette | District DEI Officer | Contractual |
| p) | Sarah Paquette | District DASA Coordinator | No Compensation |
| q) | Marie Blatchley | DASA Coordinator | No Compensation |
| r) | Justin Gardner Sarah Paquette | Title IX Coordinators | No Compensation |

| | | | |
|----|------------------|---|-----------------|
| s) | Lucas Strong | Pesticide Coordinator | No Compensation |
| t) | Justin Gardner | Workplace Violence Prevention Coordinator | No Compensation |
| u) | Jennifer Leibeck | 504 & ADA Coordinator | No Compensation |
| v) | Sheree Ford | AIS/RTI Coordinator | Contractual |
| w) | Taylor Sullivan | Extracurricular Central Treasurer | No Compensation |
| x) | Dawn Bronson | CPR Instructor | \$25.00/Hour |

8. Designations for the 2024-25 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Designations) be and are hereby approved:

- a) Recommend the Champlain National Bank and NYCLASS as the official bank depositories.
- b) Recommend the Plattsburgh Press Republican as the official newspaper.
- c) Recommend regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

9. Authorizations for the 2024-25 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Authorizations) be and are hereby approved:

- a) Recommend participation in the National School Lunch Program.
- b) Recommend participation in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2024-2025 school year.
- c) Recommend establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- d) Recommend the Superintendent of Schools be authorized to certify payrolls.
- e) Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- f) Recommend the Superintendent of Schools be authorized to approve conferences, workshops, and conventions.
- g) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- h) Approve Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- i) Authorize the Extra Curricular Treasurer and District Treasurer to sign student activity checks.

- j) Authorize the single signature of the District Treasurer, Deputy District Treasurer, and Superintendent of Schools to validate school checks for the school year.
- k) Approve the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.
- l) Recommend the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

| Title | Standard Work Day (Hours/Day) |
|---|----------------------------------|
| Tax Collector | 6.00 |
| Teacher's Aide/ Bus Monitor | 6.50 |
| All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk | 7.00 |
| Network & Systems Technician | 7.00 |
| School Nurse | 7.00 |
| Cafeteria: Food Service Helper | 7.50 |
| Cafeteria: Senior Cook & Cook | 8.00 |
| All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance | 8.00 |
| Coordinator of Transportation & Facilities | 8.00 |
| Transportation: Bus Driver (1) | 6.00 |
| Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus Driver/Teacher's Aide, Auto Mechanic/Maintenance | 8.00 |

10. Other Items for the 2024-25 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Items) be and are hereby approved:

- a) Recommend the instructional substitute compensation at the following rates:

| Substitute Position | Pay |
|---|--------------|
| Teacher/Teaching Assistant, Certified | \$125.00/day |
| Teacher/Teaching Assistant, Uncertified | \$125.00/day |
| Permanent Building Substitute | \$155.00/day |
| Nurse, RN | \$125.00/day |
| Teacher Aide/Student Monitor | \$17.25/hr |
| Custodial | \$18.00/hr |
| Cafeteria | \$15.50/hr |
| Clerical | \$15.50/hr |
| Bus Driver | \$21.00/hr |

- b) Recommend the mileage reimbursement to be consistent with the IRS rate.
- c) Approve the Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2024-2025 school year.
- d) Approve the District Safety Plan for 2024-2025.
- e) Approve the 2025 BOCES Summer School Resolution.
- f) Approve the Committee on Special Education Annual Appointments for the 2024-2025 school year, prepared by Jennifer Leibeck.

11. Committee Assignments

- a) Nominate board members for the following committees:
- Negotiations
 - Personnel
 - Policy



Board of Education Meeting
August 17, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Executive Session

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

4. Public Comment

5. Reports

- a) Principal - Sarah Paquette
b) Business Manager - Allison Sucharzewski
c) Superintendent of Schools - Justin Gardner

6. Acceptance of Minutes

- a) Accept the minutes from the 7-6-23 reorganization and regular meetings.

7. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items and reports on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve a budget transfer in the amount of \$9,498.72 for Business Administration Salaries:

| Account | Description | (+) | (-) |
|--------------|-----------------------|------------|------------|
| A1310.160-00 | NON INSTRUCTIONAL SAL | \$9,498.72 | |
| A9060.800-00 | HEALTH INSURANCE | | \$9,498.72 |

- b) Approve a budget transfer in the amount of \$8,000.88 for BOCES Services - Computer Instruction:

| Account | Description | (+) | (-) |
|--------------|-------------------------|------------|------------|
| A2630.490-00 | BOCES - COMPUTER INSTR. | \$8,008.88 | |
| A9060.800-00 | HEALTH INSURANCE | | \$8,008.88 |

c) Approve a budget transfer in the amount of \$10,904.10 for Bus Driver Salaries:

| Account | Description | (+) | (-) |
|--------------|---------------------|-------------|-------------|
| A5510.161-00 | BUS DRIVER SALARIES | \$10,904.10 | |
| A9060.800-00 | HEALTH INSURANCE | | \$10,904.10 |

d) Approve a budget transfer in the amount of \$31,636.00 for District Transportation Salaries (due to re-coding):

| Account | Description | (+) | (-) |
|--------------|-------------------------------|-------------|-------------|
| A5510.160-01 | NON INSTRUCTIONAL SAL (SUPV.) | \$31,636.00 | |
| A5510.160-00 | NON INSTRUCTIONAL SAL | | \$31,636.00 |

| ITEM | TITLE | FROM | NOTES |
|------|---------------------------------------|----------------------------|---|
| e) | Cash Disbursements - Multi Funds | Internal Claims Auditor | JUNE 2023 - #3 JUNE 2023 - #4 JULY 2023 - #1 AUG 2023 - #1 JUNE 2023 - PAYROLL JULY 2023 - PAYROLL |
| f) | Budget Transfer Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| g) | Budget Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| h) | Revenue Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| i) | Treasurer's Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| j) | Scholarship Annual Report | Confidential Sr. Typist | 2022 - 2023 |
| k) | Extra-Curricular Annual Report | Extra-Curricular Treasurer | 2022 - 2023 |

l) Adopt the following resolution pertaining to the 2023-24 school tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2023-24 school year a sum not to exceed \$5,984,582 (this amount includes omitted taxes of \$6,939.25 and STAR);

THEREFORE, BE IT RESOLVED that the Board of Education fixes the equalized tax rates by town and confirms the extension of the taxes as they appear on the following described tax rolls:

| TOWN | ASSESSED VALUATION | EQUALIZATION RATE | TRUE VALUE | TOTAL TAX COLLECTED | OMITTED TAXES | TAX LEVY | TAX RATE PER \$1,000 |
|--------------|--------------------|-------------------|----------------|---------------------|---------------|-----------------|----------------------|
| CHESTERFIELD | \$ 289,997 | 92% | \$ 314,906 | \$ 3,007.79 | | \$ 3,007.79 | \$ 10.371797 |
| ESSEX | \$ 167,889,757 | 100% | \$ 167,889,757 | \$ 1,606,396.03 | \$ 2,815.88 | \$ 1,603,580.15 | \$ 9.551388 |
| LEWIS | \$ 544,872 | 100% | \$ 544,872 | \$ 5,204.28 | | \$ 5,204.28 | \$ 9.551388 |
| WESTPORT | \$ 4,988,839 | 100% | \$ 4,988,839 | \$ 47,650.34 | | \$ 47,650.34 | \$ 9.551388 |
| WILLSBORO | \$ 452,097,600 | 100% | \$ 452,097,600 | \$ 4,322,282.82 | \$ 4,123.37 | \$ 4,318,159.44 | \$ 9.551388 |
| | \$ 625,811,065 | | \$ 625,835,974 | \$ 5,984,541.26 | \$ 6,939.25 | \$ 5,977,602.00 | |

8. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the 2023-2024 meal prices:

| Meal | Price |
|------------------------------|--------|
| Adult Breakfast | \$3.10 |
| Adult Lunch | \$5.40 |
| Student Extra Breakfast Item | \$1.25 |
| Student Extra Lunch Item | \$1.50 |

- b) Establish the rate charged to the Town of Willsboro for 2023-2024 for any contracted Youth Commission busing for ski trips or other events at \$40/hour.
- c) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- d) Approve the agreement between the Willsboro Central School District and Essex County for school resource officer services for the 2023-2024 school year.
- e) Approve the student and athletic handbooks for the 2023-2024 school year.
- f) Approve the 2023-2024 agreement between the Willsboro Central School District and CBIZ for capital asset and property insurance reporting services.
- g) Approve the removal of the following assets listed in this table from our inventory:

| Asset Tag | Item Type | Item Description | Serial # |
|-----------|------------------------|------------------|-------------------|
| 20180049 | DELL COMPUTER | OPTIPLEX 3020 | 8CKQS52 |
| 20131167 | DELL COMPUTER | OPTIPLEX 7010 | 1SL5Y12 |
| 20180052 | DELL COMPUTER | OPTIPLEX 3020 | 7T4XS52 |
| 20131187 | DELL COMPUTER | OPTIPLEX 3020 | 7SVWS52 |
| 100939 | DELL COMPUTER | OPTIPLEX 390 | 4FDP7V1 |
| 100950 | DELL COMPUTER | OPTIPLEX 390 | 4FFG7V1 |
| 20180045 | DELL COMPUTER | OPTIPLEX 380 | 5213MM1 |
| 100895 | DELL COMPUTER | OPTIPLEX 380 | 6VD8YQ1 |
| 20131166 | DELL COMPUTER | OPTIPLEX 7010 | 1SL6Y12 |
| 100909 | DELL COMPUTER | OPTIPLEX 390 | HJTM6V1 |
| 20131192 | CDW PROJECTOR | V311XDLP | 011509955400068EC |
| 20180027 | NEC PROJECTOR | NP-V260X | 2200264EC |
| 20080448 | POLAROID PROJECTOR | PV211E-A | SL8360096 |
| 20080586 | SMART TECH SMARTBOARD | SB660 | SB660-R2-476636 |
| 20080584 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476981 |
| 20080587 | SMART TECH SMARTBOARD | SB660 | SB660-R2-477016 |
| 20080585 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476966 |
| 20131037 | SMART TECH SMARTBOARD | SB660 | SB660-R2-681728 |
| 20080271 | SMART TECH SMARTBOARD | SB660 | SB660-R1-010882 |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|-----------------|--|-------------|-----------|----------------------|-----------------------|
| a) | Chris Ford | Volunteer Assistant Coach (All Sports) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |
| b) | Brandon Jaquish | Girls Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| c) | Joe King | Boys Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |

| | | | | | | |
|----|----------------|--|----------------|---------|-----------------------|---|
| d) | Andrew Lee | Boys Varsity Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| e) | Andrew Lee | Volunteer Assistant Coach (All Sports Excluding Boys Varsity Soccer) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |
| f) | Wayne Mitchell | Bowling Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| g) | Grace Stay | Substitute Administrator | Administration | 9/5/23 | \$300/Daily | Substitute administrator as needed per diem |
| h) | Alan Thompson | Special Education Teacher | Instruction | 9/5/23 | Step 12 Base \$58,027 | 1 Year Non-Probationary Appointment |

10. Board Discussion

11. Executive Session

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education Meeting
September 12, 2023 at 6:00pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Reports**
 - a) Principal - Sarah Paquette
 - b) Business Manager - Allison Sucharzewski
 - c) Superintendent - Justin Gardner
5. **Acceptance of Minutes**
 - a) Accept the minutes from the 8-17-23 regular meeting.
6. **New Business**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

 - a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
 - b) Approve the Gear Up Memorandum of Agreement between CFES Brilliant Pathways and the Willsboro Central School District for the 2023-2024 school year.
 - c) Approve the 2023-2024 Feinerman Agreement for Erik Manning.
 - d) Approve the 2023-2024 Feinerman Agreement for Karen Manning.
 - e) Approve the 2023-2024 Feinerman Agreement for Kori McCauliffe.
 - f) Approve the rate of \$150/day for permanent building substitute teacher, effective September 13, 2023.

7. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|--|---------|
| a) | 0000 | Mission Statement & Vision | 1st |
| b) | 0100 | Non-Discrimination & Equal Opportunity | 1st |
| c) | 0101 | Gender Neutral Single-Occupancy Bathrooms | 1st |
| d) | 0105 | Equity, Inclusivity, and Diversity in Education | 1st |
| e) | 0110 | Sexual Harassment | 1st |
| f) | 0111 | Title IX Sexual Harassment | 1st |
| g) | 0115 | Student Harassment and Bullying Prevention & Intervention | 1st |
| h) | 0115-R | Student Harassment and Bullying Prevention & Intervention Regulation | 1st |
| i) | 0300 | Accountability | 1st |
| j) | 0310 | Board Self-Evaluation | 1st |
| k) | 0320 | Evaluation of Superintendent | 1st |

8. Board Discussion

9. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

10. Adjournment



Board of Education Meeting
October 10, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council - Peyton Leerkes & Laney Nolette
- b) Town of Willsboro - Lorilee Sheehan
- c) Mascot Update - Justin Gardner
- d) Principal - Sarah Paquette
- e) Business Manager - Allison Sucharzewski
- f) Superintendent - Justin Gardner

5. Acceptance of Minutes

- a) Accept the minutes from the 9-12-23 regular meeting.

6. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve a 2022-2023 budget transfer for an audit adjustment in the amount of \$23,485.26 for 4408 Summer School Expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A9901.950-00 | TRANSFER TO SPECIAL AID | \$23,485.26 | |
| A2250.400-00 | CONTRACTUAL EXPENDITURE | | \$23,485.26 |

- b) Approve an August 2023 budget transfer in the amount of \$60,000.00 for BOCES SERVICES School Food Management:

| Account | Description | (+) | (-) |
|--------------|---------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES-BUS. ADMIN | \$60,000.00 | |
| A9901.930-00 | TRANSFER TO SCHOOL FOOD | | \$60,000.00 |

- c) Approve an August 2023 budget transfer in the amount of \$12,000.00 for Materials & Supplies 7-12 SCIENCE:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A2110.453-10 | SUPPLIES - 7-12 SCIENCE | \$12,000.00 | |
| A9060.800-00 | HEALTH INSURANCE | | \$12,000.00 |

| ITEM | TITLE | FROM | NOTES |
|------|---------------------------------------|----------------------------|---|
| d) | Cash Disbursements - Multi Funds | Internal Claims Auditor | AUG 2023 - #2 SEPT 2023 - #1 SEPT 2023 - #2 OCT 2023 - #1 AUG 2023 - PAYROLL SEPT 2023 - PAYROLL |
| e) | Budget Transfer Report - General Fund | Business Manager/Treasurer | JUNE 2023 - AUDIT ADJS. AUG 2023 |
| f) | Budget Status Report - General Fund | Business Manager/Treasurer | JUNE 2023 AUG 2023 SEPT 2023 |
| g) | Revenue Status Report - General Fund | Business Manager/Treasurer | JUNE 2023 AUG 2023 SEPT 2023 |
| h) | Treasurer's Report - General Fund | Business Manager/Treasurer | AUG 2023 SEPT 2023 |
| i) | Budget Status Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| j) | Revenue Status Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| k) | Treasurer's Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| l) | Budget Status Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| m) | Revenue Status Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| n) | Treasurer's Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| o) | Budget Status Report - Capital | Business Manager/Treasurer | JULY - SEPT 2023 |
| p) | Extra-Curricular Treasurer's Report | Extra-Curricular Treasurer | JULY 2023 AUG 2023 SEPT 2023 |

- q) Approve a tax payment refund to Corelogic Centralized Refunds due to duplication of payment (paid by Escrow & again by Attorney) on behalf of Tax Map No. 15200 21.9-7-3.100 in the amount of \$1,891.17.

- r) Approve a tax payment refund to Robert Davis due to overpayment of taxes due for Tax Map. No. 155200 40.7-1-4.212 in the amount of \$322.23.
- s) Approve a tax payment refund to Wells Fargo Real Estate Tax Operations due to overpayment (incorrectly paid by Escrow) on behalf of Tax Map No. 155200 31.17-3-1.122 in the amount of \$336.88.
- t) Approve a health insurance refund to Bonnie Daniels-Flora due to a qualifying event change in the amount of \$92.34.

7. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve the Pre-School Amendment Agreement between Essex County and the Willsboro Central School District, effective September 1, 2023.
- c) Approve the School-Based Satellite Mental Health Clinic Agreement between Essex County and the Willsboro Central School District, effective January 1, 2024.

8. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|--|--------------|
| a) | 0000 | Mission Statement & Vision | 2nd/Approval |
| b) | 0100 | Non-Discrimination & Equal Opportunity | 2nd/Approval |
| c) | 0101 | Gender Neutral Single-Occupancy Bathrooms | 2nd/Approval |
| d) | 0105 | Equity, Inclusivity, and Diversity in Education | 2nd/Approval |
| e) | 0110 | Sexual Harassment | 2nd/Approval |
| f) | 0111 | Title IX Sexual Harassment | 2nd/Approval |
| g) | 0115 | Student Harassment and Bullying Prevention & Intervention | 2nd/Approval |
| h) | 0115-R | Student Harassment and Bullying Prevention & Intervention Regulation | 2nd/Approval |
| i) | 0300 | Accountability | 2nd/Approval |
| j) | 0310 | Board Self-Evaluation | 2nd/Approval |

| | | | |
|----|------|---|--------------|
| k) | 0320 | Evaluation of Superintendent | 2nd/Approval |
| l) | 1000 | Community Relations Goals | 1st |
| m) | 1050 | Annual District Election & Budget Vote | 1st |
| n) | 1120 | School District Records | 1st |
| o) | 1130 | Media Relations | 1st |
| p) | 1230 | Public Comments at Board Meetings | 1st |
| q) | 1400 | Public Complaints | 1st |
| r) | 1420 | Complaints About Curricula or Instructional Materials | 1st |
| s) | 1500 | Public Use of School Facilities | 1st |
| t) | 1530 | Smoking, Vaping, and Other Tobacco Use on School Property | 1st |
| u) | 1740 | Relationship with Nonpublic Schools | 1st |
| v) | 1741 | Home-Schooled Students | 1st |
| w) | 1800 | Donations, Gifts, and Grants to the District | 1st |
| x) | 1900 | Parent and Family Engagement | 1st |
| y) | 1925 | Interpreters for Hearing-Impaired Parents | 1st |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|-----------------------|---------------------|-------------|-----------|----------------------|----------------------------|
| a) | Sherry Ashline | Building Substitute | Instruction | 9/25/23 | \$150.00/Day | 2023-2024 School Year |
| b) | Marie Blatchley | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Deanna Mero |
| c) | Christine Charbonneau | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Morgan Sovey |
| d) | Heidi Davey | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Karen Manning |
| e) | Joe King | Coach | Instruction | 10/11/23 | Stipend Per Contract | Boys Modified Basketball |
| f) | Jennifer Leibeck | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Kori McCauliffe |

| | | | | | | |
|----|----------------------|------------------|----------------|---------|----------------------|-------------------------|
| g) | Allison Sucharzewski | Business Manager | Administrative | 9/19/23 | Salary Per Contract | Permanent Appointment |
| h) | Keith Stone | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Andra Hogle |
| i) | Tara Valachovic | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Payton Gough |
| j) | Victoria Wilkins | Senior Typist | Support | 6/14/23 | Salary Per Contract | Permanent Appointment |

10. Board Discussion

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education Meeting
November 9, 2023 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council - Peyton Leerkes & Laney Nolette
- b) Technology Class Presentation - Erik Manning
- c) Principal - Sarah Paquette
- d) Business Manager - Allison Sucharzewski
- e) Superintendent - Justin Gardner

5. Acceptance of Minutes

- a) Accept the minutes from the 10-10-23 regular meeting.

6. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve the audited financial statements for the 2022-23 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2023'.
- b) Approve the Management Letter dated October 10, 2023, prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2023'.
- c) Approve the Response to Management Memorandum dated November 1, 2023, for the 2022-23 Financial Audit completed by Boulrice & Wood, CPA's P.C.
- d) Approve a budget transfer for Teaching Assistant salaries (Teaching Regular School) in the amount of \$15,385.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------|-------------|-------------|
| A2110.120-01 | SALARY 4-6 | \$15,385.00 | |
| A2110.150-00 | TEACHING ASSISTS.-REG SCH. | | \$15,385.00 |

- e) Approve a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$11,020.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------------|-------------|-------------|
| A2110.120-01 | INSTRUC. SAL - STDS. W/ DISAB. | \$11,020.00 | |
| A2110.150-00 | TEACHING ASSISTS.-STDS. W/DISAB. | | \$11,020.00 |

- f) Approve a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$22,300.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------|-------------|-------------|
| A5510.161-00 | BUS DRIVERS | \$22,300.00 | |
| A5530.160-00 | NON-INSTRUCTIONAL - GARAGE | | \$22,300.00 |

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| g) | Cash Disbursements - Multi Funds | Internal Claims Auditor | OCT 2023 - #2 NOV 2023 - #1 OCT 2023 - PAYROLL BENEFITS |
| h) | General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - OCT 2023 BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023 |
| i) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023 |
| j) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - OCT 2023 REVENUE STATUS REPORT - OCT 2023 TREASURER'S REPORT - OCT 2023 |
| k) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - OCT 2023 |
| l) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - OCT 2023 |

7. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve ComSource, Inc. (Cisco - NCPA 01-96) as the vendor to complete work related to the 2023-2024 capital outlay project to replace the district's phone system.
- c) Approve an agreement with North County Kids, Inc. to provide contractual services for school-aged children requiring music therapy evaluations and music therapy services for the 2023-2024 school year.

- d) Increase sub rates to the following titles effective December 23, 2023:
Sub Bus Driver - \$22.00/hour
- e) Authorize the closing of the Willsboro Central School Extra-Curricular Activity Fund Account ending in x2658 with Champlain National Bank.
- f) Authorize the disposal of A 2001 Chevy Silverado Truck VIN# 1GBJK33U21F147499 Asset ID #992010039 from inventory.

8. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|------------------------|
| a) | 1000 | Community Relations Goals | 2nd Reading / Approval |
| b) | 1050 | Annual District Election & Budget Vote | 2nd Reading / Approval |
| c) | 1120 | School District Records | 2nd Reading / Approval |
| d) | 1130 | Media Relations | 2nd Reading / Approval |
| e) | 1230 | Public Comments at Board Meetings | 2nd Reading / Approval |
| f) | 1400 | Public Complaints | 2nd Reading / Approval |
| g) | 1420 | Complaints About Curricula or Instructional Materials | 2nd Reading / Approval |
| h) | 1500 | Public Use of School Facilities | 2nd Reading / Approval |
| i) | 1530 | Smoking, Vaping, and Other Tobacco Use on School Property | 2nd Reading / Approval |
| j) | 1740 | Relationship with Nonpublic Schools | 2nd Reading / Approval |
| k) | 1741 | Home-Schooled Students | 2nd Reading / Approval |
| l) | 1800 | Donations, Gifts, and Grants to the District | 2nd Reading / Approval |
| m) | 1900 | Parent & Family Engagement | 2nd Reading / Approval |
| n) | 1925 | Interpreters for Hearing-Impaired Parents | 2nd Reading / Approval |

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---------------------------|-------------|
| a) | 2000 | Board Operational Goals | 1st Reading |
| b) | 2100 | School Board Legal Status | 1st Reading |

| | | | |
|-----|--------|--|-------------|
| c) | 2110 | School Board Powers & Duties | 1st Reading |
| d) | 2111 | Board Member Authority | 1st Reading |
| e) | 2120 | School Board Elections | 1st Reading |
| f) | 2120.1 | Candidates & Campaigning | 1st Reading |
| g) | 2120.2 | Voting Procedures | 1st Reading |
| h) | 2121 | Board Member Qualifications | 1st Reading |
| i) | 2150 | Filling Board Vacancies | 1st Reading |
| j) | 2160 | School District Officer & Employee Code of Ethics | 1st Reading |
| k) | 2210 | Board Organizational Meeting | 1st Reading |
| l) | 2220 | Board Officers | 1st Reading |
| m) | 2230 | Appointed Board Officials | 1st Reading |
| n) | 2260 | Citizens Advisory Committees | 1st Reading |
| o) | 2270 | School Attorney | 1st Reading |
| p) | 2310 | Regular Meetings | 1st Reading |
| q) | 2320 | Special Meetings | 1st Reading |
| r) | 2325 | Video Conferencing of Board Meetings | 1st Reading |
| s) | 2330 | Executive Sessions | 1st Reading |
| t) | 2340 | Notice of Meetings | 1st Reading |
| u) | 2342 | Agenda Preparation & Dissemination | 1st Reading |
| v) | 2350 | Board Meeting Procedures | 1st Reading |
| w) | 2351 | Quorum | 1st Reading |
| x) | 2352` | Rules of Order | 1st Reading |
| y) | 2360 | Minutes | 1st Reading |
| z) | 2382 | Broadcasting & Recording of Board Meetings | 1st Reading |
| aa) | 2410 | Policy Development, Adoption, Implementation, and Review | 1st Reading |
| ab) | 2440 | Administration in Policy Absence | 1st Reading |
| ac) | 2510 | New Board Member Orientation | 1st Reading |
| ad) | 2520 | Board Member Training | 1st Reading |
| ae) | 2521 | School Board Conferences, Conventions, Workshops | 1st Reading |
| af) | 3000 | Goals & Objectives for Administration | 1st Reading |
| ag) | 3100 | Superintendent of Schools | 1st Reading |

| | | | |
|-----|------|-----------------------------|-------------|
| ah) | 3200 | Administrative Organization | 1st Reading |
| ai) | 3240 | Line & Staff Relations | 1st Reading |
| aj) | 3310 | Development of Regulations | 1st Reading |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|--------------------|--|-------------|-----------|--------------|-------------------------------|
| a) | Landra Anderson | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |
| b) | Landra Anderson | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| c) | Desiree Cassavaugh | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| d) | Margaret Frechette | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |
| e) | Margaret Frechette | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| f) | Darcey Hurlburt | Substitute Counselor | Instruction | 11/10/23 | \$40/Hour | Substitute as needed per diem |
| g) | Kori McCauliffe | Crisis Counselor (Student Advocate) | Instruction | 11/10/23 | N/A | Resignation |
| h) | Tyler Nelson | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |

i) Approve the tenure of Kristen Theriault, Elementary Teacher, effective January 6, 2024.

j) Approve the tenure of Shannon Passno, Elementary Teacher, effective January 6, 2024.

10. Board Discussion

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education Meeting
November 21, 2023 at 11:45am
Special Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve an indoor track merger with Ausable Valley Central School District for the 2023-2024 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.
- b) Approve an outdoor track merger with Ausable Valley Central School District for the 2023-2024 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

5. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|--------------|----------------------|---------|-----------|------------------|-------------------------------|
| a) | Brett Lawson | Substitute Custodian | Support | 11/22/23 | \$18.00 / hourly | Substitute as needed per diem |

6. Adjournment



Board of Education Meeting
December 12, 2023 at 6:00pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Presentation**
 - a) CVES - Dr. Davey & Ms. Campbell
 - b) Senior Class - Trip Proposal
4. **Public Comment**
5. **Reports**
 - a) Student Council
 - b) Principal
 - c) Business Manager
 - d) Superintendent
6. **Acceptance of Minutes**
 - a) Accept the minutes from the 11-9-23 regular meeting and 11-29-23 special meeting.
7. **Business & Finance**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | NOV 2023 - #2 |
| b) | 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 |
| c) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - NOV 2023 REVENUE STATUS REPORT - NOV 2023 TREASURER'S REPORT - NOV 2023 |

| | | | |
|----|-----------------------|----------------------------|--|
| d) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - NOV 2023 REVENUE STATUS REPORT - NOV 2023 TREASURER'S REPORT - NOV 2023 |
| e) | Capital Fund | Business Manager/Treasurer | REVENUE STATUS REPORT - NOV 2023 BUDGET STATUS REPORT - NOV 2023 |
| f) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - NOV 2023 |

8. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the 2024-2025 budget development calendar.
- b) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- c) Approve 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.
- d) Approve the "Wolf/Wolves" as the official Willsboro Central School District mascot, effective July 1, 2024.
- e) Amend 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.
- f) Approve Tutoring Services provided by Four Winds Hospitals for particular students on an inpatient basis at the cost of \$64/hour.
- g) Approve the NYSIR Funded Property Valuation Authorization for the 2023-24 Fiscal Year with CBIZ Valuation Group.

9. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|------------------------------|------------------------|
| a) | 2000 | Board Operational Goals | 2nd Reading / Approval |
| b) | 2100 | School Board Legal Status | 2nd Reading / Approval |
| c) | 2110 | School Board Powers & Duties | 2nd Reading / Approval |

| | | | |
|-----|--------|--|------------------------|
| d) | 2111 | Board Member Authority | 2nd Reading / Approval |
| e) | 2120 | School Board Elections | 2nd Reading / Approval |
| f) | 2120.1 | Candidates & Campaigning | 2nd Reading / Approval |
| g) | 2120.2 | Voting Procedures | 2nd Reading / Approval |
| h) | 2121 | Board Member Qualifications | 2nd Reading / Approval |
| i) | 2150 | Filling Board Vacancies | 2nd Reading / Approval |
| j) | 2160 | School District Officer & Employee Code of Ethics | 2nd Reading / Approval |
| k) | 2210 | Board Organizational Meeting | 2nd Reading / Approval |
| l) | 2220 | Board Officers | 2nd Reading / Approval |
| m) | 2230 | Appointed Board Officials | 2nd Reading / Approval |
| n) | 2260 | Citizens Advisory Committees | 2nd Reading / Approval |
| o) | 2270 | School Attorney | 2nd Reading / Approval |
| p) | 2310 | Regular Meetings | 2nd Reading / Approval |
| q) | 2320 | Special Meetings | 2nd Reading / Approval |
| r) | 2325 | Video Conferencing of Board Meetings | 2nd Reading / Approval |
| s) | 2330 | Executive Sessions | 2nd Reading / Approval |
| t) | 2340 | Notice of Meetings | 2nd Reading / Approval |
| u) | 2342 | Agenda Preparation & Dissemination | 2nd Reading / Approval |
| v) | 2350 | Board Meeting Procedures | 2nd Reading / Approval |
| w) | 2351 | Quorum | 2nd Reading / Approval |
| x) | 2352` | Rules of Order | 2nd Reading / Approval |
| y) | 2360 | Minutes | 2nd Reading / Approval |
| z) | 2382 | Broadcasting & Recording of Board Meetings | 2nd Reading / Approval |
| aa) | 2410 | Policy Development, Adoption, Implementation, and Review | 2nd Reading / Approval |
| ab) | 2440 | Administration in Policy Absence | 2nd Reading / Approval |
| ac) | 2510 | New Board Member Orientation | 2nd Reading / Approval |
| ad) | 2520 | Board Member Training | 2nd Reading / Approval |
| ae) | 2521 | School Board Conferences, Conventions, Workshops | 2nd Reading / Approval |
| af) | 3000 | Goals & Objectives for Administration | 2nd Reading / Approval |
| ag) | 3100 | Superintendent of Schools | 2nd Reading / Approval |
| ah) | 3200 | Administrative Organization | 2nd Reading / Approval |

| | | | |
|-----|------|----------------------------|------------------------|
| ai) | 3240 | Line & Staff Relations | 2nd Reading / Approval |
| aj) | 3310 | Development of Regulations | 2nd Reading / Approval |

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---------------------------------------|-------------|
| a) | 4321.12 | Timeout & Physical Restraint | 1st Reading |
| b) | 6000 | Fiscal Management Goals | 1st Reading |
| c) | 6110 | Budget Planning | 1st Reading |
| d) | 6150 | Budget Transfers | 1st Reading |
| e) | 6240 | Investments | 1st Reading |
| f) | 6410 | Authorized Signatures | 1st Reading |
| g) | 6600 | Fiscal Accounting & Reporting | 1st Reading |
| h) | 6650 | Claims Auditor | 1st Reading |
| i) | 6660 | Independent/External Audits | 1st Reading |
| j) | 6670 | Petty Cash & Petty Cash Accounts | 1st Reading |
| k) | 6680 | Internal Audit Function | 1st Reading |
| l) | 6690 | Audit Committee | 1st Reading |
| m) | 6700 | Purchasing | 1st Reading |
| n) | 6710 | Purchasing Authority | 1st Reading |
| o) | 6741 | Contracting for Professional Services | 1st Reading |
| p) | 6800 | Payroll Procedures | 1st Reading |
| q) | 6830 | Expense Reimbursement | 1st Reading |
| r) | 6850 | Retiree Benefit Procedures | 1st Reading |
| s) | 6900 | Disposal of District Property | 1st Reading |

10. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|-----------------|---|-------------|-----------|-----|-----------------------|
| a) | Marie Blatchley | Culture Club Advisor | Instruction | 09/05/23 | N/A | Resignation |
| b) | Dawn Bronson | Volunteer Assistant Bowling Coach | Instruction | 12/13/23 | N/A | 2023-2024 School Year |
| c) | Brandon Jaquish | Volunteer Assistant Coach (All Basketball Teams) | Instruction | 12/13/23 | N/A | 2023-2024 School Year |

11. Board Discussion

12. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

13. Adjournment



Board of Education Meeting
January 9, 2024 at 6:00pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council
- b) Principal
- c) Business Manager
- d) Superintendent

5. Acceptance of Minutes

- a) Accept the minutes from the 12-12-23 regular meeting.

6. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve 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 |

- b) Approve 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 |

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| c) | Cash Disbursements - Multi Funds | Internal Claims Auditor | DEC 2023 - #1 NOV 2023 - PAYROLL BENEFITS |
| d) | General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - DEC 2023 BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |
| e) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |
| f) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |
| g) | Capital Fund | Business Manager/Treasurer | REVENUE STATUS REPORT - DEC 2023 BUDGET STATUS REPORT - DEC 2023 |
| h) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - DEC 2023 |

7. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve the mascot logo design agreement between School Branding Agency and the Willsboro Central School District, effective January 10, 2024.
- c) Approve the educational services agreement between FIRST Educational Resources and the Willsboro Central School District, effective January 10, 2024.
- d) Approve the proposed trip to San Antonio, Texas for the Class of 2024.
- e) Authorize the disposal of the following item(s) from the inventory:

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

8. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---------------------------------------|------------------------|
| a) | 4321.12 | Timeout & Physical Restraint | 2nd Reading / Approval |
| b) | 6000 | Fiscal Management Goals | 2nd Reading / Approval |
| c) | 6110 | Budget Planning | 2nd Reading / Approval |
| d) | 6150 | Budget Transfers | 2nd Reading / Approval |
| e) | 6240 | Investments | 2nd Reading / Approval |
| f) | 6410 | Authorized Signatures | 2nd Reading / Approval |
| g) | 6600 | Fiscal Accounting & Reporting | 2nd Reading / Approval |
| h) | 6650 | Claims Auditor | 2nd Reading / Approval |
| i) | 6660 | Independent/External Audits | 2nd Reading / Approval |
| j) | 6670 | Petty Cash & Petty Cash Accounts | 2nd Reading / Approval |
| k) | 6680 | Internal Audit Function | 2nd Reading / Approval |
| l) | 6690 | Audit Committee | 2nd Reading / Approval |
| m) | 6700 | Purchasing | 2nd Reading / Approval |
| n) | 6710 | Purchasing Authority | 2nd Reading / Approval |
| o) | 6741 | Contracting for Professional Services | 2nd Reading / Approval |
| p) | 6800 | Payroll Procedures | 2nd Reading / Approval |
| q) | 6830 | Expense Reimbursement | 2nd Reading / Approval |
| r) | 6850 | Retiree Benefit Procedures | 2nd Reading / Approval |
| s) | 6900 | Disposal of District Property | 2nd Reading / Approval |

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|-------------|
| a) | 7000 | Facilities Development Goals | 1st Reading |
| b) | 7100 | Facilities Planning | 1st Reading |
| c) | 7365 | Construction Safety | 1st Reading |
| d) | 7500 | Naming Facilities, Memorializing, and Recognizing Individuals | 1st Reading |

| | | | |
|----|--------|---|-------------|
| e) | 8130.2 | Workplace Violence Prevention | 1st Reading |
| f) | 9000 | Personnel Goals | 1st Reading |
| g) | 9120.1 | Conflict of Interest | 1st Reading |
| h) | 9140.1 | Staff Complaints & Grievances | 1st Reading |
| i) | 9170 | Meals & Refreshments | 1st Reading |
| j) | 9240 | Recruiting & Hiring | 1st Reading |
| k) | 9260 | Conditional Appointment & Emergency Conditional Appointment | 1st Reading |
| l) | 9310 | Physical & Mental Exams | 1st Reading |
| m) | 9320 | Drug-Free Workplace | 1st Reading |
| n) | 9350 | Staff Requests for Accommodations under ADAAA | 1st Reading |
| o) | 9420 | Evaluation of Staff Not Covered by APPR | 1st Reading |
| p) | 9500 | Compensation & Benefits | 1st Reading |
| q) | 9520.2 | Family & Medical Leave | 1st Reading |
| r) | 9520.6 | Rights of Employees to Express Breast Milk in the Workplace | 1st Reading |
| s) | 9620 | Child Abuse in an Educational Setting | 1st Reading |
| t) | 9630 | Sexual Misconduct | 1st Reading |
| u) | 9645 | Disclosure of Wrongful Conduct | 1st Reading |
| v) | 9700 | Professional Learning & Staff Development | 1st Reading |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|----------------|---|-------------|-----------|---------------|-------------------------------|
| a) | Kaili Bordeaux | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 1/3/24 | \$115 / Daily | Substitute as needed per diem |
| b) | Kaili Bordeaux | Substitute Teacher Aide/Student Monitor | Instruction | 1/3/24 | \$17.25/Hour | Substitute as needed per diem |
| c) | Cleo Lobdell | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 1/3/24 | \$115 / Daily | Substitute as needed per diem |
| d) | Cleo Lobdell | Substitute Teacher Aide/Student Monitor | Instruction | 1/3/24 | \$17.25/Hour | Substitute as needed per diem |

10. Board Discussion

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education Meeting
February 13, 2024 at 6:00 pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Reports**
 - a) Student Council
 - b) Principal
 - c) Business Manager
 - d) Superintendent
5. **Acceptance of Minutes**
 - a) Accept the minutes from the 1-9-24 regular meeting.
6. **Business & Finance**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | DEC 2023 - #2 DEC 2023 - #3 JAN 2024 - #1 DEC 2023 - PAYROLL BENEFITS |
| b) | 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 |
| c) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 TREASURER'S REPORT - JAN 2024 |
| d) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 TREASURER'S REPORT - JAN 2024 |

| | | | |
|----|-----------------------|----------------------------|---|
| e) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - JAN 2024 REVENUE STATUS REPORT - JAN 2024 |
| f) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - JAN 2024 |

7. **New Business**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve 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.
- c) Approve the 2023-2024 agreement for the Pre-Kindergarten Allocation of the UPK Grant to a Non-Public School (Lakeside).
- d) Approve 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.
- e) Approve 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.
- f) Approve the amendment to the Business Manager/Treasurer employment agreement.
- g) Approve the educational services agreement between FIRST Educational Resources and the Willsboro Central School District, effective February 14, 2024.
- h) Approve the revised 2023-2024 school calendar.
- i) Approve the 2024-2025 school calendar.
- j) Approve the district's Corrective Action Plan in response to the State Comptroller Report of Examination 2023M-119.
- k) Approve a refund of prepaid COBRA premium in the amount of \$5,081.34 to a particular former employee due to a qualifying event change.

8. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|---------------------------|
| a) | 7000 | Facilities Development Goals | Second Reading / Approval |
| b) | 7100 | Facilities Planning | Second Reading / Approval |
| c) | 7365 | Construction Safety | Second Reading / Approval |
| d) | 7500 | Naming Facilities, Memorializing, and Recognizing Individuals | Second Reading / Approval |
| e) | 8130.2 | Workplace Violence Prevention | Second Reading / Approval |
| f) | 9000 | Personnel Goals | Second Reading / Approval |
| g) | 9120.1 | Conflict of Interest | Second Reading / Approval |
| h) | 9140.1 | Staff Complaints & Grievances | Second Reading / Approval |
| i) | 9170 | Meals & Refreshments | Second Reading / Approval |
| j) | 9240 | Recruiting & Hiring | Second Reading / Approval |
| k) | 9260 | Conditional Appointment & Emergency Conditional Appointment | Second Reading / Approval |
| l) | 9310 | Physical & Mental Exams | Second Reading / Approval |
| m) | 9320 | Drug-Free Workplace | Second Reading / Approval |
| n) | 9350 | Staff Requests for Accommodations under ADAAA | Second Reading / Approval |
| o) | 9420 | Evaluation of Staff Not Covered by APPR | Second Reading / Approval |
| p) | 9500 | Compensation & Benefits | Second Reading / Approval |
| q) | 9520.2 | Family & Medical Leave | Second Reading / Approval |
| r) | 9520.6 | Rights of Employees to Express Breast Milk in the Workplace | Second Reading / Approval |
| s) | 9620 | Child Abuse in an Educational Setting | Second Reading / Approval |
| t) | 9630 | Sexual Misconduct | Second Reading / Approval |
| u) | 9645 | Disclosure of Wrongful Conduct | Second Reading / Approval |
| v) | 9700 | Professional Learning & Staff Development | Second Reading / Approval |

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|---------------|
| a) | 8000 | Support Services Goals | First Reading |
| b) | 8110 | School Building Safety | First Reading |
| c) | 8112 | Health & Safety Committee | First Reading |
| d) | 8115 | Pesticides & Pest Management | First Reading |
| e) | 8121.1 | Opioid Overdose Prevention | First Reading |
| f) | 8130 | School Safety Plans & Teams | First Reading |
| g) | 8130.1 | Extreme Risk Protection Orders | First Reading |
| h) | 8131 | Pandemic Planning | First Reading |
| i) | 8134 | Emergency Closings | First Reading |
| j) | 8220 | Buildings & Grounds Maintenance & Inspection | First Reading |
| k) | 8330 | Authorized Use of District-Owned Materials & Equipment | First Reading |
| l) | 8334 | Use of Credit Cards | First Reading |
| m) | 8410 | Student Transportation | First Reading |
| n) | 8411 | School Bus Scheduling & Routing | First Reading |
| o) | 8413 | Transportation for Nonpublic School Students | First Reading |
| p) | 8416 | Special Uses of School Buses | First Reading |
| q) | 8505 | Charging School Meals & Prohibition Against Shaming | First Reading |
| r) | 8520 | Free & Reduced Price Meal Services | First Reading |
| s) | 8630 | Computer Resources & Data Management | First Reading |
| t) | 8635 | Information & Data Privacy, Security, Breach & Notification | First Reading |
| u) | 8636 | Artificial Intelligence | First Reading |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|---------------|---|-------------|-----------|--------------|-------------------------------|
| a) | Jaida Coleman | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 2/14/24 | \$115/Daily | Substitute as needed per diem |
| b) | Jaida Coleman | Substitute Teacher Aide/Student Monitor | Instruction | 2/14/24 | \$17.25/Hour | Substitute as needed per diem |

| | | | | | | |
|----|------------------|---|-------------|---------|--------------|-------------------------------|
| c) | Jean Gonyo | Building Substitute | Instruction | 1/30/24 | \$150/Daily | 2023-2024 School Year |
| d) | Andra Hogle | Social Studies Teacher | Instruction | 1/26/24 | N/A | Resignation |
| e) | Pat Oliver | Substitute Cleaner | Support | 1/16/24 | \$18.00/Hour | Substitute as needed per diem |
| f) | Carol Valachovic | Substitute Teacher Aide/Student Monitor | Instruction | 2/13/24 | \$17.25/Hour | Substitute as needed per diem |
| g) | Carol Valachovic | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 2/13/24 | \$115/Daily | Substitute as needed per diem |
| h) | Lydia Valachovic | Substitute Uncertified Teacher/Teaching Assistant | Instruction | 2/14/24 | \$115/Daily | Substitute as needed per diem |
| i) | Lydia Valachovic | Substitute Teacher Aide/Student Monitor | Instruction | 2/14/24 | \$17.25/Hour | Substitute as needed per diem |

10. Board Discussion

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment



Board of Education Meeting
March 20, 2024 at 6:00 pm
Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Presentations**
 - a) 24-25 School Budget
5. **Reports**
 - a) Student Council
 - b) Principal
 - c) Business Manager
 - d) Superintendent
6. **Acceptance of Minutes**
 - a) Accept the minutes from the 2-13-24 regular meeting.
7. **Business & Finance**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| a) | 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 |
| b) | 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 |
| c) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - FEB 2024 REVENUE STATUS REPORT - FEB 2024 TREASURER'S REPORT - FEB 2024 |

| | | | |
|----|-----------------------|----------------------------|--|
| d) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - FEB 2024 REVENUE STATUS REPORT - FEB 2024 TREASURER'S REPORT - FEB 2024 |
| e) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - FEB 2024 REVENUE STATUS REPORT - FEB 2024 |
| f) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - FEB 2024 |

8. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve 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.
- c) Accept the donation from the Brooks & Joan Fortune Family Foundation in the amount of \$20,000 to be used for STEM-based programming.
- d) Approve the following resolution authorizing that the following 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.

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.

9. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

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

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

10. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

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

i) Approve the tenure of Heidi Davey, Math Teacher, effective September 1, 2024.

j) Approve the tenure of Heather Walsh, Elementary Special Education Teacher, effective September 1, 2024.

11. Board Discussion**12. Executive Session (Anticipated)**

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

13. Adjournment



Board of Education Meeting
April 11, 2024 at 6:00 pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council
- b) Principal
- c) Business Manager
- d) Superintendent

5. Presentation

- a) Budget Update

6. Acceptance of Minutes

- a) Accept the minutes from the 3-20-24 regular meeting.

7. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|-------------------------|--------------------------------|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | FEB 2024 - #3 MAR 2024 - #2 |

- b) Remove inventory asset #99000123, a 2007 Hyundai Van VIN# KNDMC233276030084, and authorize it to be sold for scrap metal.

- c) Remove inventory asset #100917, a 2009 International School Bus VIN#4DRBUAAN8CB619060, which will be utilized for spare parts until it is no longer useful and would be eligible to be sold for scrap metal.

8. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve the following SEQRA Resolution for the anticipated capital outlay project in the 2024-2025 budget:

WHEREAS, the Willsboro Central School District is considering undertaking a capital improvement project consisting of reconstruction and improvements to the gymnasium and scoreboard, including, site improvements, original furnishings, fixtures, and equipment (the "project"); and

WHEREAS, the District, as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the "Regulations"), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA.

NOW THEREFORE, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA. The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility"; Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site" and 617.5(c)(8): "routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area...."

Section 2. This Resolution shall take effect immediately.

9. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|---------------------------|
| a) | 4000 | Student Learning Standards & Instructional Guidelines | Second Reading / Approval |
| b) | 4200 | Curriculum Management | Second Reading / Approval |

| | | | |
|----|---------|---|---------------------------|
| c) | 4311.1 | Display of the Flag | Second Reading / Approval |
| d) | 4321 | Programs for Students with Disabilities | Second Reading / Approval |
| e) | 4321.01 | Provision of Special Education Services in the Least Restrictive Environment | Second Reading / Approval |
| f) | 4321.02 | Schoolwide Pre-Referral Approaches & Interventions | Second Reading / Approval |
| g) | 4321.03 | Allocation of Space for Special Education Programs | Second Reading / Approval |
| h) | 4321.04 | Independent Educational Evaluations | Second Reading / Approval |
| i) | 4321.05 | Confidentiality & Access to IEPs, IESPs, and SPs | Second Reading / Approval |
| j) | 4321.06 | Availability of Alternative Format Instructional Materials for Students with Disabilities | Second Reading / Approval |
| k) | 4321.07 | Districtwide & Statewide Assessments of Students with Disabilities | Second Reading / Approval |
| l) | 4321.08 | Impartial Hearing Officer Appointment & Compensation | Second Reading / Approval |
| m) | 4321.09 | Declassification of Students with Disabilities | Second Reading / Approval |
| n) | 4321.10 | Programs & Services for Parentally-Placed Nonpublic School Students with Disabilities | Second Reading / Approval |
| o) | 4321.11 | Public Report on Revisions to District Policies, Practices, and Procedures Upon a Finding of Significant Disproportionality | Second Reading / Approval |
| p) | 4321.13 | Preschool Special Education | Second Reading / Approval |
| q) | 4321.14 | Special Education Personnel | Second Reading / Approval |

10. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|------------------|--------------------|---------|---------------------|-----|-------------------------|
| a) | Victoria Wilkins | Guidance Secretary | Support | On or About 6/30/24 | NA | Unpaid Leave (12 Weeks) |

11. Board Discussion

12. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

13. Adjournment



Board of Education Meeting
April 18, 2024 at 6:00pm
Special Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Presentation

- a) 2024-2025 Budget

4. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve a budget transfer in the amount of \$40,000.00 for 4408 Summer School expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A9901.950-00 | TRANSFER TO SPECIAL AID | \$40,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$40,000.00 |

- b) Approve a budget transfer in the amount of \$23,000.00 for BOCES business administration expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES | \$23,000.00 | |
| A2250.490-00 | CONTRACTUAL EXPENDITURE | | \$23,000.00 |

