



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
June 10, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Peyton Leerkes, Student Council
Dawn Bronson, Teacher
Morgan & Justin Drinkwine, Community

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

Reports from the Student Council

- The Athletic Awards were held on June 4th. All athletes were recognized by their coaches and received certificates. The senior athletes were all presented with individual plaques. Our senior male athlete of the year was Parker Aubin and the female was Maddisen Benway.
- Our last student recognition assembly was held on May 30th.
- The A Cappella group from Plattsburgh High School came and sang for PreK - 12th grades. It was an awesome performance!
- The chemistry & biology classes went on a field trip to Lake Champlain Research Institute. The students experienced a high-tech vessel and were able to engage in local ecology projects. The students had a great day!

- The seniors went to Tennessee for their senior trip. They had a few bumps in the road on their travels to Tennessee, but they made the best of it and had a great time!
- Mr. Brockway has been taking students in 6th - 12th grades outside bird watching. He has a lot of great knowledge about birds.

Reports from the Principal

- Congratulations to Peyton Leerkes for winning the Girls Section VII Golf Championship, and she will be heading to the NYSPHSAA Girls Golf State Championship! She also received the coaches section sportsmanship award!
- NWEA testing is wrapping up, and we will be working on the data review. Also, regents started today for Science and tomorrow will be math.
- We celebrated the MS / HS field days last Friday, where all students in 7th - 12th grades were able to go outside and play games. Thank you to Dawn Bronson for all of the help organizing it!
- The elementary field days will be held on June 23rd.
- We are bringing back elementary academic awards for 3rd - 5th graders. The MS / HS academic awards will be held on June 11th at 6pm. And Essex County Senior awards will be held on June 12th at Moriah Central School.

Reports from District Treasurer

- The business office is wrapping up the year end. All stipend payments for extracurriculars will be paid out on June 13th payroll.
- All of the co-op ordering is complete. We would like to look at using a different co-op for purchases next year.
- Reviewing the tax cap & audit with the comptroller.
- Will be upgrading the flow of paperwork through the offices (less actual paper and more computer processing.)

Reports from Superintendent

- MS / HS Academic Awards on June 11th at 6pm
- Essex County Senior Awards on June 12th at 6pm at Moriah Central School. We have four seniors getting awards.
- The Rise Center graduation will be held on June 13th at Hawkins Hall at 9:30am, and CV TECH graduation will be held on June 24th at 7pm at the Plattsburgh Field House if any board members would like to attend.
- The RFP's close this Friday. We have 2-3 companies that have sent in information. We will review them with Hayden.
- The gym floor and mats are complete and look great! We will have the final walk thru with Tetra Tech to evaluate and inspect the completed work.

Acceptance of Minutes

The minutes from the 5-13-25 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:

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	May #1 - Cash Disbursements (Manual & Computer Checks) May #2 - Cash Disbursements (Manual & Computer Checks) May #3 - Cash Disbursements (Manual & Computer Checks) May #4 - Cash Disbursements (Manual & Computer Checks) May #5 - Cash Disbursements (Manual Checks) Payroll Benefits - May 2025 June #1 - Cash Disbursements (Manual & Computer Checks)
Revenue Status - All Funds	District Treasurer	Revenue Status - through May 31, 2025
Budget/Appropriatio n Status - All Funds	District Treasurer	Budget/Appropriation Status - through April 30, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - May 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - May 2025

New Business

Motion by Heather Sheehan, 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.

Approved the agreement between the Willsboro Central School District and the Substance Abuse Prevention Team of Essex County LLC regarding student support prevention counseling services for the 2025-2026 school year.

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

Approved the bond resolution for financing of a school bus purchase as approved by the qualified voters on May 20, 2025. ([Full Resolution](#))

Policies

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

Policy Number	Policy Name	Reading
5695	Students & Personal Electronic Devices	1st Reading

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Shelley Moran	Teacher Assistant	Instruction	7/1/25	N/A	Retirement

Board Discussion

Thank you for our board member's visit to the bus garage (bus ride fun); cafe` (lunch was great); and meeting with the Business Office ladies.

Krissy asked about some of the section's ideas of hosting Fall golf. Mr. Gardner has an athletic meeting on June 16th and will get some more information to share with the board.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:29pm 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 Heather Sheehan, voted and carried (5-0) to end executive session at 7:32pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 7:33pm.

Brandy V Pierce Nolette, District Clerk

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Board of Education

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

Willsboro Central School
Board of Education

Public Hearing & Regular Meeting Minutes
May 13, 2025

Members Present: Kasey Young, President
Heather Sheehan, Vice President
Krissy Leerkes (absent w/ notice)
Emily Phillips
Laura Bridge (absent w/ notice)

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Sarah PAquette, Principal
Lucas Strong, Facilities & Transportation Supervisor
Dawn Bronson, Teacher
Morgan Drinkwine, Community Member
Susie Drinkwine, Community Member

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

Reports from the Student Council

- Spring sports has been underway with mod & varsity golf teams having played several matches already. We have two students, Laney Nolette & Eren Ashline, that travel to AuSable to play varsity softball. And we had three boys travel to play varsity baseball at Bouquet.
- We had four of our students, Isabella Green, Connor Crowningshield, Parker Aubin & Lucas Drinkwine, attend Skills USA competition in Syracuse, and one of the students, Isabella Green, won NYS Champion in the Cosmetology Junior Division. Congratulations Isabella!

- While the gym floor was being completed our physical education classes 6 - 12 grade went bowling at the Willsborough Bowling Alley, for their gym classes.
- We have one student, Lilly Baker, that is performing at the Depot Theatre.
- PROM was held on May 3rd, 2025 at the Harmony Golf course, it was a great evening. Our PROM court was Audrey Walker & Ashton Hathaway (princess & prince) and Laney Nolette & Cole Gay (queen & king.)

