



Board of Education

Kasey Young, President
Heather Sheehan, Vice President
Krissy Leerkes
Emily Phillips
Laura Bridge

Willsboro Central School
Board of Education

Regular Meeting Minutes
August 15, 2024

Members Present: Kasey Young, President
Heather Sheehan, Vice President
Krissy Leerkes
Emily Phillips
Laura Bridge

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Lucas Strong, Coordinator of Facilities & Transportation

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

Reports from Treasurer

- Taylor gave a brief overview of the happenings in the business office. Her and Kate are still familiarizing themselves with the office and files. They have cleaned and organized the office.
- Kate is working on payroll and updates, so it will all be ready to go for the big payroll in September.
- Tax Levy will be sent to the county and the taxes will be printed.
- The audit will be held on August 26th - 28th.

Reports from Facilities & Transportation

- Lucas gave a brief update on the cleaning and maintenance happening in the building. All floors, work orders and touch up painting has been done. The cleaning crew has worked very hard this summer and have been great to work with. Thank you to everyone who has made the transition here so welcoming!

Reports from the Principal

- Kudos to the maintenance, the building looks great!
- The summer program was held here for 5 weeks this summer. It was great to hear all of the little voices. Everything went well!
- Myself and about 10 other teachers took part in a Science of Reading course. It will be useful for use in our grades K 3.
- We received a \$3500 grant from CFES Gear Up, that will help in a recycling project. We would like to use the monies thru 2yrs. to implement a positive recycling and project.
- August regents (Global, Earth Science, & Geometry) will be held on the 19th & 20th. We have about 10 students taking the exams.
- Working a "Wolf Pack" project, that will be gathering in the Auditorium in the morning and receive updates for the day, athletics and other announcements. I have reached out to NHS & JNHS to help and organize.
- Open House will be held on August 29th at 5pm. Also the WCSPTO will be holding a Build Your Sundae to kick off the school year!

Reports from the Superintendent

- The Cafeteria and the rest of the building looks great! The building maintenance projects are wrapping up and Lucas will now be focusing on organizing the bus routes for the upcoming school year. Thank you to Lucas and his Crew for doing such an amazing job!
- The last leg of our PA project should be finished next week, with our phone systems being all switched over to the new phones and system.
- The tax levy numbers have been produced and they show a reduced tax rate.
- The Cafeteria received a \$20, 000 grant, and will be used to purchase a new dishwasher, which has been needed as the one we have is old.
- As of right now we are fully staffed for the new year!

Acceptance of Minutes

The minutes from the regular meeting on 7-9-24 and reorg meeting on 7-9-24 were accepted as presented.

Business & Finance

Motion by Heather Sheehan, seconded by Krissy Leerke , voted and carried (5-0) to approve the following financial reports:

Approved a June 2024 budget transfer in the amount of \$17,600.00 for Retirement Bonuses per contract:

Account	Description	(+)	(-)
A9060.800-00	HEALTH INSURANCE	\$17,600.00	
A2110.132-00	RETIREMENT BONUS		\$17,600.00

Approved a June 2024 budget transfer in the amount of \$12,649.08 for Textbooks K-6 expenses:

Account	Description	(+)	(-)
A9060.800-00	HEALTH INSURANCE	\$17,600.00	
A2110.481-00	TEXTBOOKS K-6		\$17,600.00

Approved July 2024 budget transfers in the amount of \$215,944.26, \$50,000, and \$19,000 for BOCES services for BOCES services (Shared Business Office).

Account	Description	(+)	(-)
A9060.800-00	HEALTH INSURANCE	\$215,944.26	
A1310.160-00	NON INSTRUCTIONAL SALARY	\$50,000.00	
A1325.160-00	NON INSTRUCTIONAL SALARY	\$19,000.00	
A1240.400-00	CONTRACTUAL EXPENDITURES	\$284,944.26	

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	JUNE 2024 - #2 JULY 2024 - #1 JULY 2024 - #2 JULY 2024 - #3 AUGUST 2024 - #1 PAYROLL BENEFITS - JUNE 2024 PAYROLL BENEFITS - JULY 2024
General Fund	Deputy District Treasurer District Treasurer	BUDGET TRANSFER REPORT - JUNE 2024 BUDGET TRANSFER REPORT - JULY 2024 TREASURER'S REPORT - JUNE 2024 TREASURER'S REPORT - JULY 2024
Cafeteria Fund	Deputy District Treasurer	TREASURER'S REPORT - JUNE 2024
Federal Fund	Deputy District Treasurer	TREASURER'S REPORT - JUNE 2024
Extra-Curricular Fund	Deputy District Treasurer	TREASURER'S REPORT - JUNE 2024 TREASURER'S REPORT - FY 2023-2024

