



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
December 9, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes (absent with notice)
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Kierstin Brown, Ex Officio Student
Dr. Mark Davey, District Superintendent
Dr. Eric Bell, Deputy Superintendent

The board meeting was Called to Order at 6:02pm, by Heather Sheehan.

Presentation

- Dr. Davey & Dr. Bell presented an update on the programs & services and the facilities expansion progress at CVES. The board members would love to take a tour of the new CTE center when the project is complete.

Capital Project

- Mr. Gardner gave a brief update on the Capital Project. He will be giving brief updates at all of the upcoming board meetings.

Reports from Ex Officio Student (Kierstin Brown)

- Winter sports have begun and so have the games.
- The student council held a pep rally on December 5th. The students and staff joined in on the limbo. The student council will also be holding Christmas spirit week on December 15th - 19th for the entire school PreK - 12th.
- The Drama Club held its auditions for Beauty and the Beast on December 2nd. The cast list was posted at the end of the week.
- The 6th graders & Jrs. put their pride tickets together and earned themselves a movie day.

Reports from District Treasurer

- Updated the board on the grants, and the title grant is still under review.
- Getting ready to start preparing the W2's and 1099's.
- This year we will be working on creating the budget in the nVision program.

Reports from Principal

- Just got back from attending a bowling match. The students did awesome!
- We have started the first round of teacher observations.
- At the next board meeting the seniors will be presenting their senior trip.
- We held an assembly a few weeks ago in regards to the school culture and how to make it more friendly and helpful for other students in the school or those who have moved into the district.
- Off The Field Sports is the company the school uses for their school apparel. They were nice enough to donate 50 t-shirts to be used for our pride program.
- The annual giving games will be held on December 19th. Thank you to Marie Blatchley for all of the work she puts into organizing this yearly.
- We did not receive the TAra Foundation grant but I was able to put together a makerspace in the library for the students.

Reports from the Superintendent

- Reiterated on what Dr. Davey & Dr. Bell presented to the board on the expansion of the CTE center. The project has been financially smart and cost effective. If the board members have any questions, we can pass them along.

Acceptance of Minutes

The minutes from the 11-18-25 regular meeting were accepted as presented.

Business & Finance

Motion by Laura Bridge, seconded by Morgan Drinkwine, voted and carried (4-0) to approve the following financial reports:

| TITLE | FROM | NOTES |
|---|-------------------------|--|
| Cash Disbursements - All Funds | Internal Claims Auditor | November #2 - Cash Disbursements November #3 - Cash Disbursements November Payroll Benefits - Cash Disbursements December #1 - Cash Disbursements |
| Revenue Status - All Funds | District Treasurer | Revenue Status - through Nov 30, 2025 |
| Budget/Appropriation Status - All Funds | District Treasurer | Budget/Appropriation Status - through Oct 31, 2025 |
| Budget Transfers - General Fund | District Treasurer | Budget Transfer Report - Oct 2025 |
| Extra-Curricular Fund | District Treasurer | Treasurer's Report - Nov 2025 |
| Treasurer's Report | District Treasurer | Treasurer's Report - All Funds - Nov 2025 |

New Business

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

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

Approved the Host Community Agreement and consent to the amended and restated PILOT Agreement for the CHPE LLC Project. ([Full Resolution](#))

Personnel

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (4-0) to approve the following personnel items:

| Employee | Position | Program | Effective | Pay | Notes |
|--------------|-------------------|-----------|-----------|---------------------------------|-----------------------|
| Chris Ford | Athletic Director | Athletics | 12/3/25 | N/A | Resignation |
| Dawn Bronson | Athletic Director | Athletics | 12/4/25 | Stipend Per Contract (Prorated) | 2025-2026 School Year |

Board Discussion

- Emily gave an update on the RSA meeting that she had attended and reviewed key points of the meeting.

Executive Session

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 7:04pm to discuss 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 Emily Phillips, voted and carried (4-0) to end executive session at 8:25pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 8:26pm.

Brandy V Pierce Nolette, District Clerk