- c) Approve a budget transfer in the amount of \$31,000.00 for BOCES business administration expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES | \$31,000.00 | |
| A2250.490-00 | CONTRACTUAL EXPENDITURE | | \$31,000.00 |

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| d) | Cash Disbursements - Multi Funds | Internal Claims Auditor | MAR 2024 - #3 APR 2024 - #1 MARCH 2024 PAYROLL BENEFITS |
| e) | General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - MAR 2024 BUDGET STATUS REPORT - MAR 2024 REVENUE STATUS REPORT - MAR 2024 TREASURER'S REPORT - MAR 2024 |
| f) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAR 2024 REVENUE STATUS REPORT - MAR 2024 TREASURER'S REPORT - MAR 2024 |
| g) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAR 2024 REVENUE STATUS REPORT - MAR 2024 TREASURER'S REPORT - MAR 2024 |
| h) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAR 2024 REVENUE STATUS REPORT - MAR 2024 |
| i) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - MAR 2024 |

5. New Business

- a) Resolve that the Board of Education of the Willsboro Central School District vote to approve the tentative Administration Budget of the Clinton-Essex-Warren-Washington BOCES for the school year 2024-2025.
- b) Resolve that the Board of Education of the Willsboro Central School District approve the election of board members from the attached 5 (five) candidates, for the Clinton-Essex-Warren-Washington BOCES Board of Education.
- c) Approve the 2024-2025 Willsboro Central School District Spending Plan Budget of \$10,987,331 reflecting a 0.79% spending increase which includes a tax levy increase of 2.20%.
- d) Resolve that the Board of Education of the Willsboro Central School District authorize the Superintendent of Schools to submit and certify the property tax report card to the State Education Department for the 2024-2025 school year.
- e) Approve the following individuals to provide election services for the budget vote on May 21, 2024 at a rate of \$15.00/hour:
 - Gail Drinkwine
 - Michelle Baker
 - Laurie Bauer

6. Adjournment



Board of Education Meeting
May 14, 2024 at 6:00 pm
Public Hearing & Regular Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Public Hearing & Presentation of the 2024-25 School Budget**
5. **Reports**
 - a) Student Council
 - b) Principal
 - c) Business Manager
 - d) Superintendent
6. **Acceptance of Minutes**
 - a) Accept the minutes from the 4-11-24 regular meeting and the 4-18-24 special meeting.
7. **Business & Finance**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| a) | Cash Disbursements - Multi Funds | Internal Claims Auditor | APR 2024 - #2 MAY 2024 - #1 APRIL 2024 PAYROLL BENEFITS |
| b) | 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 |
| c) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 TREASURER'S REPORT - APR 2024 |

| | | | |
|----|-----------------------|----------------------------|--|
| d) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 TREASURER'S REPORT - APR 2024 |
| e) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - APR 2024 REVENUE STATUS REPORT - APR 2024 |
| f) | Extra-Curricular Fund | Extra-Curricular Treasurer | TREASURER'S REPORT - APR 2024 |

8. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve the acceptance of a grant from the Adirondack Foundation in the amount of \$3,500.

9. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|--|---------------|
| a) | 4322 | Programs for the Gifted & Talented | First Reading |
| b) | 4325 | Academic Intervention Services | First Reading |
| c) | 4326 | Programs for English Language Learners | First Reading |
| d) | 4327 | Homebound Instruction | First Reading |
| e) | 4420 | Class Size | First Reading |
| f) | 4511 | Textbook Selection & Adoption | First Reading |
| g) | 4513 | Library Materials Selection | First Reading |
| h) | 4514 | Film & Video | First Reading |
| i) | 4526.1 | Internet Safety | First Reading |
| j) | 4531 | Field Trips, Athletic Events, & Excursions | First Reading |
| k) | 4532 | School Volunteers | First Reading |

| | | | |
|----|------|---|---------------|
| l) | 4600 | Guidance Programs | First Reading |
| m) | 4710 | Grading Systems | First Reading |
| n) | 4750 | Promotion & Retention of Students | First Reading |
| o) | 4765 | Online, Distance, & Remote Learning | First Reading |
| p) | 4770 | Grading Requirements | First Reading |
| q) | 4772 | Graduation Ceremonies | First Reading |
| r) | 4773 | Diploma & Credential Options for Students with Disabilities | First Reading |
| s) | 4810 | Teaching About Controversial Issues | First Reading |
| t) | 4850 | Animals in the Schools | First Reading |

10. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

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

11. Board Discussion

12. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

13. Adjournment



Board of Education Meeting
June 11, 2024 at 6:00 pm
Regular Meeting Agenda

1. Call to Order

2. Pledge of Allegiance

3. Public Comment

4. Reports

- a) Student Council
- b) Principal
- c) Business Manager
- d) Superintendent

5. Acceptance of Minutes

- a) Accept the minutes from the 5-14-24 public hearing & regular meeting.

6. Business & Finance

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

- a) Approve a budget transfer in the amount of \$19,000.00 for the purchase of replacement athletic uniforms and supplies:

| Account | Description | (+) | (-) |
|--------------|----------------------|-------------|-------------|
| A2855.453-00 | MATERIALS & SUPPLIES | \$19,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$19,000.00 |

- b) Approve a budget transfer in the amount of \$9,000.00 to increase bus driver salaries:

| Account | Description | (+) | (-) |
|--------------|---------------------|------------|------------|
| A5510.161-01 | BUS DRIVER SALARIES | \$9,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$9,000.00 |

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|----------------------------|---|
| c) | Cash Disbursements - Multi Funds | Internal Claims Auditor | MAY 2024 - #2 |
| d) | General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - MAY 2024 BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| e) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| f) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| g) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 |

7. New Business

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.
- b) Approve the Health Insurance Memorandum of Agreement between the Willsboro Central School District and CSEA, effective July 1, 2024.
- c) Approve the Pre-K Related Services Agreement between Essex County and the Willsboro Central School District, effective July 1, 2024.
- d) Approve the Postage Machine Lease Agreement between the Willsboro Central School District and Pitney Bowes, effective July 1, 2024.
- e) Approve the 2024-2025 Capital Outlay Exception Project Professional Architectural and Engineering Consulting Services Agreement between the Willsboro Central School District and Tetra Tech Architects & Engineers.

8. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|---------------------------|
| a) | 4322 | Programs for the Gifted & Talented | Second Reading / Approval |
| b) | 4325 | Academic Intervention Services | Second Reading / Approval |
| c) | 4326 | Programs for English Language Learners | Second Reading / Approval |
| d) | 4327 | Homebound Instruction | Second Reading / Approval |
| e) | 4420 | Class Size | Second Reading / Approval |
| f) | 4511 | Textbook Selection & Adoption | Second Reading / Approval |
| g) | 4513 | Library Materials Selection | Second Reading / Approval |
| h) | 4514 | Film & Video | Second Reading / Approval |
| i) | 4526.1 | Internet Safety | Second Reading / Approval |
| j) | 4531 | Field Trips, Athletic Events, & Excursions | Second Reading / Approval |
| k) | 4532 | School Volunteers | Second Reading / Approval |
| l) | 4600 | Guidance Programs | Second Reading / Approval |
| m) | 4710 | Grading Systems | Second Reading / Approval |
| n) | 4750 | Promotion & Retention of Students | Second Reading / Approval |
| o) | 4765 | Online, Distance, & Remote Learning | Second Reading / Approval |
| p) | 4770 | Grading Requirements | Second Reading / Approval |
| q) | 4772 | Graduation Ceremonies | Second Reading / Approval |
| r) | 4773 | Diploma & Credential Options for Students with Disabilities | Second Reading / Approval |
| s) | 4810 | Teaching About Controversial Issues | Second Reading / Approval |
| t) | 4850 | Animals in the Schools | Second Reading / Approval |

| Item | Policy Number | Policy Name | Reading |
|------|---------------|--|---------------|
| a) | 5000 | Student Policies Goals | First Reading |
| b) | 5020.3 | Rights of Students with Disabilities Under Section 504 | First Reading |
| c) | 5030 | Student Complaints | First Reading |

| | | | |
|----|--------|---|---------------|
| d) | 5040 | Student Religious Expression | First Reading |
| e) | 5130 | Compulsory Attendance Ages | First Reading |
| f) | 5150 | School Admissions | First Reading |
| g) | 5151 | Homeless Children | First Reading |
| h) | 5152 | Admission of Non-Resident Students | First Reading |
| i) | 5162 | Student Dismissal Precautions | First Reading |
| j) | 5210 | Student Organizations | First Reading |
| k) | 5220 | School-Sponsored Student Expression | First Reading |
| l) | 5225 | Student Personal Expression | First Reading |
| m) | 5230 | Eligibility for Extracurricular Activities | First Reading |
| n) | 5251 | Fundraising | First Reading |
| o) | 5252 | Extracurricular Activity Funds | First Reading |
| p) | 5280 | Interscholastic Athletics | First Reading |
| q) | 5300.6 | Student Searches | First Reading |
| r) | 5420 | Student Health Services | First Reading |
| s) | 5450.1 | Notification of Sex Offenders | First Reading |
| t) | 5460 | Child Abuse, Maltreatment, or Neglect in a Domestic Setting | First Reading |
| u) | 5500 | Student Records | First Reading |
| v) | 5550 | Student Privacy | First Reading |
| w) | 5605 | Student Voter Registration & Pre-Registration | First Reading |
| x) | 5710 | School Safety & Educational Climate Reporting | First Reading |

9. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|-------------------------|--|-------------|---------------------|---------------------------|---|
| a) | Jennifer Amorelli | School Counselor | Support | 8/28/24 | STEP 1 (B+54) \$52,110 | 1 Year Non-Probationary Appointment |
| b) | Jean Gonyo | Secondary Special Education Teacher | Instruction | 8/28/24 | STEP 1 Base \$46,350 | 1 Year Non-Probationary Appointment |
| c) | Karen Keech | Extra Curricular Treasurer | Support | 5/17/24 | NA | Resignation |
| d) | Dakota Mousseau | Substitute Uncertified Teacher / Teacher Assistant | Instruction | 6/3/24 | \$115 / daily | Substitute as Needed Per Diem |
| e) | Erik Manning | Technology Teacher | Instruction | 8/28/24 | Step 3 (B+9) \$49,221 | 1 Year Non-Probationary Appointment |
| f) | Karen Manning | Math Teacher | Instruction | 8/28/24 | Step 2 (B+45) \$52,091 | 1 Year Non-Probationary Appointment |
| g) | Erin Rasco | Summer School Special Education Teacher | Instruction | 7/1/24 - 8/31/24 | \$35/hour | Hourly as Needed and Approved by Administration |
| h) | Stephanie Omlin | Elementary Special Education Teacher | Instruction | 8/28/24 | STEP 2 (B+27) \$50,171 | 4 Year Probationary Appointment |
| i) | Allison Sucharzewski | Business Manager / District Treasurer | Support | 8/2/24 | NA | Resignation |
| j) | John Sucharzewski | Superintendent of Buildings, Grounds, and Transportation | Support | 6/30/24 | NA | Resignation |

k) Approve the following individual employment agreements:

- Brandy Pierce Nolette (2024-2028)
- Dominick Ruggeri (2024-2028)
- Allison Sucharzewski (2024)
- Victoria Wilkins (2024-2028)

10. Board Discussion

a) Summer Meeting Dates

11. Executive Session (Anticipated)

- a) A matter of the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

12. Adjournment

Public Comment Guidelines

As noted on the agenda, the Board will entertain a public comment period during this meeting. The public comment period will not exceed 15 minutes and each individual speaker will be allotted up to 3 minutes.

While the Board is here to listen, the public comment period is not designed to be a discussion. Accordingly, please do not expect the Board to respond to your concerns and questions tonight. If warranted, a response will be given at a later time by the appropriate staff member.

The board will not permit the discussion of individual district personnel or students during the public comment period. Speakers presenting complaints must have first gone through the established complaint procedures.

All speakers and members of the audience must maintain civility and respect. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

The Board President is responsible for the orderly conduct of the meeting and will rule on such matters as the time to be allowed for public comment and the appropriateness of the topics being presented. The Board President also reserves the right to discontinue any public comments that violate board policy.



Board of Education Meeting
June 20, 2024 at 8:00 am
Special Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Business & Finance**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Business & Finance) be and are hereby approved:

| ITEM | TITLE | FROM | NOTES |
|------|----------------------------------|-------------------------|--|
| a) | Extra-Curricular Fund | Business Manager | TREASURER'S REPORT - MAY 2024 |
| b) | Cash Disbursements - Multi Funds | Internal Claims Auditor | MAY 2024 - #3 JUNE 2024 - #1 PAYROLL BENEFITS - MAY 2024 |

5. **New Business**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (New Business) be and are hereby approved:

- a) Authorize a transfer not to exceed \$17,750.00 from the Employee Benefit Retirement Reserve Fund (EBLAR) for the purpose of a retirement benefit payout for a particular employee.

6. Policies

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Policies) be and are hereby approved:

| Item | Policy Number | Policy Name | Reading |
|------|---------------|---|---------------------------|
| a) | 5000 | Student Policies Goals | Second Reading / Approval |
| b) | 5020.3 | Rights of Students with Disabilities Under Section 504 | Second Reading / Approval |
| c) | 5030 | Student Complaints | Second Reading / Approval |
| d) | 5040 | Student Religious Expression | Second Reading / Approval |
| e) | 5130 | Compulsory Attendance Ages | Second Reading / Approval |
| f) | 5150 | School Admissions | Second Reading / Approval |
| g) | 5151 | Homeless Children | Second Reading / Approval |
| h) | 5152 | Admission of Non-Resident Students | Second Reading / Approval |
| i) | 5162 | Student Dismissal Precautions | Second Reading / Approval |
| j) | 5210 | Student Organizations | Second Reading / Approval |
| k) | 5220 | School-Sponsored Student Expression | Second Reading / Approval |
| l) | 5225 | Student Personal Expression | Second Reading / Approval |
| m) | 5230 | Eligibility for Extracurricular Activities | Second Reading / Approval |
| n) | 5251 | Fundraising | Second Reading / Approval |
| o) | 5252 | Extracurricular Activity Funds | Second Reading / Approval |
| p) | 5280 | Interscholastic Athletics | Second Reading / Approval |
| q) | 5300.6 | Student Searches | Second Reading / Approval |
| r) | 5420 | Student Health Services | Second Reading / Approval |
| s) | 5450.1 | Notification of Sex Offenders | Second Reading / Approval |
| t) | 5460 | Child Abuse, Maltreatment, or Neglect in a Domestic Setting | Second Reading / Approval |
| u) | 5500 | Student Records | Second Reading / Approval |
| v) | 5550 | Student Privacy | Second Reading / Approval |
| w) | 5605 | Student Voter Registration & Pre-Registration | Second Reading / Approval |
| x) | 5710 | School Safety & Educational Climate Reporting | Second Reading / Approval |

7. Personnel

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Personnel) be and are hereby approved:

| Item | Employee | Position | Program | Effective | Pay | Notes |
|------|--------------|--|---------|-----------|----------|---|
| a) | Matt Gay | Automotive Mechanic / Maintenance Worker | Support | 6/26/24 | NA | Resignation |
| b) | Lucas Strong | Coordinator of Transportation & Facilities (Coordinator of Transportation / Head Custodian) | Support | 6/26/24 | \$721.14 | Amended Start Date Agreement for 3 workdays in 2023-2024 |

c) Approve the individual employment agreement for Lucas Strong, effective June 26, 2024, through June 30, 2024.

8. Adjournment

Public Comment Guidelines

As noted on the agenda, the Board will entertain a public comment period during this meeting. The public comment period will not exceed 15 minutes and each individual speaker will be allotted up to 3 minutes.

While the Board is here to listen, the public comment period is not designed to be a discussion. Accordingly, please do not expect the Board to respond to your concerns and questions tonight. If warranted, a response will be given at a later time by the appropriate staff member.

The board will not permit the discussion of individual district personnel or students during the public comment period. Speakers presenting complaints must have first gone through the established complaint procedures.

All speakers and members of the audience must maintain civility and respect. Obscene language, defamatory statements, threats of violence, and statements advocating racial, religious, or other forms of prejudice will not be tolerated.

The Board President is responsible for the orderly conduct of the meeting and will rule on such matters as the time to be allowed for public comment and the appropriateness of the topics being presented. The Board President also reserves the right to discontinue any public comments that violate board policy.



