



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
October 14, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Joe Coakley, Labor Relations
Peyton Leerkes, Ex Officio Student
Kierstin Brown, Ex Officio Student

The board meeting was Called to Order at 6:21pm, by Heather Sheehan

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to enter into executive session at 6:21pm.

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:45pm.

Resumed regular meeting at 6:47pm.

Oath of Office

Administered Oath of Office to Student Ex Officio Student Board Member, Peyton Leerkes.

Administered Oath of Office to Alternate Ex Officio Student Board Member, Kierstin Brown.

Reports from Ex Officio Student

- Happy School Board Member Appreciation!
- Fall sports are coming to wrap, and the sectionals will start next week.
- The Willsboro Youth Commission will be holding its annual "Under the Lights" games for their youth PreK - 6th grades on October 18th.
- Thank you to the Booster Club for getting all of our fall athletes some Wolves apparel!
- The We Are Instrumental Music Summit was at Peru School, on October 11th.
- The Seagle Festival performed on October 7th for the school, it was a great show.
- The School Store is now open and the students can use their pride tickets to get items.
- Mr. Ford took several college interested students to attend the SUNY Plattsburgh College Fair.
- The September WCS Newspaper has been released.

Reports from District Treasurer

- The audit has been completed and all responses have been sent.
- The ST-3 has been completed and submitted.
- Sheila has collected about \$5.4 million in school taxes, about 90% complete.
- The FS10 has been filled out and submitted to the state.

Reports from Principal

- Thank you to the board members for their service.
- September has been a long year (lol), students are settling nicely now and getting into a routine.
- We will have data on the 3-8 tests, regents and NWEA for the November or December meeting.
- Sarah Paquette, Miranda Laferriere & Maria Evens are working with the Quality Starts program. We are working on a PreK specific handbook that we will present to the board for approval.
- Sarah Paquette, Miranda Laferriere, & Kate Needle will go to Beekmantown to observe the PreK program on October 23rd.
- The Annual Halloween Parade for PreK - 12th graders will be on Friday October 31st, at 10am. In addition to the parade there will be an in-house Art Exhibit grades PreK - 6th and 8th grade in the hallway to walk through.

- The Principal reading challenge with elementary students has begun and is a big hit, thank you to the PTO for helping support the challenge and for purchasing prizes which are small incentives for the students.
- Mr. Gardner previously shared that we are working with a regional partnership to write our goals for the achievement level of our special education students because we have been identified again. That work has been happening over the past several months and we have developed a small district level team which is Sarah Paquette, Justin Gardner, and Jennifer Leibeck and we have a building level team which is Kristen Theriault, Sheree Ford and Heather Walsh. We will be starting reading tiered fidelity inventory for this process which will help their needs and useful for us and it will begin on Thursday with the state.

Reports from the Superintendent

- Working with Dr. Linda Jordan a year ago all districts agreed to contribute to bring in this instructional practice throughout the BOCES with a specific focus on brain science. It's a 3 part series that we all shared the cost of and that will continue this year with options to join for a reasonable price for a train the trainer. This is a part of the regionalization plan.
- The Town of Willsboro hosted an open house in regards to their development of their comprehensive plan and the survey results.
- New staff survey tools "Alpaca" is a company that provides services to support teacher well-being such as surveys, resources and care packages, with several schools participating. It has a lot of great resources for teachers and staff.

Acceptance of Minutes

The minutes from the 9-9-25 regular meeting were accepted as presented.

Business & Finance

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to approve the following financial reports:

Approved the audited financial statements for the 2024-2025 school year prepared by Boulrice & Woods CPA's P.C. entitled, Willsboro Central School District Financial Report, June 30, 2025.

Approved the Final Governance Letter to the Board of Education, dated September 30, 2025, prepared by Boulrice & Woods CPA's P.C. in response to the Willsboro Central School District Financial Report, June 30, 2025.

Approved the Response to Management Memorandum dated September 30, 2025, for the 2024-25 Financial Audit completed by Boulrice & Wood, CPA's P.C.

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	September #1 - Cash Disbursements (Manual & Computer Checks) September #2 - Cash Disbursements (Manual & Computer Checks) Sept Payroll Benefits - Cash Disbursements (Manual & Computer Checks) October #1 - Cash Disbursements (Manual & Computer Checks)
Revenue Status - All Funds	District Treasurer	Revenue Status - through June 30, 2025 Revenue Status - through July 31, 2025 Revenue Status - through Aug 31, 2025 Revenue Status - through Sept 30, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - thru 6/30/25 Budget/Appropriation Status - thru 7/31/2025 Budget/Appropriation Status - thru 8/31/25
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - June 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - July 2024 thru June 2025 Treasurer's Report - July 2025-Sept 2025
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - July 2025 Treasurer's Report - All Funds - Aug 2025

New Business

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

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

Approved the resolution to accept the updated CEWW Health Insurance Consortium Municipal Cooperative Agreement ([Full Resolution](#)).

Approved the resolution to participate in the cooperative bidding/purchasing group organized by Educational Data Services, Inc., with Clarkstown CSD serving as the lead agency. ([Full Resolution](#)).

Approved a modified wrestling merger with Ausable Valley CSD for the 2025-2026 season, at no expense to the district beyond CVAC membership dues.

Policies

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (5-0) to approve the revision approval of the following policies:

Policy Number	Policy Name	Reading
1120-R	School District Records Regulation	Revision Approval
5500	Student Records	Revision Approval
5550	Student Privacy Under PPRA	Revision Approval
0000's	Philosophy, Goals, and Objectives Policy Book Section	Review Approval

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Kate Arnold	Deputy Extracurricular Central Treasurer	Instruction	9/1/25	NA	2025-2026 School Year
Tina Belzile	Building Substitute	Instruction	10/20/25	\$155/Daily	Effective Through November 21, 2025
James Hotaling	Substitute Bus Driver	Transportation	10/15/25	\$23.00 / hr	Substitute Bus Driver
Emery McQuade	Modified Girls Basketball Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year

Approved the tenure of Sarah Paquette, Principal, effective January 17, 2026.

Board Discussion

- Thank you to Joey LaFranca for making the senior athlete soccer posters to have on their senior night, great job!
- Emily thanked everyone for their warm thoughts and prayers, it was all greatly appreciated.
- Emily will be attending the RSA conference in December.

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to enter into executive session at 7:21pm to discuss, collective negotiations pursuant to article 14 of the Civil Service Law and 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 (no action will be taken.)

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to end executive session at 8:20pm.

Adjournment

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to adjourn the meeting at 8:21pm.

Brandy V Pierce Nolette, District Clerk

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