Approved the 2024-25 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 2024-25 school year a sum not to exceed \$6,116,339.62 (this amount includes omitted taxes of \$5,353.61 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:

WILLSBORO CENTRAL SCHOOL DISTRICT							
2024-2025 SCHOOL TAX RATE SHEET							
TOWN	ASSESSED VALUATION	EQUALIZATION RATE	TRUE VALUE	TOTAL TAX COLLECTED	OMITTED TAXES	TAX LEVY	TAX RATE PER \$1,000
CHESTERFIELD	\$ 289,233	84%	\$ 344,325	\$ 2,993.37		\$ 2,993.37	\$ 10.349338
ESSEX	\$ 181,464,573	100%	\$ 181,464,573	\$ 1,578,297.57	\$ 746.11	\$ 1,577,551.46	\$ 8.693440
LEWIS	\$ 571,248	100%	\$ 571,248	\$ 4,966.11		\$ 4,966.11	\$ 8.693440
WESTPORT	\$ 4,947,799	100%	\$ 4,947,799	\$ 43,013.40		\$ 43,013.40	\$ 8.693441
WILLSBORO	\$ 515,614,235	100%	\$ 515,614,235	\$ 4,487,069.17	\$ 4,607.50	\$ 4,482,461.66	\$ 8.693440
	<u>\$ 702,887,088</u>		<u>\$ 702,942,180</u>	<u>\$ 6,116,339.62</u>	<u>\$ 5,353.61</u>	<u>\$ 6,110,986.00</u>	

New Business

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

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

Authorized the sale of Bus #73 a 2009 International, with VIN# 4DRBUAAN19A115464 in the amount of \$1,000, to Leonard Bus Sales.

Approved the student and athletic handbooks for the 2024-2025 school year, with amendments to wording in the athletic handbook.

Authorized the disposal of a CNC 3D Laser Printer Fx Bundle, Tag #20131197, Serial #S2966804.

Authorized the disposal of 2pcs. of Rowland System PA Equipment, Tag #20080360- Model #TC2100 and Tag #20080361- Model #TC2105.

Approved the agreement between Willsboro Central School and UVM Elizabethtown Community Hospital to provide Registered Professional Nurse Services at the school when needed at an amount of \$350.00 daily.

Approved the agreement between the Willsboro Central School District and Essex County for school resource officer services for the 2024-2025 school year.

Approved the amended substitute bus driver hourly rate of \$23.00/hour, effective September 1, 2024.

Approved the 2024-2025 cafeteria meal prices:

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

Policies

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

		Reading
5100	Student Attendance	Second Reading / Approval
5300	Code of Conduct	Second Reading / Approval
5405	Student Wellness	Second Reading / Approval
5695	Students & Personal Electronic Devices	Second Reading / Approval

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Michelle Baker	Co-Class Advisor	Instruction	8/28/24	Stipend Per Contract	Sophomore Class 2024-2025 School Year
Maria Evens	Co-Class Advisor	Instruction	8/28/24	Stipend Per Contract	Freshman Class 2024-2025 School Year
Kyle Feeley	Automotive Mechanic / Maintenance Person	Support	8/19/24	\$43,518 Step 5 (Prorated \$37,827)	1 Year Probationary Appointment
Todd Gerding	Automotive Mechanic / Maintenance Person	Support	10/1/24	\$43,518 Step 5 (Prorated \$32,806)	1 Year Probationary Appointment
Gabrielle Marble	Girls Modified Soccer Coach	Instruction	8/16/24	Stipend Per Contract	2024-2025 School Year
Jessie Morgan	Co-Class Advisor	Instruction	8/28/24	Stipend Per Contract	Sophomore Class 2024-2025 School Year
Hannah Neilly	Co-Class Advisor	Instruction	8/28/24	Stipend Per Contract	Freshman Class 2024-2025 School Year
Elisha Sayward	Substitute Cleaner	Support	7/29/24	\$18.00 / Hour	Substitute as needed per diem
Chris Ford	Varsity Girls Basketball Coach	Athletics	8/16/24	N/A	Resignation

Board Discussion

- Superintendent Gardner was featured in the On Board newspaper, with his thoughts and presentation on teacher shortages.
- Emily spoke of the RSA conference held in LP, it was a great conference with many great talks & presenters. Mr. Gardner will look into getting the board members signed up for mailings on the RSA.

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:33pm, to discuss personnel items and negotiations.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 7:56pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 7:57pm.

Brandy V. Pierce Nolette, District Clerk