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 NOV 2023 - PAYROLL BENEFITS |
| General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - DEC 2023 BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |

| | | |
|-----------------------|----------------------------|--|
| Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |
| Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - DEC 2023 REVENUE STATUS REPORT - DEC 2023 TREASURER'S REPORT - DEC 2023 |
| Capital Fund | Business Manager/Treasurer | REVENUE STATUS REPORT - DEC 2023 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 Leibeck.

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.

Brandy V. Pierce Nolette, District Clerk



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 Leibeck.

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 ADAAA | 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



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.

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 |
| Amber Hopkins | Cleaner | Support | 03/19/2024 | NA | Resignation |
| 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.

Brandy V. Pierce Nolette, District Clerk



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
April 11, 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 Principal

- State Testing will begin on April 17th, 2024. Testing will be all computer based testing.
- We have had a couple of issues of inappropriate photos being passed around and the NYS Police needed to be notified. One of the investigators will be coming to school at the end of May to do a presentation for grades 6-8th and 9th - 12th in regards to sex crimes / child trafficking.

Reports from the Business Office

- The business office is deep into the budget process and planning.

- There will be a new workers compensation company that will show a better overview of the statistics of the cases and we will be able to see other districts in comparison.

Reports from the Superintendent

- Electric Bus Study - documentation to start the process study group is still on hold due to funds related to the grant. Will have more information as we receive it.

Presentation

- Brief presentation on the 2024 - 2025 budget.

Acceptance of Minutes

The minutes from the 3-20-24 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 | FEB 2024 - #3 MAR 2024 - #2 |

Removed inventory asset #99000123, a 2007 Hyundai Van VIN# KNDMC233276030084, and authorize it to be sold for scrap metal.

Removed inventory asset #100917, a 2009 International School Bus VIN#4DRBUAAN8CB619060, which will be utilized for spare parts until it is no longer useful and would be eligible to be sold for scrap metal.

New Business

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the special education recommendations prepared by CSE Chairperson, Jennifer Leibeck.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the following SEQRA Resolution for the anticipated capital outlay project in the 2024-2025 budget:

WHEREAS, the Willsboro Central School District is considering undertaking a capital improvement project consisting of reconstruction and improvements to the gymnasium and scoreboard, including, site

improvements, original furnishings, fixtures, and equipment (the “project”); and

WHEREAS, the District, as a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, *et seq.*, and implementing regulations, 6 NYCRR Part 617 (the “Regulations”), having reviewed the impact of the Project upon the environment, intends hereby to determine that the Project constitutes a “Type II Action” under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA.

NOW THEREFORE, BE IT RESOLVED by this Board of Education as follows:

Section 1. The Project constitutes a "Type II Action" under 6 NYCRR § 617.5(c)(25) of the Regulations and is not subject to review under SEQRA.

The regulatory bases for this determination are Section 617.5(c)(1): "maintenance or repair involving no substantial changes in an existing structure or facility"; Section 617.5(c)(2): "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site" and 617.5(c)(8): “routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area...”

Section 2. This Resolution shall take effect immediately.

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

| Policy Number | Policy Name | Reading |
|---------------|---|---------------------------|
| 4000 | Student Learning Standards & Instructional Guidelines | Second Reading / Approval |
| 4200 | Curriculum Management | Second Reading / Approval |

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

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 |
|------------------|--------------------|---------|---------------------|-----|-------------------------|
| Victoria Wilkins | Guidance Secretary | Support | On or About 6/30/24 | NA | Unpaid Leave (12 weeks) |

Board Discussion

- Community Conversations -Youth Mental Health at WCS on April 23rd, 2024, presented by Essex County Mental Health.
- CVTECH Open House was a great night! Our students do amazing things.
- Our board visit day was great! Thank you!
- Next board meeting will be held on April 18th 2024 at 6:00pm.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:37pm, to discuss personnel and updates on negotiations. Allison was invited into the meeting.

Allison left the meeting at 7:25pm.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:06pm.

Adjournment

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:07pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Special Meeting Minutes
April 18, 2024

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

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

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

Pledge of Allegiance

Presentation

- Brief presentation on the 2024 - 2025 budget.

Business & Finance

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

Approved a budget transfer in the amount of \$40,000.00 for 4408 Summer School expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A9901.950-00 | TRANSFER TO SPECIAL AID | \$40,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$40,000.00 |

Approved a budget transfer in the amount of \$23,000.00 for BOCES business administration expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES | \$23,000.00 | |
| A2250.490-00 | CONTRACTUAL EXPENDITURE | | \$23,000.00 |

Approved a budget transfer in the amount of \$31,000.00 for BOCES business administration expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES | \$31,000.00 | |
| A2250.490-00 | CONTRACTUAL EXPENDITURE | | \$31,000.00 |

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

New Business

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

Approved the tentative Administration Budget of the Clinton-Essex-Warren-Washington BOCES for the school year 2024-2025.

Approved the election of board members from the attached 3 (three) candidates, for the Clinton-Essex-Warren-Washington BOCES Board of Education.

Approved the 2024-2025 Willsboro Central School District Spending Plan Budget of \$10,987,331 reflecting a 0.79% spending increase which includes a tax levy increase of 2.20%.

Authorized the Superintendent of Schools to submit and certify the property tax report card to the State Education Department for the 2024-2025 school year.

Approved the following individuals to provide election services for the budget vote on May 21, 2024 at a rate of \$15.00/hour:

Gail Drinkwine
Michelle Baker
Laurie Bauer

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:32pm, to discuss personnel matters.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:08pm.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to approve the Juul agreement between Maria Evens and the district.

Adjournment

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 7:09pm.

Brandy V. Pierce Nolette, District Clerk



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



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
June 11, 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
Peyton Leerkes, Student Council Rep.

The board meeting was Called to Order at 6:01pm, by Kasey Young

Pledge of Allegiance

Reports from the Student Council

- All spring sports have come to an end. Varsity Girls Softball did not attend sectionals this year. Golf ended and Peyton Leerkes attended sectionals.
- Sports Awards were held on June 4th. McKinley Belzile and Harvey Merrill were named athletes of the year.
- Academic Awards were held on June 6th, teachers were able to select 3 students and present them with an award from their class. All honor roll students were also recognized for their great achievement!
- We had 7 students attended the Section 7 Conference committee meeting with Mr. Ford, it was great and they learned alot about the section and its guidelines and ways to make section 7 better.
- The NHS & JNHS enjoyed a field trip to the Great Escape on June 7th.

- There is a new club called Adirondack Adventure Club, advised by Reagan Monarch, Dawn Bronson & Erik Manning. The students have enjoyed a couple trips of hiking.
- Dakota Harrison will enjoy traveling abroad this summer to show off her talented singing.
- Peyton Leerkes spoke of starting a book club within the school. She had a list of students and staff already signed up. She would look for sponsors to help with the book club so that they could purchase the books to be used. This would be a great way to bring all of the students together!

Reports from the Superintendent

- Jennifer Moore will be recognized as a Women of Distinction on Thursday June 13th in Lake George, Congratulations!
- Graduation requirements for next year could change, with courses and regents requirements.
- Mr. Ford passed along a policy by State Ed in regards to proposed mixed gender in sports, which could take place as soon as September.
- The work with Essex County IDA on the Hudson Power Project, is progressing along. The PILOT funding for items like roofs, doors, and window upgrades. Will pass along information as it is available.

Acceptance of Minutes

The minutes from the 5-14-24 public hearing & 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:

Approved a budget transfer in the amount of \$19,000.00 for the purchase of replacement athletic uniforms and supplies:

| Account | Description | (+) | (-) |
|--------------|----------------------|-------------|-------------|
| A2855.453-00 | MATERIALS & SUPPLIES | \$19,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$19,000.00 |

b) Approve a budget transfer in the amount of \$9,000.00 to increase bus driver salaries:

| Account | Description | (+) | (-) |
|--------------|---------------------|------------|------------|
| A5510.161-01 | BUS DRIVER SALARIES | \$9,000.00 | |
| A2250.490-00 | BOCES SERVICES | | \$9,000.00 |

| ITEM | TITLE | FROM | NOTES |
|------|-------|------|-------|
|------|-------|------|-------|

| | | | |
|----|----------------------------------|----------------------------|---|
| c) | Cash Disbursements - Multi Funds | Internal Claims Auditor | MAY 2024 - #2 |
| d) | General Fund | Business Manager/Treasurer | BUDGET TRANSFER REPORT - MAY 2024 BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| e) | Cafeteria Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| f) | Federal Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 2024 TREASURER'S REPORT - MAY 2024 |
| g) | Capital Fund | Business Manager/Treasurer | BUDGET STATUS REPORT - MAY 2024 REVENUE STATUS REPORT - MAY 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 Health Insurance Memorandum of Agreement between the Willsboro Central School District and CSEA, effective July 1, 2024.

Approved the Pre-K Related Services Agreement between Essex County and the Willsboro Central School District, effective July 1, 2024.

Approved the Postage Machine Lease Agreement between the Willsboro Central School District and Pitney Bowes, effective July 1, 2024.

Approved the 2024-2025 Capital Outlay Exception Project Professional Architectural and Engineering Consulting Services Agreement between the Willsboro Central School District and Tetra Tech Architects & Engineers.

Approved an internal transfer from the ERS Sub-Fund to the TRS Sub-Fund within the Retirement Contribution Reserve held at NYCLASS in the amount of \$7,000.

Approved a transfer from the General Fund to the TRS Sub-Fund within the Retirement Contribution Reserve held at NYCLASS in the amount of \$41,000.00

Policies

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

| Policy Number | Policy Name | Reading |
|---------------|---|---------------------------|
| 4322 | Programs for the Gifted & Talented | Second Reading / Approval |
| 4325 | Academic Intervention Services | Second Reading / Approval |
| 4326 | Programs for English Language Learners | Second Reading / Approval |
| 4327 | Homebound Instruction | Second Reading / Approval |
| 4420 | Class Size | Second Reading / Approval |
| 4511 | Textbook Selection & Adoption | Second Reading / Approval |
| 4513 | Library Materials Selection | Second Reading / Approval |
| 4514 | Film & Video | Second Reading / Approval |
| 4526.1 | Internet Safety | Second Reading / Approval |
| 4531 | Field Trips, Athletic Events, & Excursions | Second Reading / Approval |
| 4532 | School Volunteers | Second Reading / Approval |
| 4600 | Guidance Programs | Second Reading / Approval |
| 4710 | Grading Systems | Second Reading / Approval |
| 4750 | Promotion & Retention of Students | Second Reading / Approval |
| 4765 | Online, Distance, & Remote Learning | Second Reading / Approval |
| 4770 | Grading Requirements | Second Reading / Approval |
| 4772 | Graduation Ceremonies | Second Reading / Approval |
| 4773 | Diploma & Credential Options for Students with Disabilities | Second Reading / Approval |
| 4810 | Teaching About Controversial Issues | Second Reading / Approval |
| 4850 | Animals in the Schools | Second Reading / Approval |

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

| Policy Number | Policy Name | Reading |
|---------------|---|---------------|
| 5000 | Student Policies Goals | First Reading |
| 5020.3 | Rights of Students with Disabilities Under Section 504 | First Reading |
| 5030 | Student Complaints | First Reading |
| 5040 | Student Religious Expression | First Reading |
| 5130 | Compulsory Attendance Ages | First Reading |
| 5150 | School Admissions | First Reading |
| 5151 | Homeless Children | First Reading |
| 5152 | Admission of Non-Resident Students | First Reading |
| 5162 | Student Dismissal Precautions | First Reading |
| 5210 | Student Organizations | First Reading |
| 5220 | School-Sponsored Student Expression | First Reading |
| 5225 | Student Personal Expression | First Reading |
| 5230 | Eligibility for Extracurricular Activities | First Reading |
| 5251 | Fundraising | First Reading |
| 5252 | Extracurricular Activity Funds | First Reading |
| 5280 | Interscholastic Athletics | First Reading |
| 5300.6 | Student Searches | First Reading |
| 5420 | Student Health Services | First Reading |
| 5450.1 | Notification of Sex Offenders | First Reading |
| 5460 | Child Abuse, Maltreatment, or Neglect in a Domestic Setting | First Reading |
| 5500 | Student Records | First Reading |
| 5550 | Student Privacy | First Reading |
| 5605 | Student Voter Registration & Pre-Registration | First Reading |
| 5710 | School Safety & Educational Climate Reporting | First Reading |

Personnel

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

| Employee | Position | Program | Effective | Pay | Notes |
|----------------------|--|-------------|---------------------|---------------------------|--|
| Jennifer Amorelli | School Counselor | Support | 8/28/24 | STEP 1 (B+54) \$52,110 | 1 Year Non-Probationary Appointment |
| Jean Gonyo | Secondary Special Education Teacher | Instruction | 8/28/24 | STEP 1 Base \$46,350 | 1 Year Non-Probationary Appointment |
| Karen Keech | Extra Curricular Treasurer | Support | 5/17/24 | NA | Resignation |
| Dakota Mousseau | Substitute Uncertified Teacher / Teacher Assistant | Instruction | 6/3/24 | \$115 / daily | Substitute as Needed Per Diem |
| Erik Manning | Technology Teacher | Instruction | 8/28/24 | Step 3 (B+9) \$49,221 | 1 Year Non-Probationary Appointment |
| Karen Manning | Math Teacher | Instruction | 8/28/24 | Step 2 (B+45) \$52,091 | 1 Year Non-Probationary Appointment |
| Kathleen Nasner | Substitute Nurse | Support | 6/12/24 | \$115/day | Substitute as Needed Per Diem |
| Erin Rasco | Summer School Special Education Teacher | Instruction | 7/1/24 - 8/31/24 | \$35/hour | Hourly as Needed and Approved by Administration |
| Lucas Strong | Coordinator of Transportation & Facilities (Coordinator of Transportation / Head Custodian) | Support | 7/1/24 | \$62,500 | 1 Year Probationary Appointment (Pending Fingerprint Clearance) |
| Stephanie Omlin | Elementary Special Education Teacher | Instruction | 8/28/24 | STEP 2 (B+27) \$50,171 | 4 Year Probationary Appointment |
| Allison Sucharzewski | Business Manager / District Treasurer | Support | 8/2/24 | NA | Resignation |
| John Sucharzewski | Superintendent of Buildings, Grounds, and Transportation | Support | 6/30/24 | NA | Resignation |

Approved the following individual employment agreements:

- Brandy Pierce Nolette (2024-2028)
- Dominick Ruggeri (2024-2028)
- Lucas Strong (2024-2028)

- Allison Sucharzewski (2024)
- Victoria Wilkins (2024-2028)

Board Discussion

- Summer Board Meetings:
July 9, 2024 (regular & reorg)
August 15, 2024
- Recognized & Congratulated Phyllis Klein on her 18years on the school board. Thank you for all of your dedication, services and commitment to Willsboro Board Central School and enjoy retirement!

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:35pm, to discuss personnel items.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 6:55pm.

Adjournment

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 6:56pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Special Meeting Minutes
June 20, 2024

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk

The board meeting was Called to Order at 8:05am, by Kasey Young

Pledge of Allegiance

Business & Finance

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

| TITLE | FROM | NOTES |
|----------------------------------|-------------------------|--|
| Extra-Curricular Fund | Business Manager | TREASURER'S REPORT - MAY 2024 |
| Cash Disbursements - Multi Funds | Internal Claims Auditor | MAY 2024 - #3 JUNE 2024 - #1 PAYROLL BENEFITS - MAY 2024 |

New Business

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

Authorized a transfer not to exceed \$17,750.00 from the Employee Benefit Retirement Reserve Fund (EBLAR) for the purpose of a retirement benefit payout for a particular employee.

