



**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  
November 11, 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  
Peyton Leerkes, Ex Officio Student  
Lucas Strong, Supervisor of Maintenance and Transportation  
Joe Coakley, Labor Relations  
6 Tetra Tech Group Members

The board meeting was Called to Order at 6:00pm, by Heather Sheehan.

**Presentation**

- Tetra Tech gave a presentation on the Capital Project and shared the timeline for the project.

**Reports from Ex Officio Student (Peyton Leerkes)**

- The Halloween parade was held in the gym due to weather conditions. It all went very well and the students had a great time showing their costumes.

- The Drama Club has announced that the play this school year will be “Beauty and The Beast Jr.”. Auditions will be held on December 2nd & 3rd, and the production will be held in March.
- The October issue of the school newspaper is finished and will be posted on our website. I was able to interview newly elected Town Supervisor Tracie McGill, it was a great conversation.
- The Youth Commission held its “Under the Lights” soccer games for grades PreK - 6th. It was a great night and lots of fun!
- Winter sports are beginning November 17th. There has been Open Gym and weight room training for the teams. The Girls Varsity Basketball had the opportunity to attend some clinics at CCC.

#### **Reports from District Treasurer**

- The school tax collection is complete, Sheila did a great job and was able to collect 93% / \$5.5 million.
- The Business Office introduced job forms to the extra curricular advisors, where they can now complete fundraiser requests, deposits and reimbursements. We will also be doing our requisitions through this program. All staff will get a presentation on the program from Ed Data in March. It is a very user friendly program that will make for less paperwork going through the Business Office.

#### **Reports from Principal**

- The Halloween Parade was a great success!
- Thank you to Morgan Drinwine for collecting all of the veterans day cards that our students made and presenting them to the veterans at their dinner. Pam Drollette also held a veterans ceremony with her class and some local veterans attended.
- The seniors are working on their senior trip details and hope to present to the board at the December or January board meeting. We will be reviewing information on the NYS Education Data and will share with the board at the December or January board meeting.
- We will be holding an assembly for the Positivity Project on welcoming new students and making them feel more comfortable in a new school. Also, touch base on positive interactions with all of the school.

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

- Tetra Tech will get us more information on how to approach the Capital Project and help get information out to the community.
- After Peyton finished her interview with Tracie McGill I met with her and we had great conversations about our school district and how she would like to be part of it.

### Acceptance of Minutes

The minutes from the 10-14-25 regular meeting were accepted as presented.

### Business & Finance

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

Approved a July 2025 budget transfer in the amount of \$14,000.00 for the correct classification of the Building Condition Survey expense of Willsboro CSD:

Account	Description	(+)	(-)
A1621.400-00	MAINT. OF PLANT - CONTRACTUAL EXP	\$14,000.00	
A9950.900-00	TRANSFER TO CAPITAL		
\$14,000.00			

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	October #2 - Cash Disbursements (Manual & Computer Checks) October Payroll Benefits - Cash Disbursements (Manual & Computer Checks) November #1 - Cash Disbursements (Manual & Computer Checks)
Revenue Status - All Funds	District Treasurer	Revenue Status - through Oct 31, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - thru 9/30/25
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - July 2025 Budget Transfer Report - Sept 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - Oct 2025
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - Sept 2025 Treasurer's Report - All Funds - Oct 2025

### New Business

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

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

Approved the renewal agreement between the Willsboro Central School District and the CSEA Employee Benefit Fund, to continue to provide WCS employees access to dental and vision coverage at their expense, effective July 1, 2025, through June 30, 2028.

Authorized the Superintendent of Schools to execute the agreement between the Willsboro Central School District and Schoolhouse Construction for construction management services, pending district attorney review.

### **Personnel**

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

Employee	Position	Program	Effective	Pay	Notes
Tina Belzile	Building Substitute	Instruction	11/22/25	\$155/Daily	Effective Through December 31, 2025

### **Board Discussion**

- Morgan Drinkwine thanked Sarah and the school for making and collecting veterans day cards, there so many that they will be able to save them and provide veterans with the cards next year.
- Lucas updated the board that our bus that has been broken down will be up and running by the end of the week.
- The January meeting has been changed and will be held on January 20th. Krissy Leerkes mentioned she will be unable to attend the December meeting.

### **Executive Session**

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:49pm 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 Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to end executive session at 8:16pm.

### **Adjournment**

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to adjourn the meeting at 8:17pm.

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Brandy V Pierce Nolette, District Clerk