Public Hearing & Presentation of the 2025-2026 School Budget by Mr. Justin Gardner

Reports from the Principal

- Congratulations to Isabella Green on her Skills USA NYS Championship win! The three boys did excellent work as well.
- The NYSSMA Solo Festival was held on May 2nd, 2025 at Peru Central School.
- PROM was great and everyone looked beautiful. Thank you to Brandy Nolette & Victoria Wilkins for helping the Jrs. have a successful evening.
- The ELA & Math State testing has been completed, along with 5- 8 Science testing. Thank you to some of our retirees, Jack Daly, John Oliver & Lorilee Sheehan for coming in to help proctor the testing. Regents testing will begin in a few weeks.
- The WTA celebrated Nurse & Staff Appreciation day, providing snacks for everyone.

Reports from District Treasurer

- Most of the supplies for the 25 - 26 school year have been ordered.
- Working on grants / title 4 with only a few left to complete.

Reports from Transportation

- The gym floor is complete and looks great!
- Hoping the bus proposition on the budget will get voter approval, as a new bus will be a great addition to our fleet of buses as we have some with very high mileage.
- Board member bus trip will be on May 30, 2025.

Reports from Superintendent

- NYS is working on the bell to bell cell phone ban policy, which should be in place by Fall 2025.

Acceptance of Minutes

The minutes from the 4-8-25 regular meeting and 4-29-25 special meeting (CVES Budget Vote) were accepted as presented.

Business & Finance

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (3-0) to approve the following financial reports:

Budget Transfer: Approved an April 2025 budget transfer in the amount of \$96,000.00 to correct CEWW Services allocations for the fiscal year:

Account	Description	(+)	(-)
A1310.490-00	BUSINESS ADMIN - BOCES SRVCS		\$96,000.00
A2110.490-00	TEACHING - BOCES SRVCS	\$55,000.00	
A5510.490-00	TRANSPORTATION - BOCES SRVCS	\$41,000.00	

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	April #1 - Cash Disbursements (Manual & Computer Checks) April #2 - Cash Disbursements (Manual & Computer Checks) Payroll Benefits - April 2025
Revenue Status - All Funds	District Treasurer	Revenue Status - through April 30, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through March 31, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - April 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - April 2025

New Business

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (3-0) to approve the following resolutions:

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

Approved the Memorandum of Agreement between the District and the WTA, regarding a golf coach for grades 6-8 for the 2024-2025 school year.

Approved the financing of the contract between the Superintendent and the Willsboro Teachers' Association. The contract is for the period of July 1, 2024, to June 30, 2029.

Policies

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (3-0) to approve the second reading & approval of the following policies:

Policy Number	Policy Name	Reading
0111	Sexual Harassment Grievances Under Title IX	2nd Reading/Approval
1120-R	School District Records Regulation	2nd Reading/Approval
2245	Ex Officio Member of the Board	2nd Reading/Approval
8113	Extreme Heat Condition Days	2nd Reading/Approval

Personnel

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (3-0) to approve the following personnel items:

Employee	Position	Program	Effective	Pay	Notes
Jennifer Amorelli	Student Counselor	Instruction	6-30-25	NA	Resignation
Heather Walsh	Summer School Special Education Teacher	Instruction	7/1/25- 8/26/25	\$35/hour	Hourly as Needed and Approved by Administration

Approved the tenure of Maria Evens, Teaching Assistant, effective August 27, 2025.

Approved the tenure of Kate Needle, Elementary Teacher, effective September 2, 2025.

Approved the tenure of Deanna Wood, Special Education Teacher, effective August 31, 2025.

Executive Session

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (3-0) to enter into executive session at 6:44pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (3-0) to end executive session at 7:25pm.

Adjournment

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (3-0) to adjourn the meeting at 7:26pm.



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
April 29, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk (absent w/ notice)

The board meeting was Called to Order at 8:01am, by Kasey Young

New Business

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

Approved the tentative Administration Budget of the
Clinton-Essex-Warren-Washington BOCES for the school year 2025-2026.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (4-0) to approve the following resolutions: (Emily Phillips Abstained)

Approved the election of board members from the attached 5 (five)
candidates, for the Clinton-Essex-Warren-Washington BOCES Board of
Education.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:05am.

_____ Brandy V. Pierce Nolette, District Clerk



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
April 8, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk (absent w/ notice)
Taylor Sullivan, District Treasurer
Dawn Bronson, Teacher
Dr Davey, CVES District Superintendent
Dr. Slattery, CVES Director of Special Education
Joan Hubbard, Public

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

CVES Presentation

- Dr. Davey & Dr. Slattery gave updates and highlights on services that CVES provides to our district (shared services, special education services and the Rise Ctr.)

Reports from the Principal (given by the Superintendent)

- State testing began today April 8th, Mr. Gardner gave some updates on the new process of data based testing. We have some retirees coming to help with proctoring to help in keeping our AIS teachers in the classrooms.
- We had several students go to Skills USA to compete, they did not place but did receive honorable mention.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:20pm 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 Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 6:42pm.

Reports from District Treasurer & Superintendent

- 2025 - 2026 Budget Presentation

Reports from Superintendent

- Presented a design of the new gym floor, the process will begin April 21st and should take about 2 weeks.
- We need to have a special board meeting to vote on the BOCES Administrative Budget and BOCES Board Members. The meeting will be held at 8:00am on April 29th in the Conference Room.
- Our November meeting falls on Veteran's Day, and we will discuss it at an upcoming meeting.
- Discussed the Student Board member policy/position and how we will go about choosing a student. The procedure will be like a job opening and we will ask them to attend an interview and then make a recommendation. We need to have this position in no later than October.
- We will not do a visit day in the school classrooms but get a tour of the bus garage, cafeteria and business office. Mr. Gardner will put out potential dates for the Springtime.