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 |
|---------------|--|---------------------------|
| 5000 | Student Policies Goals | Second Reading / Approval |
| 5020.3 | Rights of Students with Disabilities Under Section 504 | Second Reading / Approval |
| 5030 | Student Complaints | Second Reading / Approval |
| 5040 | Student Religious Expression | Second Reading / Approval |
| 5130 | Compulsory Attendance Ages | Second Reading / Approval |
| 5150 | School Admissions | Second Reading / Approval |
| 5151 | Homeless Children | Second Reading / Approval |
| 5152 | Admission of Non-Resident Students | Second Reading / Approval |
| 5162 | Student Dismissal Precautions | Second Reading / Approval |
| 5210 | Student Organizations | Second Reading / Approval |
| 5220 | School-Sponsored Student Expression | Second Reading / Approval |
| 5225 | Student Personal Expression | Second Reading / Approval |
| 5230 | Eligibility for Extracurricular Activities | Second Reading / Approval |
| 5251 | Fundraising | Second Reading / Approval |
| 5252 | Extracurricular Activity Funds | Second Reading / Approval |
| 5280 | Interscholastic Athletics | Second Reading / Approval |
| 5300.6 | Student Searches | Second Reading / Approval |
| 5420 | Student Health Services | Second Reading / Approval |
| 5450.1 | Notification of Sex Offenders | Second Reading / Approval |

| | | |
|------|---|---------------------------|
| 5460 | Child Abuse, Maltreatment, or Neglect in a Domestic Setting | Second Reading / Approval |
| 5500 | Student Records | Second Reading / Approval |
| 5550 | Student Privacy | Second Reading / Approval |
| 5605 | Student Voter Registration & Pre-Registration | Second Reading / Approval |
| 5710 | School Safety & Educational Climate Reporting | Second Reading / Approval |

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 |
|--------------|---|---------|-----------|----------|---|
| Matt Gay | Automotive Mechanic / Maintenance Worker | Support | 6/26/24 | NA | Resignation |
| Lucas Strong | Coordinator of Transportation & Facilities (Coordinator of Transportation / Head Custodian) | Support | 6/26/24 | \$721.14 | Amended Start Date Agreement for 3 workdays in 2023-2024 |

Approved the individual employment agreement for Lucas Strong, effective June 26, 2024, through June 30, 2024.

Board Discussion

- Kasey will draft a letter in regards to the information that they all received from Chris.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 8:08am.

Brandy V. Pierce Nolette, District Clerk



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
July 6, 2023

Members Present: Phyllis Klein, President (vis 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 6:16pm, by Phyllis Klein.

Reports from the Principal

- It was a great ending to the school year. Thank you to Mr Ford for all the preparation in making the graduation ceremony a great success!
- The maintenance staff is doing a great job in the cleaning process. It is all coming together quickly.
- A few changes to our student handbook and athletic handbooks. Gave a small presentation on the dress code portion of the handbook and the changes to be made.
-

Reports from the Business Manager

- Busy time in the business office, closing out the 22-23 fiscal year and opening the new fiscal year.
- The comptroller has been in the building reviewing our records.
- Will have June financial reporting at the August 17th board meeting.

- **Reports from the Superintendent of Schools**
- Thank you to the maintenance staff for all their hard work.
- The new fire system is being installed throughout the school building. The majority of the updates should be done by the end of the summer.
- Will have a brief Board Docs presentation at the next board meeting on August 17th, to review the board policy updates.

Acceptance of Minutes

The minutes from the 6-13-23 regular 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 | JUNE 2023 - #2 |

Approved a transfer from the Employee Benefits Reserve Fund to the General Fund in an amount not to exceed \$14,600.00 pursuant to Article 21.1 of the Agreement between the District and the Willsboro Teachers' Association providing a retirement benefit to a particular employee retiring July 7, 2023 and increase the 2023/24 general fund budget as appropriate.

New Business

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

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

Approved an amendment to the Energy Performance Contracting Agreement with Siemens to cancel the Performance Assurance Services Program.

Approved the abolishment of the Cook Manager position held by Travis King, effective June 30, 2023.

Approved the rate of \$25/hour for teacher & teaching assistant summer curriculum work performed on non-school days as approved by administration.

Approved a Boys Varsity Soccer merger with Boquet Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district.

Approved a Boys Modified Football merger with AuSable Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.

Approved a Boys & Girls Track & Field merger with AuSable Valley CSD for the 2023-2024 season, pending approval by the other school district's Board of Education at no expense to the district beyond CVAC membership dues.

Personnel

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

| Employee | Position | Program | Effective | Pay | Notes |
|------------------|---|-------------|-------------|--------------------|---|
| Elizabeth Becker | Teacher Assistant | Instruction | 9/5/23 | \$26,954 | 4 Year Probationary Appointment |
| Laura Bridge | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA per diem as needed |
| Robert Browning | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA per diem as needed |
| Charmaine Flynn | Certified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA per diem as needed |
| Charmaine Flynn | Substitute Clerical | Support | 9/5/23 | \$15.00/Hour | Substitute Clerical per diem as needed |
| Darcey Hurlburt | Uncertified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA per diem as needed |
| Peter Jacques | Bus Driver | Support | 6/30/23 | N/A | Amend 6/13/23 Resignation to Reflect Retirement |
| Janne Lanzoni | Uncertified Substitute Teacher/Teaching Assistant | Instruction | 9/5/23 | \$115.00/Daily | Substitute Teacher/TA per diem as needed |
| Jennifer Leibeck | CSE Chairperson | Instruction | Summer 2023 | \$496.43/Day | Up to 10 Days |
| Erik Manning | Technology Teacher | Instruction | 9/5/23 | STEP 2 \$47,291 | 1 Year Non-Probationary Appointment |

| | | | | | |
|-----------------|--|-------------|--------|--------------------|---|
| Kori McCauliffe | Crisis Counselor (Student Advocate) | Instruction | 9/5/23 | STEP 2 \$47,291 | 1 Year Non-Probationary Appointment |
|-----------------|--|-------------|--------|--------------------|---|

Extracurricular Appointments

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0-1) to approve the following extra curricular items (one abstention - Phyllis Klein):

| Position | Employee | Pay |
|-------------------------------|--------------------------------|----------------------|
| Freshman Advisor | Morgan Sovey | Stipend Per Contract |
| Sophomore Advisors | Brandy Nolette & Payton Gough | Stipend Per Contract |
| Junior Advisors | Heidi Davey & Deanna Mero | Stipend Per Contract |
| Senior Advisors | Shannon Passno & Shelley Moran | Stipend Per Contract |
| National Honor Society | Christine Charbonneau | Stipend Per Contract |
| Junior National Honor Society | Heather Walsh | Stipend Per Contract |
| Model UN | Keith Stone | Stipend Per Contract |
| Student Council | Keith Stone | Stipend Per Contract |
| Culture Club | Marie Blatchley | Stipend Per Contract |
| RSVP | Marie Blatchley | Stipend Per Contract |
| Key Club | Brandy Nolette & Payton Gough | Stipend Per Contract |
| Art Club | Reagan Monarch | Stipend Per Contract |
| Elementary Drama Club | Shannon Passno & Heather Walsh | Stipend Per Contract |
| LGBTQIA & Allies | Christine Charbonneau | \$1,614 |
| High School Play | Shannon Passno & Heather Walsh | Stipend Per Contract |
| Band Director & Music | Jennifer Moore | Stipend Per Contract |
| Spelling Bee Coordinator | Heather Walsh | \$500 |
| Extracurricular Treasurer | Karen Keech | Stipend Per Contract |
| Girls Varsity Soccer | Justin Drinkwine | Stipend Per Contract |
| Girls Modified Basketball | Payton Gough | Stipend Per Contract |
| Girls Varsity Basketball | Shannon Passno | Stipend Per Contract |
| Boys Varsity Basketball | Eric Arnold | Stipend Per Contract |
| Rifle Team | Charmaine Flynn & John Oliver | Stipend Per Contract |
| Girls Modified Softball | Payton Gough | Stipend Per Contract |
| Girls Varsity Softball | Kyli Miller | Stipend Per Contract |
| Golf | John Oliver | Stipend Per Contract |
| Athletics Director | Chris Ford | Stipend Per Contract |

Board Discussion

- The consent agendas are a great help in time management.
- Next board meeting is scheduled for August 17th, 2023 at 6:00pm.

- Will we have a new student representative on the board? Mr. Gardner will talk with the Student Council.
- Discussed some safety recommendations and other projects for our SRO to provide in the building throughout the day.

Executive Session

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:10pm, 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 7:59pm.

Motion by Kasey Young, seconded by Krissy Leerkes, voted (5-0) to accept the resolution and amendments to the Superintendent of Schools contract.

Adjournment

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:03pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Re-Organizational Meeting Minutes
July 6, 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, District Treasurer
Sarah Paquette, Principal

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

Pledge of Allegiance

Election of Board Officers

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2023-2024 school year, administration of oath.

Administration of Oath to Krissy Leerkes, recently elected Board Member for a three-year term to serve through June 30, 2026.

Administration of Oath to Emily Phillips, recently elected Board Member for a three-year term to serve through June 30, 2026.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2023-2024 school year.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to nominate Phyllis Klein as President of the Board of Education for the 2023-2024 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice President of the Board of Education for the 2023-2024 school year, administration of oath.

Consent Agenda

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following appointment of officers for the 2023-2024 school year:

| Employee | Position | Pay |
|-----------------------|---------------------------|-----------------|
| Allison Sucharzewski | School District Treasurer | No Compensation |
| Sheila Vanags | School Tax Collector | \$6,500 |
| Brandy Pierce Nolette | District Clerk | Contractual |
| Nancy Ahrent | Internal Claims Auditor | \$30.00 / Hour |
| Justin Gardner | Purchasing Agent | Contractual |

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following other appointments for the 2023-2024 school year:

| Name | Title | Pay/Cost |
|--|---|-----------------|
| Boulrice & Wood | District Independent Auditor | \$11,400 |
| Honeywell Law Firm | School Attorney | \$210 / Hour |
| Harris Beach, PLLC | School Attorney | \$225 /Hour |
| UVMHN Elizabethtown Community Hospital | School Physician | \$5,027 |
| UVMHN Elizabethtown Community Hospital | Registered Nurse (School Nurse) | \$325.00 /Daily |
| Sarah Paquette | Chief Faculty Advisory of Student Activity Accounts | No Compensation |

| | | |
|----------------------------------|--|-----------------|
| Victoria Wilkins | Chief Information Officer (CIO/Data Coordinator) | No Compensation |
| Brandy Pierce Nolette | Substitute Call-In Coordinator | Contractual |
| Brandy Pierce Nolette | Records Management & Access Officer | No Compensation |
| Dominick Ruggeri | Data Protection Officer | No Compensation |
| Justin Gardner | Records Appeals Officer | No Compensation |
| Allison Sucharzewski | School Lunch Reviewing Officer | No Compensation |
| John Sucharzewski | Safety Officer/Asbestos LEA Designee | No Compensation |
| Tammy Bell Martin (NYSIR) | Insurance Consultant | No Compensation |
| Sarah Paquette | District DEI Officer | Contractual |
| Sarah Paquette | District DASA Coordinator | No Compensation |
| Marie Blatchley | DASA Coordinator | No Compensation |
| Justin Gardner Sarah Paquette | Title IX Coordinators | No Compensation |
| John Sucharzewski | Pesticide Coordinator | No Compensation |
| Jennifer Leibeck | 504 & ADA Coordinator | No Compensation |
| Dawn Bronson John Oliver | CPR Instructors | \$25.00/Hour |

Designations for the 2023-24 School Year

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following designations for the 2023-2024 school year:

- Champlain National Bank and NYCLASS as the official bank depositories.
- Plattsburgh Press Republican as the official newspaper.
- Regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

Authorizations for the 2023-2024 School Year

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following authorizations for the 2023-2024 school year:

- Participation in the National School Lunch Program.
- Participation in the Cooperative Purchasing Program.
- Establish a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- The Superintendent of Schools is authorized to certify payrolls.
- The Superintendent of Schools is authorized to sign all special State and Federal applications and forms required for programs and grants.

- The Superintendent of Schools is authorized to approve budget transfers up to \$7,500.00.
- The Superintendent of Schools is authorized to approve conferences, workshops, and conventions.
- Approve Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- Approved Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- Authorized the Extra Curricular Treasurer & Business Manager to sign student activity checks.
- Authorized the single signature of the District Treasurer to validate school checks for the school year.
- Approved the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.
- The following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

| Title | Standard Work Day (Hours/Day) |
|---|----------------------------------|
| Tax Collector | 6.00 |
| Teacher's Aide / Bus Monitor | 6.50 |
| All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk | 7.00 |
| Business Manager | 7.00 |
| Network & Systems Technician | 7.00 |
| School Nurse | 7.00 |
| Cafeteria: Cook & Food Service Helper | 7.50 |
| Cafeteria: Senior Cook & Cook Manager | 8.00 |
| All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance | 8.00 |
| Superintendent of Buildings, Grounds & Transportation | 8.00 |
| Transportation: Bus Driver (1) | 6.00 |
| Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus | 8.00 |

| | |
|---|--|
| Driver/Teacher's Aide, Auto Mechanic/Maintenance | |
|---|--|

Other Items for the 2023-2024 School Year

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the instructional substitute compensation at the following rates for the 2023-2024 school year:

| Substitute Position | Pay |
|---|--------------|
| Teacher/Teaching Assistant, Certified | \$115.00/day |
| Teacher/Teaching Assistant, Non-Certified | \$115.00/day |
| Permanent Building Substitute | \$125.00/day |
| Nurse, RN | \$115.00/day |
| Teacher Aide/Student Monitor | \$17.25/hr |
| Custodial | \$18.00/hr |
| Cafeteria | \$15.00/hr |
| Clerical | \$15.00/hr |
| Bus Driver | \$20.00/hr |

- The mileage reimbursement to be consistent with the IRS rate.
- The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2023-2024 school year.
- The District safety plan for 2023-2024.
- The 2024 BOCES Summer School Resolution (resolution attached).
- The Committee on Special Education Annual Appointments for the 2023-2024 school year, prepared by Jennifer Leibeck (appointments attached.)

2023-2024 Committee Assignments

Negotiations, Personnel, and Policy assignments will be up to the availability of the board members.

Re-organizational meeting ended at 6:15pm.

Brandy V. Pierce Nolette, District Clerk



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
August 17, 2023

Members Present: Phyllis Klein, President (via WebEx)
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes (absent with notice)
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.

Reports from the Business Manager

- The audit with the Comptroller went very well. He was good to work with and the process went smoothly. Our regular summer audit will begin on Friday, August 25th.
- Look back at the last 5 years of the tax warrant.
- Getting ready for all the staff & faculty to return for the upcoming year.

Reports from the Principal

- Excited for the upcoming school year to begin. The building is ready, thank you to all the maintenance staff for all of their hard work.
- Working on a positivity project with CFES Gear Up program.

Reports from the Superintendent of Schools

- A huge thank you to Allison for all of her hard work and time!

- Thank you to the maintenance staff for their hard work and the building looks amazing!
- The Capital Project this summer was the fire installation, which should be all set for the beginning of the school year.
- The agenda is being prepared for the start of the school year on September 5th & 6th with staff and we welcome the students on September 7th.
- The network security has been updated for more protection (2 step sign in process.)
- Meeting with the policy committee next week.
- Parent Square has been updated with a new virtual phone feature, to help aid in the parent teacher contact.
- We have no students set for distance learning, but we are working on some independent courses.
- The mascot selection process will start in the next few weeks, information will be sent out to all staff, faculty, students and community members for input on the process. We are in hopes of having the selection process done by the end of the school year June 2024.

Acceptance of Minutes

The minutes from the 7-6-23 reorganization and regular meetings were accepted as presented.

