



**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.

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Brandy V. Pierce Nolette, District Clerk