Acceptance of Minutes

The minutes from the regular meeting on 3-11-25 are accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	March #1 - Cash Disbursements (Computer Checks) March #2 - Cash Disbursements (Manual & Computer Checks) March #3 - Cash Disbursements (Manual & Computer Checks) Payroll Benefits - March 2025

Revenue Status - All Funds	District Treasurer	Revenue Status - through March 31, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through February 28, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - March 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - March 2025

New Business

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

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

Approved the following individuals to provide election services for the budget vote on May 20, 2025, at a rate of \$15.50/hour:

- Gail Drinkwine
- Michelle Baker
- Laurie Bauer

Approved the 2025-2026 Willsboro Central School District Spending Plan Budget of \$11,173,349, reflecting a 1.69% spending increase, which includes a tax levy increase of 2.96%.

Authorized the Superintendent of Schools and District Treasurer to submit and certify the property tax report card to the State Education Department for the 2025-2026 school year

Approved the License Agreement between the Town of Willsboro and the Willsboro Central School District for the 2025 Youth Summer Program.

Policies

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

Policy Number	Policy Name	Reading
0111	Sexual Harassment Grievances Under Title IX	1st Reading
1120-R	School District Records Regulation	1st Reading

2245	Ex Officio Member of the Board	1st Reading
8113	Extreme Heat Condition Days	1st Reading

Personnel

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (4-0-1) to approve the following personnel items: (Laura Bridge Abstained)

Employee	Position	Program	Effective	Pay	Notes
John "Jack" Daly	Certified Substitute Teacher	Instruction	3-31-25	\$125 Daily	Substitute as Needed Per Diem
Deborah Daly	Certified Substitute Teacher	Instruction	3-31-25	\$125 Daily	Substitute as Needed Per Diem
Kyle Feeley	Automotive Mechanic / Maintenance Person	Support	3-28-25	NA	Resignation
Lorilee Sheehan	Certified Substitute Teacher	Instruction	3-31-25	\$125 Daily	Substitute as Needed Per Diem

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 8:05pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law, and 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 Emily Phillips, seconded by Laura Bridge voted and carried (5-0) to end executive session at 8:53pm.

Adjournment

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to adjourn the meeting at 8:54pm.

Brandy V. Pierce Nolette, District Clerk



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
March 11, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Sarah Paquette, Principal
Taylor Sullivan, District Treasurer
Peyton Leerkes, Student Council
Dawn Bronson,

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

Reports from the Student Council

- The girls varsity & boys varsity basketball teams and the bowling team were named scholar athletes.
- The girls varsity basketball won their 1st sectional game since 2016. The boys varsity basketball opted out of going to sectionals.
- Grades 7, 8 and 11 participated in composing and analyzing Korean poetry.
- Model UN attended a conference, 3 of our students attended, Kailye Pfund, Danielle Reithal and Ashton Hathaway.
- The Class of 2028 held a Lock In at the school on March 1st, there were lots of games and things to do.

- JNHS & NHS held inductions on March 4th, many new students were inducted and some other students moved from JNHS to NHS. It was a great night!

Reports from the Principal

- On February 12th Ms. Paquette spent the day at CVTECH and had a chance to follow some of our Willsboro Students around to their class. The students did amazing showing her their skills and she even tried her hand at them. It was an amazing day!
- On March 19th SkillsUSA will be held in Albany. Three of our CVTECH students Lucas Drinkwine, Parker Aubin and Isabella Green will be participating in their programs.
- We held our student recognition assembly on February 14th. Our next one will be on April 14th. Hopefully more of our MS/HS students will be recognized.
- JNHS & NHS Inductions were held on March 4th.
- Last week Ms. Paquette started “picnic with the principal”. Elementary students will be eating lunch with her throughout the week. 5th graders were the first group of students to attend. It was a great experience and the students would like to do it again. Next week she will have the 4th graders join her.

Reports from the Business Office

- The business office is working on the budget. Things are going smoothly.
- We are working on getting all of next year's textbook orders entered.
- We have received federal & state breakfast monies back.

Reports from the Superintendent

- Mr. Gardner gave a brief presentation on the upcoming budget. Should have the budget spending plan ready by the April 8th board meeting. The BOCES Budget Vote will be April 29th, 2025.
- Mr. Gardner gave a brief presentation on a draft timeline of a capital project that would potentially happen Spring 2025 - Summer 2029. He will give more information as he receives the process to be taken.
- Summer board meeting dates will be July 10, 2025 (reorg & regular) and August 19, 2025.

Acceptance of Minutes

The minutes from the regular meeting on 2-11-25 are accepted as presented.

Business & Finance

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

The February 2025 budget transfers in the amount of \$52,463.00 to correct salary allocations for the full fiscal year, due to staffing changes:

Account	Description	(+)	(-)
A2110.100-00	SALARY PRE-K	\$3,229.00	
A2110.120-00	SALARY K-3	\$8,919.00	
A2110.120-01	SALARY 4-6	\$15,117.00	
A2110.130-00	SALARY 7-12		\$24,198.00
A2110.150-00	TEACHING ASSISTANTS		\$13,000.00
A2250.150-00	SPEC. EDU SALARY		\$10,095.00
A2250.152-00	SPEC. EDU T.A. SALARY	\$8,559.00	
A2610.150-00	LIBRARY & AV SALARY	\$3,560.00	
A2820.150-00	PSYCHOLOGICAL SERV SALARY	\$363.00	
A2825.150-00	SOCIAL WORK SRVCS - SALARY	\$2,147.00	
A2110.132-00	RETIREMENT BONUS		\$15,265.00

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	February #1 - Cash Disbursements (Manual & Computer Checks) February #2 - Cash Disbursements (Manual & Computer Checks) Payroll Benefits - February 2025
Revenue Status - All Funds	District Treasurer	Revenue Status - through February 28, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through January 31, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - February 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - February 2025

New Business

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

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

Approved the agreement between Peru Central School District and Willsboro Central School District for health and welfare services (Students attending Seton) for the 2024-2025 school year.