Business & Finance

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

Approved a June 2023 budget transfer in the amount of \$9,498.72 for Business Administration Salaries:

| Account | Description | (+) | (-) |
|--------------|-----------------------|------------|------------|
| A1310.160-00 | NON INSTRUCTIONAL SAL | \$9,498.72 | |
| A9060.800-00 | HEALTH INSURANCE | | \$9,498.72 |

Approved a June 2023 budget transfer in the amount of \$8,000.88 for BOCES Services - Computer Instruction:

| Account | Description | (+) | (-) |
|--------------|-------------------------|------------|------------|
| A2630.490-00 | BOCES - COMPUTER INSTR. | \$8,008.88 | |
| A9060.800-00 | HEALTH INSURANCE | | \$8,008.88 |

Approved a June 2023 budget transfer in the amount of \$10,904.10 for Bus Driver Salaries:

| Account | Description | (+) | (-) |
|--------------|---------------------|-------------|-------------|
| A5510.161-00 | BUS DRIVER SALARIES | \$10,904.10 | |
| A9060.800-00 | HEALTH INSURANCE | | \$10,904.10 |

Approved a June 2023 budget transfer in the amount of \$31,636.00 for District Transportation Salaries (due to re-coding):

| Account | Description | (+) | (-) |
|--------------|-------------------------------|-------------|-------------|
| A5510.160-01 | NON INSTRUCTIONAL SAL (SUPV.) | \$31,636.00 | |
| A5510.160-00 | NON INSTRUCTIONAL SAL | | \$31,636.00 |

Approved a July 2023 budget transfer in the amount of \$10,950.00 for a contractual retirement bonus:

| Account | Description | (+) | (-) |
|--------------|------------------|-------------|-------------|
| A2110.132-00 | RETIREMENT BONUS | \$10,950.00 | |
| A9060.800-00 | HEALTH INSURANCE | | \$10,950.00 |

| TITLE | FROM | NOTES |
|---------------------------------------|----------------------------|---|
| Cash Disbursements - Multi Funds | Internal Claims Auditor | JUNE 2023 - #3 JUNE 2023 - #4 JULY 2023 - #1 AUG 2023 - #1 JUNE 2023 - PAYROLL JULY 2023 - PAYROLL |
| Budget Transfer Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| Budget Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| Revenue Status Report - General Fund | Business Manager/Treasurer | JULY 2023 |
| Treasurer's Report - General Fund | Business Manager/Treasurer | JUNE 2023 JULY 2023 |
| Scholarship Annual Report | Confidential Sr. Typist | 2022 - 2023 |
| Extra-Curricular Annual Report | Extra-Curricular Treasurer | 2022 - 2023 |

Adopted the following resolution pertaining to the 2023-24 school tax levy:

WHEREAS, the Board of Education of the Willsboro Central School District has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2023-24 school year a sum not to exceed \$5,984,542 (this amount includes omitted taxes of \$6,939.25 and STAR);

THEREFORE, BE IT RESOLVED that the Board of Education fixes the equalized tax rates by town and confirms the extension of the taxes as they appear on the following described tax rolls:

| TOWN | ASSESSED VALUATION | EQUALIZATION RATE | TRUE VALUE | TOTAL TAX COLLECTED | OMITTED TAXES | TAX LEVY | TAX RATE PER \$1,000 |
|--------------|--------------------|-------------------|----------------|---------------------|---------------|-----------------|----------------------|
| CHESTERFIELD | \$ 289,997 | 92% | \$ 314,906 | \$ 3,007.79 | | \$ 3,007.79 | \$10.371797 |
| ESSEX | \$ 167,889,757 | 100% | \$ 167,889,757 | \$ 1,606,396.03 | \$ 2,815.88 | \$ 1,603,580.15 | \$ 9.551388 |
| LEWIS | \$ 544,872 | 100% | \$ 544,872 | \$ 5,204.28 | | \$ 5,204.28 | \$ 9.551388 |
| WESTPORT | \$ 4,988,839 | 100% | \$ 4,988,839 | \$ 47,650.34 | | \$ 47,650.34 | \$ 9.551388 |
| WILLSBORO | \$ 452,097,600 | 100% | \$ 452,097,600 | \$ 4,322,282.82 | \$ 4,123.37 | \$ 4,318,159.44 | \$ 9.551388 |
| | \$ 625,811,065 | | \$ 625,835,974 | \$ 5,984,541.26 | \$ 6,939.25 | \$ 5,977,602.00 | |

New Business

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

Approved the 2023-2024 meal prices:

| Meal | Price |
|------------------------------|--------|
| Adult Breakfast | \$3.10 |
| Adult Lunch | \$5.40 |
| Student Extra Breakfast Item | \$1.25 |
| Student Extra Lunch Item | \$1.50 |

Established the rate charged to the Town of Willsboro for 2023-2024 for any contracted Youth Commission busing for ski trips or other events at \$40/hour.

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

Approved the agreement between the Willsboro Central School District and Essex County for school resource officer services for the 2023-2024 school year.

Approved the student and athletic handbooks for the 2023-2024 school year.

Approved the 2023-2024 agreement between the Willsboro Central School District and CBIZ for capital asset and property insurance reporting services.

Approved the removal of the following assets listed in this table from our inventory:

| Asset Tag | Item Type | Item Description | Serial # |
|-----------|------------------------|------------------|-------------------|
| 20180049 | DELL COMPUTER | OPTIPLEX 3020 | 8CKQS52 |
| 20131167 | DELL COMPUTER | OPTIPLEX 7010 | 1SL5Y12 |
| 20180052 | DELL COMPUTER | OPTIPLEX 3020 | 7T4XS52 |
| 20131187 | DELL COMPUTER | OPTIPLEX 3020 | 7SVWS52 |
| 100939 | DELL COMPUTER | OPTIPLEX 390 | 4FDP7V1 |
| 100950 | DELL COMPUTER | OPTIPLEX 390 | 4FFG7V1 |
| 20180045 | DELL COMPUTER | OPTIPLEX 380 | 5213MM1 |
| 100895 | DELL COMPUTER | OPTIPLEX 380 | 6VD8YQ1 |
| 20131166 | DELL COMPUTER | OPTIPLEX 7010 | 1SL6Y12 |
| 100909 | DELL COMPUTER | OPTIPLEX 390 | HJTM6V1 |
| 20131192 | CDW PROJECTOR | V311XDLP | 011509955400068EC |
| 20180027 | NEC PROJECTOR | NP-V260X | 2200264EC |
| 20080448 | POLAROID PROJECTOR | PV211E-A | SL8360096 |
| 20080586 | SMART TECH SMARTBOARD | SB660 | SB660-R2-476636 |
| 20080584 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476981 |
| 20080587 | SMART TECH SMARTBOARD | SB660 | SB660-R2-477016 |
| 20080585 | AUDIO VIDEO SMARTBOARD | SB660 | SB660-R2-476966 |
| 20131037 | SMART TECH SMARTBOARD | SB660 | SB660-R2-681728 |
| 20080271 | SMART TECH SMARTBOARD | SB660 | SB660-R1-010882 |

Personnel

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

| Employee | Position | Program | Effective | Pay | Notes |
|------------|--|-------------|-----------|-----|-----------------------|
| Chris Ford | Volunteer Assistant Coach (All Sports) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |

| | | | | | |
|-----------------|--|----------------|---------|-----------------------|---|
| Brandon Jaquish | Girls Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Joe King | Boys Modified Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Andrew Lee | Boys Varsity Soccer Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Andrew Lee | Volunteer Assistant Coach (All Sports Excluding Boys Varsity Soccer) | Instruction | 8/18/23 | N/A | 2023-2024 School Year |
| Wayne Mitchell | Bowling Coach | Instruction | 8/18/23 | Stipend Per Contract | 2023-2024 School Year |
| Grace Stay | Substitute Administrator | Administration | 9/5/23 | \$300/Daily | Substitute administrator as needed per diem |
| Alan Thompson | Special Education Teacher | Instruction | 9/5/23 | Step 12 Base \$58,027 | 1 Year Non-Probationary Appointment |

Board Discussion

Emily gave a brief update on the RSA conference that she attended. She found it very informative.

Executive Session

Motion by Kasey Young, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:45pm, to discuss employment history of a particular person. Allison Sucharzewski was invited into the meeting.

Allison Sucharzewski left the meeting at 7:18pm.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 7:51pm.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 7:52pm.

Brandy V. Pierce Nolette, District Clerk



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
September 12, 2023

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
Sarah Paquette, Principal
2 Community Members

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

Reports from the Principal

- It was a great start to the school year!
- We have a new dismissal process for the elementary (PreK-5th graders.)
- The Middle & HS students are now to keep all backpacks in their lockers and lock their lockers daily.
- I will be having meetings & updates with the different grade levels.

Reports from the Superintendent of Schools

- There will be 2 (two) new student council members joining our monthly board meeting, Laney Nolette & Peyton Leerkes.
- Safety Awareness - some school districts in the surrounding counties have recently had bomb threats.
- We have some new safety protocol posters that will be going up in the classrooms.

- The mascot selection process will begin later this month. The voting process will be open to the public, students, alumni and staff. The process will be posted for everyone to see. Hopefully a new mascot by Thanksgiving!

Acceptance of Minutes

The minutes from the 8-17-23 regular meetings were accepted as presented.

New Business

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

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

Approved the Gear Up Memorandum of Agreement between CFES Brilliant Pathways and the Willsboro Central School District for the 2023-2024 school year.

Approved the 2023-2024 Feinerman Agreement for Erik Manning.

Approved the 2023-2024 Feinerman Agreement for Karen Manning.

Approved the 2023-2024 Feinerman Agreement for Kori McCauliffe.

Approved the rate of \$150/day for permanent building substitute teacher, effective September 13, 2023.

Policies

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

| Policy Number | Policy Name | Reading |
|---------------|--|---------|
| 0000 | Mission Statement & Vision | 1st |
| 0100 | Non-Discrimination & Equal Opportunity | 1st |
| 0101 | Gender Neutral Single-Occupancy Bathrooms | 1st |
| 0105 | Equity, Inclusivity, and Diversity in Education | 1st |
| 0110 | Sexual Harassment | 1st |
| 0111 | Title IX Sexual Harassment | 1st |
| 0115 | Student Harassment and Bullying Prevention & Intervention | 1st |
| 0115-R | Student Harassment and Bullying Prevention & Intervention Regulation | 1st |

| | | |
|------|------------------------------|-----|
| 0300 | Accountability | 1st |
| 0310 | Board Self-Evaluation | 1st |
| 0320 | Evaluation of Superintendent | 1st |

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to enter into executive session at 6:25pm, 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 8:33pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 8:34pm.

Brandy V. Pierce Nolette, District Clerk



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
October 10, 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
Sarah Paquette, Principal
6 Community Members

The board meeting was Called to Order at 6:06pm, by Kasey Young.

Public Comment

- Lloyd Brockney spoke to the board in regards to the Warrior name and past history of a true Warrior.
- Dog Ferris spoke to the board in regard to the change in mascot and asked that the process of rebranding be stopped until he and community members can talk to the NYSED in hopes of reversing the mascot change.

Student Council - Peyton Leerkes

- Peyton spoke of all the exciting student activities going on throughout the past weeks:
 - Spirit Week - 5 days of school spirit with lots of participation
 - Soccer Kick of Games - The Booster Club honored all our soccer athletes big and small.

- Reach out and Play - The Office of the Aging brought us a day filled with board games. Family & friends were able to come in and join their students.
 - The Youth Commission played soccer under the lights, which turned into a cold and wet game, but all students had a great time.
- All the students are happy that they get the opportunity to participate in the mascot voting.
- Exciting that the Drama Club will be starting up this year, thank you to Ms. Passno and Mrs. Walsh for making this happen.
- The Girls Varsity Soccer Team will be playing their Breast Cancer Awareness game on October 9th, 2023 at Seton Catholic.
- Congratulations to Allen Cahill, Dakota HArrison, and Raegan Morgan for being selected into Area All-State.

Presentation from the Town of Willsboro

- The Town of Willsboro presented to the board a proposition of bringing the Youth Summer Program back to the school building July 8th, 2023 - August 9th, 2023, to be able to utilize the playground, sports fields, cafe and gym. Hoping to bring back many more students and activities.

Reports from the Principal

- Thank you to Krissy Leerrkes and the Office of the Aging for the Reach Out and Play Day. The students had a great day!
- On September 29, 2023 we held concerts for all students with Jarriid Campbell. They were great sessions of positivity and kindness.
- The Positivity Project is ramping up, Kori McCauliffe has been meeting with the classes. The teachers will take over on November 5th & 6th.
- Parent teacher conferences will be held on December 7th and December 8th.
- Planning for the Jr Prom has been started, and the Juniors are looking at having their Prom at the Harmony Golf Club. Ideas for coronation and royalty are also being discussed. Will pass more information along as it is available.
- Will present NYS Assessment scores at the November meeting.

Reports from the Business Office

- Shared lots of reporting for June 2023 - September 2023.
- The cafe revenue has been increasing with the CEP - Free Meals program. We are close to 100% participation. Since COVID all families have been given a EBT card for food, and this card has been reloaded several times and at least ½ million dollars has gone to our WSC families.
- Will have the draft audit management letter at the next board meeting.
- The school tax collection has brought in more than \$3 million dollars.

Reports from the Superintendent of Schools

- Updated on the mascot process. We have received almost 400 responses on the first phase of the process. Still hoping to have official results by November or December.
- School Safety - the safety committee has been meeting and coming up with some new ideas for safety throughout the building. We now have groups during fire drills, where staff members have radios and can report attendance. There has been new signage put up throughout the building and classrooms. We will have more updates throughout the school year.
- There is an Area 6 NYSSBA dinner being held on November 15th in Plattsburgh, if you'd like to attend, please let Brandy know for registration.

Acceptance of Minutes

The minutes from the 9-12-23 regular meetings 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:

Approved a 2022-2023 budget transfer for an audit adjustment in the amount of \$23,485.26 for 4408 Summer School Expenses:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A9901.950-00 | TRANSFER TO SPECIAL AID | \$23,485.26 | |
| A2250.400-00 | CONTRACTUAL EXPENDITURE | | \$23,485.26 |

Approved an August 2023 budget transfer in the amount of \$60,000.00 for BOCES SERVICES School Food Management:

| Account | Description | (+) | (-) |
|--------------|---------------------------|-------------|-------------|
| A1310.490-00 | BOCES SERVICES-BUS. ADMIN | \$60,000.00 | |
| A9901.930-00 | TRANSFER TO SCHOOL FOOD | | \$60,000.00 |

Approved an August 2023 budget transfer in the amount of \$12,000.00 for Materials & Supplies 7-12 SCIENCE:

| Account | Description | (+) | (-) |
|--------------|-------------------------|-------------|-------------|
| A2110.453-10 | SUPPLIES - 7-12 SCIENCE | \$12,000.00 | |
| A9060.800-00 | HEALTH INSURANCE | | \$12,000.00 |

| TITLE | FROM | NOTES |
|---------------------------------------|----------------------------|---|
| Cash Disbursements - Multi Funds | Internal Claims Auditor | AUG 2023 - #2 SEPT 2023 - #1 SEPT 2023 - #2 OCT 2023 - #1 AUG 2023 - PAYROLL SEPT 2023 - PAYROLL |
| Budget Transfer Report - General Fund | Business Manager/Treasurer | JUNE 2023 - AUDIT ADJS. AUG 2023 |

| | | |
|--------------------------------------|----------------------------|-------------------------------------|
| Budget Status Report - General Fund | Business Manager/Treasurer | JUNE 2023 AUG 2023 SEPT 2023 |
| Revenue Status Report - General Fund | Business Manager/Treasurer | JUNE 2023 AUG 2023 SEPT 2023 |
| Treasurer's Report - General Fund | Business Manager/Treasurer | AUG 2023 SEPT 2023 |
| Budget Status Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Revenue Status Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Treasurer's Report - Cafe | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Budget Status Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Revenue Status Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Treasurer's Report - Federal | Business Manager/Treasurer | APR - JUNE 2023 JULY - SEPT 2023 |
| Budget Status Report - Capital | Business Manager/Treasurer | JULY - SEPT 2023 |
| Extra-Curricular Treasurer's Report | Extra-Curricular Treasurer | JULY 2023 AUG 2023 SEPT 2023 |

Approved a tax payment refund to Corelogic Centralized Refunds due to duplication of payment (paid by Escrow & again by Attorney) on behalf of Tax Map No. 15200 21.9-7-3.100 in the amount of \$1,891.17.

Approved a tax payment refund to Robert Davis due to overpayment of taxes due for Tax Map. No. 155200 40.7-1-4.212 in the amount of \$322.23.

Approved a tax payment refund to Wells Fargo Real Estate Tax Operations due to overpayment (incorrectly paid by Escrow) on behalf of Tax Map No. 155200 31.17-3-1.122 in the amount of \$336.88.

Approved a health insurance refund to Bonnie Daniels-Flora due to a qualifying event change in the amount of \$92.34.

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 Pre-School Amendment Agreement between Essex County and the Willsboro Central School District, effective September 1, 2023.

Approved the School-Based Satellite Mental Health Clinic Agreement between Essex County and the Willsboro Central School District, effective January 1, 2024.