Approved the SEQRA Resolution for the anticipated capital outlay project in the 2025-2026 budget to improve and update the school PA and clock systems: ([Full Resolution](#))

Approved the SEQRA Resolution authorizing that the attached transportation proposition will be submitted at the annual election & budget vote occurring on May 20, 2025: ([Full Resolution](#))

Approved the 2024-2025 Feinerman Agreement for Brendan Cavalier.

Approved the agreement between Adirondack Community Actions Programs, Inc. Head Start and Willsboro Central School District, for the period of January 1, 2025 - December 31, 2025, to provide services for preschool children eligible for special education and/or itinerant services.

Approved the Gear Up Memorandum of Agreement between CFES Brilliant Pathways and the Willsboro Central School District for the 2024-2025 school year.

Approved the 2025-2026 school calendar.

Approved the agreement between Turf Management Company, Inc. and the Willsboro Central School District for athletic field renovation services.

Motion by Krissy Leerkes, seconded by Laura Bridge, voted and carried (4-0-1) to approve the nomination of Emily Phillips to be a candidate on the CVES BOCES Board of Education (Emily Phillips abstained.)

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
Molly Davey	Substitute Teacher / Teacher Assistant	Instruction	3-12-25	\$125/ daily	Substitute Per Diem
Molly Davey	Substitute Teacher Aide /Student Monitor	Instruction	3-12-25	\$17.25 / hourly	Substitute Per Diem

Board Discussion

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:27pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law, (no action will be taken.)

Krissy Leerkes left the meeting at 7:42pm.

Motion by Emily Phillips, seconded by Laura Bridge voted and carried (4-0) to end executive session at 8:09pm.

Adjournment

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (4-0) to adjourn the meeting at 8:10pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

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Willsboro Central School
Board of Education

Regular Meeting Minutes
February 11, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Sarah Paquette, Principal
Taylor Sullivan, District Treasurer
Peyton Leerkes, Student Council

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

Reports from the Student Council

- The Student Council held a pep rally on January 23rd, which included the whole school, musical chairs for the older students and clean up the backyard for our PreK. That evening during our varsity teams games, the Youth Commission held Futures Night to recognize our youth athletes.
- The following students attended the ECSMA Middle School All-County Music festival in Ticonderoga Thursday, January 30th, Niles Allen, Olivya Ball, Layla Jacques, Annelise Lewis, Myles MacDougal and Sarabeth Provost.
- Report Cards came out on Friday January 31st. There were 55 students on high honor and 24 students on honor roll. Congratulations to all of them!
- The varsity basketball teams had the opportunity to attend a basketball game at CCC. It was lots of fun!
- Winter sports are coming to an end.

Presentation

- The Wendel Company gave a presentation on the electric bus transition study. They spoke of the current law that has all school buses being purchased after 2027 to be electric and that by 2035 all buses on the road have to be 0 emissions. They also provided great suggestions and changes that WCS would have to make in order to transition over to the 0 emissions buses.
- Mr. Gardner gave a brief presentation on the upcoming budget. He will have more stable numbers at the March meeting. The BOCES Budget Vote will be April 29th, 2025.

Reports from the Principal

- Working on other activities like the pep rally with Mr. Stone and the student council.
- The data analysis team met and reviewed results.
- The 3 - 8 grade simulation testing is complete.
- The January regents are finished;
ELA 82% passed
Algebra only 10 students and they passed (Jan. exam 50% passed)
Geometry only 1 student and they passed
- Essex County Community Health Assessment Survey is a survey to help conduct to identify health concerns and the need for wellness of our students in grades 3 -12. The students can opt out of the survey.

Reports from the Business Office

- We have received monies from grants totaling \$74,000.
- Medicaid is up and running and we received \$17,000 thus far.
- Been working on the 25-26 budget numbers.
- All supply (textbook & consumable) orders are entered.

Reports from the Superintendent

- No timeline on numbers for the budget due to being delayed by the governor.
- Working on a new mentor plan with a few of our staff members.

Acceptance of Minutes

The minutes from the regular meeting on 1-14-25 are accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
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Cash Disbursements - Multi Funds	Internal Claims Auditor	January #2 - Cash Disbursements (Manual & Computer Checks) January #3 - Cash Disbursements (Manual & Computer Checks) Payroll Benefits - January 2025
Revenue Status - All Funds	District Treasurer	Revenue Status - through January 31, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through December 31, 2024
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - January 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - January 2025

New Business

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

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

Approved the Class of 2025 trip to Pigeon Forge, Tennessee, May 17-20, 2025.

Approved the agreement between the District and Tetra Tech regarding 2025 Building Conditions Survey Professional Services.

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
Thomas Keegan	Girls Varsity Flag Football Coach	Athletics	3/1/25	Stipend Per Contract	2024-2025 School Year

Board Discussion

- Mr. Gardner filled in the board members about the school boards meeting that was held on January 30th. Discussion of shared resources agreement possibly with AuSable & Bouquet.

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:18pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law and employment history of a particular person (no action will be taken.) The board invited Sarah Paquette into executive session.

Sarah Paquette left the meeting at 8:13pm.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:59pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 9:00pm.

Brandy V. Pierce Nolette, District Clerk



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
January 14, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Sarah Paquette, Principal
Peyton Leerkes, Student Council
Dawn Bronson, Teacher
Shelley Moran, Co Senior Advisor
Melissa Huff, Co Senior Advisor
5 Seniors
Michelle Baker, Parent

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

Reports from the Student Council

- The Giving Games were held on December 20th, and the whole school was able to join in. There were many games and activities that the students and staff participated in.
- The WCS Drama Club and Depot Theatre performed Frozen Jr., which was a great success and wonderful performance by all!

- Positive Behavioral Interventions and Supports (PBIS) has been implemented at WCS. This will be for behavior and if a student is doing great or a good deed, they will receive a pride ticket to use at the school store as a reward.
- Students in grades 6-10 will be starting to take part in Circles. Circles are designed to create a safe space for all voices and to encourage each participant to step in the direction of their best self. Circles is helpful for building and maintaining a healthy community in which all members feel connected and respected.
- We have a new Technology teacher Mr Brendan Cavalier.
- Raegan Morgan & Maci Gagnier have been chosen to perform at All County.
- All winter sports are underway, and all of the sports teams are working hard, learning and having a good time.

Presentation from the Class of 2025 - Senior Trip

- The Class of 2025 presented their senior trip by powerpoint to the board members. The seniors are looking to travel to Pigeon Forge, TN May 17th - May 20th, they presented the costs associated with the trip. The students and advisors gave a great presentation and the board will discuss and get back to them with their decision.

Reports from the Principal

- PBIS has recently been enacted to improve our culture and climate. The staff will have training on the expectations of the program. Students will receive pride tickets which they can use in the school store to redeem prizes for the behavior.
- Regents will begin on January 21st.
- Discussed NWEA testing and the procedure for the testing.
- As of right now we will not be going to the Regional Spelling Bee as we do not have enough students interested.

Reports from the Business Office

- The supply orders for next year are being processed.
- We are learning the budget process and the creating process of it all.
- The printing of the W2's and 1099 will be printed by next week and ready to be dispersed.
- Working on some grant monies for the district.
- We received our STAR monies last week.

Reports from the Superintendent

- All of the clocks in the building were updated as the old clocks ran off our old PA system and were unable to be programmed. Looking into IP clocks for the future.
- Working on the budget calendar and will update information as it is received. Reviewed dates so that Taylor, Brandy and I are on the same page.

- The April board meeting will be held on April 8th and possibly April 15th if need be, to approve the budget.
- The BOCES Budget Vote will be held on April 29th.
- Reviewed the transition survey and the many updates that would be needed to the bus garage in the process of moving over to electric buses, which will need to be done by 2027.
- Updated the board on the heat bill policy that is to take effect September 2025.

Acceptance of Minutes

The minutes from the regular meeting on 12-18-24 are accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	December #3 - Cash Disbursements (Manual & Computer Checks) December #4 - Cash Disbursements (Manual Checks) Payroll Benefits - December 2024 January #1 - Cash Disbursements (Manual & Computer Checks)
Revenue Status - All Funds	District Treasurer	Revenue Status - through December 31, 2024
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through November 30, 2024
Extra-Curricular Fund	District Treasurer	Treasurer's Report - December 2024

New Business

Motion by Heather Sheehan, seconded by Laura Bridge, voted and carried (4-0-1) to approve the following resolutions (1 abstention - Krissy Leerkes):

Approved the 2025-2026 budget development calendar.

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

Established the rate charged to the Town of Willsboro for 2024-2025 for any contracted Youth Commission busing for ski trips or other events at \$40/hour.

Approved the removal of a 2007 International model CE300 65-passenger

school bus from the District's inventory (Bus #71 / Tag # 99000135) and its auction sale by Auctions International.

Approved the removal of a Tank L60 Cub Cadet lawn mower from the District's inventory (Tag # 20131081) and its auction sale by Auctions International.

Approved the Memorandum of Agreement between the District and the CSEA dated December 20, 2024, regarding the Lunar New Year holiday.

Approved the Memorandum of Agreement between the District and the CSEA dated December 5, 2024, regarding pay rates for Town of Willsboro bus trips.

Approved the agreement between the Willsboro Central School District and the New York State School Boards Association regarding state aid review services, effective January 15, 2025.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Heidi Davey	Mentor	Instruction	1/6/25	Stipend Per Contract (Prorated)	Mentor for Brendan Cavalier
Caley Doell	Uncertified Substitute Teacher / Teacher Assistant	Instruction	1/15/25	\$125/Day	Substitute as needed per diem
Caley Doell	Substitute Student Teacher Aide / Student Monitor	Instruction	1/15/25	\$17.25/Hour	Substitute as needed per diem
Ray Pfund	Substitute Cleaner	Support	1/15/25	\$18/Hour	Substitute as needed per diem

Board Discussion

- Congratulations to the WCS Drama Club and Depot Theatre for putting on such a wonderful play this past weekend!
- The Youth Commission along with the Booster Club will be hosting Futures Night on January 23rd, 2025 starting at 5pm. Our young athletes will be invited to join in some fun during the halftime of the first game and the 5th & 6th graders will play at halftime of the second game. There will also be a raffle for some great baskets donated by the sports teams. Let's support our athletes!

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:51pm, to discuss collective negotiations pursuant to article 14 of the Civil Service Law. (no action will be taken.)

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 8:05pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:06pm.