Policies

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

| Policy Number | Policy Name | Reading |
|---------------|--|--------------|
| 0000 | Mission Statement & Vision | 2nd/Approval |
| 0100 | Non-Discrimination & Equal Opportunity | 2nd/Approval |
| 0101 | Gender Neutral Single-Occupancy Bathrooms | 2nd/Approval |
| 0105 | Equity, Inclusivity, and Diversity in Education | 2nd/Approval |
| 0110 | Sexual Harassment | 2nd/Approval |
| 0111 | Title IX Sexual Harassment | 2nd/Approval |
| 0115 | Student Harassment and Bullying Prevention & Intervention | 2nd/Approval |
| 0115-R | Student Harassment and Bullying Prevention & Intervention Regulation | 2nd/Approval |
| 0300 | Accountability | 2nd/Approval |
| 0310 | Board Self-Evaluation | 2nd/Approval |
| 0320 | Evaluation of Superintendent | 2nd/Approval |
| 1000 | Community Relations Goals | 1st |
| 1050 | Annual District Election & Budget Vote | 1st |
| 1120 | School District Records | 1st |
| 1130 | Media Relations | 1st |
| 1230 | Public Comments at Board Meetings | 1st |

| | | |
|------|---|-----|
| 1400 | Public Complaints | 1st |
| 1420 | Complaints About Curricula or Instructional Materials | 1st |
| 1500 | Public Use of School Facilities | 1st |
| 1530 | Smoking, Vaping, and Other Tobacco Use on School Property | 1st |
| 1740 | Relationship with Nonpublic Schools | 1st |
| 1741 | Home-Schooled Students | 1st |
| 1800 | Donations, Gifts, and Grants to the District | 1st |
| 1900 | Parent and Family Engagement | 1st |
| 1925 | Interpreters for Hearing-Impaired Parents | 1st |
| 1000 | Community Relations Goals | 1st |
| 1050 | Annual District Election & Budget Vote | 1st |
| 1120 | School District Records | 1st |
| 1130 | Media Relations | 1st |

Personnel

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

| Employee | Position | Program | Effective | Pay | Notes |
|-----------------------|---------------------|-------------|-----------|----------------------|--------------------------|
| Sherry Ashline | Building Substitute | Instruction | 9/25/23 | \$150.00/Day | 2023-2024 School Year |
| Marie Blatchley | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Deanna Mero |
| Christine Charbonneau | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Morgan Sovey |
| Heidi Davey | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Karen Manning |
| Joe King | Coach | Instruction | 10/11/23 | Stipend Per Contract | Boys Modified Basketball |

| | | | | | |
|----------------------|------------------|----------------|---------|----------------------|----------------------------|
| Jennifer Leibeck | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Kori McCauliffe |
| Allison Sucharzewski | Business Manager | Administrative | 9/19/23 | Salary Per Contract | Permanent Appointment |
| Keith Stone | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Andra Hogle |
| Tara Valachovic | Mentor | Instruction | 9/05/23 | Stipend Per Contract | Mentor for Payton Gough |
| Victoria Wilkins | Senior Typist | Support | 6/14/23 | Salary Per Contract | Permanent Appointment |

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:32pm, to discuss employment history of a particular person.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 8:22pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:24pm.

Brandy V. Pierce Nolette, District Clerk



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
November 9, 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
Sarah Paquette, Principal
Peyton Leerkes, Student Council
Erik Manning, Technology Teacher
Connor Crowningshield, Student
Gavin Hathaway, Student

The board meeting was Called to Order at 6:06pm, by Phyllis Klein.

Reports from Student Council - Peyton Leerkes

- Peyton spoke of all the exciting student activities going on throughout the past weeks:
 - Mascot Voting - An assembly was held for all students in regards to the vote and all students were able to vote on the new mascot.
 - Girls Varsity Soccer Team - It was a challenging year with low numbers of players but we finished through and came out strong. Thank you to Coach Justin for a great season! And thank you to all the teams - well done!

- RSVP Club held a red, white & blue day and collected monies for the Honor Flight.
- On a field trip with Mr. Manning to CCC Manufacturing Day, we learned about many new opportunities in the workforce right here in the North Country.
- Thank you to Miss Gough holding the basketball open gym.
- The Halloween Parade went well and the high school students had a lot of fun working with the littles.
- Elementary Drama Play will be held in December.
- The new NHS & JNHS lounge is set up and ready for use. The lounge is open for the students to relax and study.
- Congratulations to Emily Mitchell and Danica Santillo for being accepted into the nVisions Medical program!
- Student Shout Out goes to Emma Jacques!

Technology Presentation

- Mr. Erik Manning along with 2 of his students gave a brief presentation on the variety of things they are doing and learning in the tech classroom. They began with a short powerpoint presentation and then the students also showed the board members different items that they have made in class.

Reports from the Principal

- We had a great Halloween Day and parade!
- Our new building substitute Sherry Ashline is doing a good job. She is introducing herself to the classrooms and getting acquainted with the students and staff.
- Attended a PS Project Summit, it was very beneficial and I have many ideas to share with staff.
- Will be having data analysis meetings this week.
- In improving consistency, we had a meeting on the PD day OCTober 31st, 2023 with teacher assistance and reviewed their new handbook.
- Kami training on the PD day went great with the staff and faculty,
- Congratulations to Grace Hamilton, Emma Jacques, Bryleigh Martin and Allen Cahill on being selected for All County.
- The elementary drama club will be holding their play on December 7th, 8th and 9th.
- Presented a powerpoint on data review for regents testing in the past years until now. We will be working on curriculum, analysis of skills, best practices, positivity project (relationship building) and this will be for all grade levels.

Reports from the Business Office

- Recap of the mobile gaming and cannabis funds, no funding / no revenue.

- Attend a STAC conference with Jennifer Leibeck presented by Questar. received good information.
- It is the end of school tax season, thank you to Sheila Vanags for doing such a great job. About 88% was collected.
- Received a pilot request for a solar project.
- We have new lunch manager Ms. Barett Miller, she joins us with great new ideas for the cafe`.
- Will be attending a 3 day ASBO conference on November 13th - 15th, 2023.

Reports from the Superintendent

- Reminder Dr Davey and Amy Campbell will be attending our next board meeting on December 12th, 2023.
- Discussed with the board the new electric buses that the state is recommending with a deadline of 2027. Many changes would need to be implemented to make this process possible. We will possibly propose to the public a new bus purchase on the upcoming budget vote in May 2024.
- The next meeting will provide a timeline for updates to the school building.
- Allison & I will be working on a budget calendar.
- Posting the student advocate / counselor (Kori McCauliffe is resigning) position this week.
- Will be reviewing and updating our grading policy.

Acceptance of Minutes

The minutes from the 10-10-23 regular meetings 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:

Approved the audited financial statements for the 2022-23 school year prepared by Boulrice & Woods CPA's P.C. entitled 'Willsboro Central School District Financial Report June 30, 2023'.

Approved the Management Letter dated October 10, 2023, prepared by Boulrice & Woods CPA's P.C. in response to the 'Willsboro Central School District Financial Report June 30, 2023'.

Approved the Response to Management Memorandum dated November 1, 2023, for the 2022-23 Financial Audit completed by Buolrice & Wood, CPA's P.C.

Approved a budget transfer for Teaching Assistant salaries (Teaching Regular School) in the amount of \$15,385.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------|-------------|-------------|
| A2110.120-01 | SALARY 4-6 | \$15,385.00 | |
| A2110.150-00 | TEACHING ASSISTS.-REG SCH. | | \$15,385.00 |

Approved a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$11,020.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------------|-------------|-------------|
| A2110.120-01 | INSTRUC. SAL - STDS. W/ DISAB. | \$11,020.00 | |
| A2110.150-00 | TEACHING ASSISTS.-STDS. W/DISAB. | | \$11,020.00 |

Approved a budget transfer for Teaching Assistant salaries (Students with Disabilities) in the amount of \$22,300.00:

| Account | Description | (+) | (-) |
|--------------|----------------------------|-------------|-------------|
| A5510.161-00 | BUS DRIVERS | \$22,300.00 | |
| A5530.160-00 | NON-INSTRUCTIONAL - GARAGE | | \$22,300.00 |

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

New Business

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

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

Approved ComSource, Inc. (Cisco - NCPA 01-96) as the vendor to complete work related to the 2023-2024 capital outlay project to replace the district's phone system.

Approved an agreement with North County Kids, Inc. to provide contractual services for school-aged children requiring music therapy evaluations and music therapy services for the 2023-2024 school year.

Increased sub rates to the following titles effective December 23, 2023:

Sub Bus Driver - \$22.00/hour

Authorized the closing of the Willsboro Central School Extra-Curricular Activity Fund Account ending in x2658 with Champlain National Bank.

Authorized the disposal of A 2001 Chevy Silverado Truck VIN# 1GBJK33U21F147499 Asset ID #992010039 from inventory.

Authorized the Fire Alarm Service Agreement Renewal with Fire, Security & Sound Systems, effective September 22, 2023 for a duration of three years to provide fire alarm testing and inspection.

Authorized the Client Services Agreement with Soliant Health, LLC, effective November 10, 2023 to provide virtual occupational therapy services.

Policies

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

| Policy Number | Policy Name | Reading |
|---------------|---|------------------------|
| 1000 | Community Relations Goals | 2nd Reading / Approval |
| 1050 | Annual District Election & Budget Vote | 2nd Reading / Approval |
| 1120 | School District Records | 2nd Reading / Approval |
| 1130 | Media Relations | 2nd Reading / Approval |
| 1230 | Public Comments at Board Meetings | 2nd Reading / Approval |
| 1400 | Public Complaints | 2nd Reading / Approval |
| 1420 | Complaints About Curricula or Instructional Materials | 2nd Reading / Approval |
| 1500 | Public Use of School Facilities | 2nd Reading / Approval |
| 1530 | Smoking, Vaping, and Other Tobacco Use on School Property | 2nd Reading / Approval |
| 1740 | Relationship with Nonpublic Schools | 2nd Reading / Approval |
| 1741 | Home-Schooled Students | 2nd Reading / Approval |
| 1800 | Donations, Gifts, and Grants to the District | 2nd Reading / Approval |
| 1900 | Parent & Family Engagement | 2nd Reading / Approval |
| 1925 | Interpreters for Hearing-Impaired Parents | 2nd Reading / Approval |

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

| Policy Number | Policy Name | Reading |
|---------------|---|-------------|
| 2000 | Board Operational Goals | 1st Reading |
| 2100 | School Board Legal Status | 1st Reading |
| 2110 | School Board Powers & Duties | 1st Reading |
| 2111 | Board Member Authority | 1st Reading |
| 2120 | School Board Elections | 1st Reading |
| 2120.1 | Candidates & Campaigning | 1st Reading |
| 2120.2 | Voting Procedures | 1st Reading |
| 2121 | Board Member Qualifications | 1st Reading |
| 2150 | Filling Board Vacancies | 1st Reading |
| 2160 | School District Officer & Employee Code of Ethics | 1st Reading |
| 2210 | Board Organizational Meeting | 1st Reading |
| 2220 | Board Officers | 1st Reading |
| 2230 | Appointed Board Officials | 1st Reading |
| 2260 | Citizens Advisory Committees | 1st Reading |
| 2270 | School Attorney | 1st Reading |
| 2310 | Regular Meetings | 1st Reading |
| 2320 | Special Meetings | 1st Reading |
| 2325 | Video Conferencing of Board Meetings | 1st Reading |
| 2330 | Executive Sessions | 1st Reading |
| 2340 | Notice of Meetings | 1st Reading |
| 2342 | Agenda Preparation & Dissemination | 1st Reading |
| 2350 | Board Meeting Procedures | 1st Reading |
| 2351 | Quorum | 1st Reading |
| 2352` | Rules of Order | 1st Reading |
| 2360 | Minutes | 1st Reading |
| 2382 | Broadcasting & Recording of Board Meetings | 1st Reading |

| | | |
|------|--|-------------|
| 2410 | Policy Development, Adoption, Implementation, and Review | 1st Reading |
| 2440 | Administration in Policy Absence | 1st Reading |
| 2510 | New Board Member Orientation | 1st Reading |
| 2520 | Board Member Training | 1st Reading |
| 2521 | School Board Conferences, Conventions, Workshops | 1st Reading |
| 3000 | Goals & Objectives for Administration | 1st Reading |
| 3100 | Superintendent of Schools | 1st Reading |
| 3200 | Administrative Organization | 1st Reading |
| 3240 | Line & Staff Relations | 1st Reading |
| 3310 | Development of Regulations | 1st Reading |

Personnel

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

| Employee | Position | Program | Effective | Pay | Notes |
|--------------------|--|-------------|-----------|--------------|-------------------------------|
| Landra Anderson | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |
| Landra Anderson | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| Desiree Cassavaugh | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| Margaret Frechette | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |
| Margaret Frechette | Substitute Teacher Aide/ Monitor | Instruction | 11/10/23 | \$17.25/Hour | Substitute as needed per diem |
| Darcey Hurlburt | Substitute Counselor | Instruction | 11/10/23 | \$40/Hour | Substitute as needed per diem |
| Kori McCauliffe | Crisis Counselor (Student Advocate) | Instruction | 11/10/23 | N/A | Resignation |

| | | | | | |
|--------------|--|-------------|----------|-----------|-------------------------------|
| | | | | | |
| Tyler Nelson | Uncertified Substitute Teacher/Teacher Assistant | Instruction | 11/10/23 | \$115/Day | Substitute as needed per diem |

Approved the tenure of Kristen Theriault, Elementary Teacher, effective January 6, 2024.

Approved the tenure of Shannon Passno, Elementary Teacher, effective January 6, 2024.

Executive Session

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to enter into executive session at 7:37pm, 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 8:17pm.

Discussion on draft agreement with town for summer program.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:30pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

Phyllis Klein, President
Kasey Young, Vice President
Heather Sheehan
Krissy Leerkes
Emily Phillips

Willsboro Central School
Board of Education

Special Meeting Minutes
November 21, 2023

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk

The board meeting was Called to Order at 11:45am, by Heather Sheehan.

New Business

Motion by Krissy Leerkes, seconded by Emily Phillips, voted, and carried (3-0) to approve the following resolutions:

Approved an indoor track merger with Ausable Valley Central School District for the 2023-2024 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Approved an outdoor track merger with Ausable Valley Central School District for the 2023-2024 season pending approval by the other school District's Board of Education at no expense to the district beyond CVAC membership dues.

Personnel

Motion by Emily Phillip, seconded by Krissy Leerkes, voted and carried (3-0) to approve the following personnel items:

| Employee | Position | Program | Effective | Pay | Notes |
|--------------|----------------------|---------|-----------|------------------|-------------------------------|
| Brett Lawson | Substitute Custodian | Support | 11/22/23 | \$18.00 / hourly | Substitute as needed per diem |

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (3-0) to adjourn the meeting at 11:47am.

Brandy V. Pierce Nolette, District Clerk



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 Leerkles, 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 byHeather 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.

Brandy V. Pierce Nolette, District Clerk

7/9/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, July 9, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m-be7acfd527bc9a80754272bad58869aa>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2630 335 8861
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

6/20/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, June 20, 2024, at 8:00 AM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m38883b703da7a6b52f4df1e7cca759ab>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2632 328 0312
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

6/11/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, June 11, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m166d3dca9fb676b6a650ce05869f2e15>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2633 320 3854
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

5/14/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, May 14, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m-d6ac161a07d3290dcc323d77902c35af>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2632 138 1879
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

4/18/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, April 18, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m96cc2b12f3b82a73e74ca0611fed4e7e>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2634 678 7126
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

4/11/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, April 11, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m92c87d1261835df524c6e093b44b275c>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2630 664 8285
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

2/13/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, February 13, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=mc992e9b403c5290561881bf5b1039aef>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2634 592 6869
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

1/9/24 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, January 9, 2024, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m-f87e6e03fa112459cfaa0937c9477b3f>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2634 464 3313
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

12/12/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, December 12, 2023, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=me0cc3862375181ae19a360db0d5ac0f5>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2630 146 9293
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

11/21/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a special meeting on Tuesday, November 21, 2023, at 11:45 AM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m-73be2c9d58659646da8a7d2439f88da3>
2. Enter attendee password: Welcome!

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2630 276 1686
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

11/9/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, November 9, 2023, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://willsborocsd.webex.com/willsborocsd/j.php?MTID=m8fb0cf7b167189d6702e4f540f263fdb>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-650-479-3208
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2633 038 6792
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

9/12/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Tuesday, September 12, 2023, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://nericdl.webex.com/nericdl/j.php?MTID=m0abadd-a4183d3b5dac14b8058e909478>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-646-992-2010
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2342 066 2974
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

8/17/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, August 17, 2023, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://nericdl.webex.com/nericdl/j.php?MTID=m0739c-27d32a869172638a081c7e2b954>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-646-992-2010
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2342 590 3953
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.

7/6/23 Board Of Education Meeting – Streaming Info

The Willsboro CSD Board of Education will hold a meeting on Thursday, June 6, 2023, at 6:00 PM. The public may attend the meeting in person or view the meeting online using the information listed below.

To view the meeting online, please use the following instructions:

1. Click on the meeting link: <https://nericdl.webex.com/nericdl/j.php?MTID=m8ec-f1a9271925d310d09b4f0d59eda8b>
2. Enter attendee password: Welcome

If you do not have internet access, you have the option to join by phone to listen to the meeting live by using the following directions:

1. Call this number from any phone: 1-646-992-2010
2. Enter this Meeting Number/Access Code when prompted followed by the # sign: 2335 423 7399
3. You will be asked to enter an Attendee ID Number. This ID number is not available for this meeting. Press # to skip and enter the meeting.