Brandy V. Pierce Nolette, District Clerk



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
December 18, 2024

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Douglas Gerhardt, School Attorney
Dawn Bronson, Teacher
Charlene Lobdell, Bus Driver

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

Reports from the Superintendent

- The voting for the name of our mascot has been in the process the past few weeks by all of our students. Happy to announce that our Wolf has a name and will be announced at our Giving Games on Friday December 20th, 2024.
- A couple of upcoming events for board members:
 - School Board Dinner January 30, 2025 at 5:30 - 8:00pm at BOCES.
 - NYSSBA Legislative Breakfast on February 7th, 2025 at 8:00 - 10:30am in Lake Placid.
- The regionalization strengths / needs process was explained. There will be trainings and more resources will be shared.
- There is a new heat bill resolution coming. There will be more information shared on this law as it becomes available.

- Spoke with Mr. Paine in regards to the Golf Course and its needs for our students. There has been no decision as of who will operate the course for the upcoming year. There will be more information at a Town meeting tomorrow December 19th, 2024.
- Upcoming events for our school:
 - Holiday Concert tonight December 18th, 2024 at 6:30pm.
 - Giving Games will be held on Friday December 20th, 2024.
 - Holiday Break will begin December 23rd, 2024 - January 3rd, 2025.

Acceptance of Minutes

The minutes from the regular meeting on 11-12-24 are accepted as presented.

Business & Finance

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

Approved the 2024-2025 LEA & ASEP Contract with Mountain Lake Services for the allocation of services provided to students under the IDEA 611 and/or IDEA 619 grant funding.

Approved the 2024-2025 LEA & ASEP Contract with North Country Kids for the allocation of services provided to students under the IDEA 611 and/or IDEA 619 grant funding.

Approved a November 2024 budget transfer in the amount of \$13,965.00 to accommodate for the payment to NYS & Local Employees Retirement System:

Account	Description	(+)	(-)
A9010.800-00	STATE RETIREMENT	\$13,695.00	
A9060.800-00	HEALTH INSURANCE		\$13,695.00

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	November #1 - Cash Disbursements (Manual & Computer Checks) November #2 - Cash Disbursements (Manual & Computer Checks) November #3 - Cash Disbursements (Manual Checks) Payroll Benefits - November 2024 December #1 - Cash Disbursements (Manual & Computer Checks) December #2 - Cash Disbursements (Manual Checks)
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - November 2024

Revenue Status - All Funds	District Treasurer	Revenue Status - through November 30, 2024
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through October 31, 2024 Budget/Appropriation Status - through November 30, 2024
Extra-Curricular Fund	District Treasurer	Treasurer's Report - November 2024

New Business

Motion by Emily Phillip, 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.

Approved J.J. Curran & Son, Inc. (SOURCEWELL Contract #031022-GER) and Facilities Equipment and Service, Inc. (SOURCEWELL Contract #050924-PTA) as vendors to complete work related to the 2024-2025 capital outlay project to refinish the gym floor and replace wall mats.

Approved the Memorandum of Agreement between the District and the Willsboro Teachers' Association dated December 6, 2024, regarding the creation of a varsity flag football coaching stipend.

Policies

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the second reading / approval of the following policies:

Policy Number	Policy Name	Reading
0110.2	Sexual Harassment in the Workplace	Second Reading & Approval
0111	Sexual Discrimination & Sex-Based Harassment Under Title IX	Second Reading & Approval
0111-R	Sex Discrimination & Sex-Based Harassment Under Title IX Regulation	Second Reading & Approval

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Brendan Cavalier	Technology Teacher	Instruction	1/6/25	Step 12 (B+27) (Prorated \$36,006)	6 Month Non-Probationary Appointment
Manny Frechette	Uncertified Substitute Teacher / Teacher Assistant	Instruction	12/19/24	\$125 Daily	Substitute as Needed Per Diem
Manny Frechette	Student Teacher Aide / Student Monitor	Instruction	12/19/24	\$17.25 Hourly	Substitute as Needed Per Diem
Manny Frechette	Boys Varsity Basketball Volunteer Assistant Coach	Instruction	12/19/24	NA	2024-2025 School Year
Miranda Laferriere	Mentor	Instruction	1/1/25	Stipend Per Contract (Prorated)	Mentor for Stephanie Omlin
Stephen Leibeck	Uncertified Substitute Teacher / Teacher Assistant	Instruction	12/19/24	\$125 Daily	Substitute as Needed Per Diem
Stephen Leibeck	Student Teacher Aide / Student Monitor	Instruction	12/19/24	\$17.25 Hourly	Substitute as Needed Per Diem
Lisa Mitchell	Building Substitute	Instruction	1/6/25	\$155/Day	2024-2025 School Year
John Oliver	Long-Term Substitute Teacher	Instruction	11/20/24	\$231.75 Daily	11/20/24-12/20/24
Debbie Anderson	PK Teacher	Instruction	7/1/25	NA	Retirement

Board Discussion

Thank you to Mrs. Bronson for the wonderful speech and presentation at the basketball game last night in memory of former student Ashley MacDougal. Ashley's jersey was presented to her niece Sylvie Brassard of Chazy.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 6:19pm.

Brandy V. Pierce Nolette, District Clerk



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
October 8, 2024

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Isabella Cross, Student Council

The board meeting was Called to Order at 6:01pm, by Kasey Young

Reports from Student Council

- Everyone is enjoying the morning Wolfpack gatherings! The kids really enjoy the updates. Our wolf mascot helps pump up the kids to have a great day!
- Fall sports are coming to an end. All of the teams have been working very hard.
- The positivity Project has brought lots of positive encounters between the students. The PreK - 12th gets a weekly character strength that is incorporated in the classroom.

Reports from the Treasurer

- Received the draft audit assessment and will have the final documents at the next board meeting.
- Was able to get more financial reports this month for the board to look at and review.

- Sheila has brought in \$5 million in school taxes.
- The ST3 will be completed by the end of this week.
- A board member asked if there was a playground fund? Will look into it and get back to the board with any information.

Reports from the Principal(presented by Mr. Gardner)

- Attended a 2 day refresher course for de-escalating training.
- Wolfpack gatherings have been a great hit, all of the students are loving them!
- We have 11 students and 3 staff members that participated in the PSET training with Tom Bull. The Peer Empowerment Leaders will be training on Circles with Tom Bull on Thursday, October 17th.
- Neely Fortune, our CFES liaison, has brought some of our students to a college fair field trip in Crown Point and a couple other students to a healthcare career pathway event.

Reports from the Superintendent

- The NYSED regionalization process is a collaboration that aims to create equitable educational opportunities for all students. This process involves many districts working together to identify and address challenges, and to share resources and best practices.
- The Student Council will help in the naming of the mascot, there will be a student level survey committee.
- Our soccer fields are looking a bit rough, we are having an issue with grubs and the drought. We have borrowed a roller from the town to help maintain it for the rest of the soccer season.
- Reminder: The board retreat will be held on October 28th, 2024 at CVTEC, we will have a tour, a quick dinner and then listen to presentations.
- The phone project is almost complete, just have to finish up the settings for the alarms and warnings.
- State Ed approval for the gym floor and the mats. It will be about a 3wk project to begin after basketball season.
- We have put in a request for a new bus, if we decide we don't want it we can remove our request, but this way is a step ahead in the order process.
- Next week is school board recognition week. Thank you to all the board members.
- The power line project is still in the process.
- Fall newsletter should be ready to distribute by the beginning of November.

Acceptance of Minutes

The minutes from the regular meeting on 9-10-24 are accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	Sept 2024 - #1 - Cash Disbursements Sept 2024 - #2 - Cash Disbursements Payroll Benefits - August 2024
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - Sept 2024
Revenue Status - All Funds	District Treasurer	Revenue Status - through July 31, 2024 Revenue Status - through August 31, 2024 Revenue Status - through September 30, 2024
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through July 31, 2024 Budget/Appropriation Status - through August 31, 2024

Approved a September 2024 budget transfer in the amount of \$53,000.00 for the salary of Willsboro CSD's new Student Counselor salary:

Account	Description	(+)	(-)
A2110.404-00	ELEMENTARY COUNSELOR		\$35,000.00
A2825.150-00	INSTRUCTIONAL SALARY - SOCIAL WORK	\$53,000.00	
A2250.150-00	INSTRUCTIONAL SALARY		\$18,000.00

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.

Approved the agreement with Anne Kuhl (consultant-independent contractor) and Willsboro Central School for Orientation & Mobility services and teacher of the visually impaired services on a per diem basis to children who are blind or visually impaired.

Approved the agreement with LearnWell for educational services for a particular student.

Approved the Gear Up Memorandum of Agreement between CFES Brilliant Pathways and the Willsboro Central School District for the 2024-2025 school year.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Morgyn Cassavaugh	Teacher Assistant	Instruction	10/9/24	\$26,954	3 Year Probationary Appointment
Todd Gerding	Automotive Mechanic / Maintenance Person	Support	10/7/24	\$43,518 Step 5 (Prorated \$32,137)	Updated Start date 10/7/24
Lisa Mitchell	Substitute Uncertified Teacher / Teacher Assistant	Instruction	10/4/24	\$125 daily	Substitute as Needed Per Diem
Lisa Mitchell	Substitute Teacher Aide / Student Monitor	Instruction	10/4/24	\$17.25 hourly	Substitute as Needed Per Diem
Elisha Sayward	Food Service Worker	Support	10/9/24	\$18/Hour	1 Year Probationary Appointment

Executive Session

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 6:29pm, to discuss personnel items and negotiations. No action will be taken.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 7:32pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 7:33pm.

Brandy V. Pierce Nolette, District Clerk



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
September 10, 2024

Members Present: Kasey Young, President
Heather Sheehan, Vice President
Krissy Leerkes (absent w/ notice)
Emily Phillips
Laura Bridge

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Lucas Strong, Coordinator of Facilities & Transportation
Dawn Bronson
Natalie Foster

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

Reports from Principal (presented by Mr. Gardner)

- New this year we have started "Wolfpack Gatherings", where all of the students and teachers meet in the Auditorium on arrival and we go over our daily announcements and upcoming events.
- The Positivity Project (P2) is an organization whose mission is to empower students to build positive relationships and become their best selves. The P2 kick off assembly was held on Friday. Everyone is very excited!
- Tom Bull will be here for training the Peer Empowerment Leaders on Friday, September 13th and Wednesday, September 18th from 12:30-3:00. We have 13 students and 3 adults.
- Jennifer Moore will be hosting the performance of Dragon's Breath (Opera) for grades PK - 5 on Monday September 16th.

- Screenagers “Growing up in the digital age” will be at the Strand Center for the Arts in Plattsburgh On September 26th, hosted by Saranac Central School District. It will be a great event for students, families and community members.

Reports from Treasurer

- The audit process is still ongoing.
- The supplies for the school year have come in and are still coming in.
- Business office is working on salaries and budgeting for the employees.
- To date Sheila has taken in \$788,000 in school tax funds.

Reports from the CoordinatorFacilities & Transportation

- Thank you to Pete Jacques & Danny Sweatt for all of their help in subbing as bus drivers.
- Looking into a bus rental with Leonard Bus Sales. It would be a monthly cost of \$1500 with unlimited miles. As we do not have a spare bus.
- 2026 will be the last year to purchase diesel buses and production is 1 year out. The transition to electric buses by 2027.

Reports from the Superintendent

- Reviewed what Lucas was talking about on the purchase of new buses before the electric mandate takes effect.
- The study in electric buses and the bus garage is still in the works but it shows that the bus garage is not suitable for the electric transition and the possibility of a new bus garage.
- The Blue Ribbon Commission Graduation Measures is in the process, hopeful that recommendations will be out in regards to regents soon.
- Governor released a bill that all districts will have to have a student representative on the school board. A policy will be created and take effect by July 2025.
- We will revisit the cell phone policy as the districts are looking at stricter policies.
- Board retreat date is October 28th at 5pm - 8:30pm. We will have a tour of CVTECH followed by dinner and discussion.

Acceptance of Minutes

The minutes from the regular meeting on 8-15-24 are accepted as presented.

Business & Finance

Motion by Heather Sheehan, seconded by Emily Phillips , voted and carried (4-0) to approve the following financial reports:

ITEM	TITLE	FROM	NOTES
a)	Cash Disbursements - Multi Funds	Internal Claims Auditor	August 2024 - #2 - Cash Disbursements August 2024 - #3 - Cash Disbursements
b)	General Fund	District Treasurer	Budget Transfer Report - August 2024

New Business

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

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

Approved the Willsboro CSD Suicide Prevention Plan

Approved the 2024-2025 Feinerman Agreement for Erik Manning.

Approved the 2024-2025 Feinerman Agreement for Karen Manning.

Approved the 2024-2025 Feinerman Agreement for Jean Gonyo.

Approved the Side Letter of Understanding between Victoria Wilkins and the Willsboro Central School District.

Approved the agreement for instructional services between the Willsboro Central School District and UHS of Doylestown LLC, D/B/A Foundations Behavioral Health in Pennsylvania, for the period July 1, 2024 - June 30, 2025.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Jennifer Amorelli	School Counselor	Instruction	8/28/24	STEP 1 (B+54) \$52,110	4 Year Probationary Appointment
Marie Blatchley	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Jean Gonyo
Katie Campbell	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Jennifer Amorelli
Christine Charbonneau	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Morgan Sovey
Heidi Davey	Key Club Co-Advisor	Instruction	8/28/24	Stipend Per Contract	Key Club 2024-2025 School Year
Payton Gough	Teacher Assistant	Instruction	8/16/24	N/A	Resignation
Scott Holland	Substitute Bus Driver	Support	9/3/24	\$23.00 / Hourly	Substitute as needed per diem
Pete Jacques	Substitute Bus Driver	Support	9/3/24	\$23.00 / Hourly	Substitute as needed per diem
Jill Magurk	Senior Cook	Support	8/27/24	NA	Resignation
Jill Magurk	Maintenance Worker	Support	8/28/24	Step 12 \$38,152	6 Month Probationary Appointment
Crystal McLaughlin	Building Substitute	Instruction	8/28/24	\$155/Day	2024-2025 School Year
Erin Rasco	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Michael Brockway
Keith Stone	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Tom Keegan
Danny Sweatt	Substitute Bus Driver	Support	9/3/24	\$23.00 / Hourly	Substitute as needed per diem
Cheryl Vanderpool	Senior Cook	Support	8/28/24	Step 10 \$19.28	6 Month Probationary Appointment
Heather Walsh	Mentor	Instruction	8/28/24	Stipend Per Contract	Mentor for Stephanie Omlin

Victoria Wilkins	Junior Co-Advisor	Instruction	8/28/24	Stipend Per Contract	Junior Class 2024-2025 School Year
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Board Discussion

- Emily, Kasey & Justin shared information from the Area 6 dinner.
- On September 18th Essex County will be holding “Tall Cop” at Boquet Central School in Elizabethtown,NY.

Executive Session

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:35pm, to discuss personnel items and negotiations. No action will be taken.

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to end executive session at 8:33pm.

Adjournment

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (4-0) to adjourn the meeting at 8:35pm.

Brandy V. Pierce Nolette, District Clerk



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



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
July 9, 2024

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
2 Community Members

The board meeting was Called to Order at 6:14pm, by Kasey Young

Public Comment (Community Member)

- Mrs. Pfund spoke in regards to some concerns she had with students and the difficulty they are having with having to keep their lockers locked throughout the day.
Mr. Gardner responded that is for the safety of everyone, whether it be dangerous items in the locker or to protect personal items of the student.
- Mrs. Pfund also spoke in regards to how the staff is treating students and disciplining students and feels that something needs to change and be redirected.
Mr. Gardner let her know to contact Ms. Paquette and to further discuss her concerns with her.

Reports from the Principal

- We held Field Days for grades PK - 6th on June 24th & 25th, despite the heat, it was a great turn out (next year will have some modifications.) Thank you to all that helped make these days fun!
- Graduation was held on June 28th, it was a wonderful evening. Thank you to all for coming and supporting our students.
- We will have several students that will have the opportunity to retake the regents exams in August. All the data will be shared in the fall.

Reports from the Superintendent

- The electric bus transition study is still in the works, and we will have a report in October. Our bus garage does not qualify, which we suspected, possibly a new garage. We do have some transportation reserves that we could use for buses / garage.
- The Capital Outlay project is still in the works, hopefully the PA and phone systems will be updated soon. This update will allow the use of PA from all phones, so if ever an emergency we can announce from all areas of the building.
- We have posted for 2 positions, bus driver & bus mechanic. We will be mailing bus driver postcards within the next week.
- Willsboro Summer Program is being hosted at the school this year and it began on July 8th.
- We have a small cleaning crew this summer, but they are working hard to get the building ready for the upcoming school year.

Acceptance of Minutes

The minutes from the regular meeting on 6-11-24 and special meeting on 6-20-24 were accepted as presented.

New Business

Motion by Heather Sheehan, 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.

Approved the Health Insurance Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association, effective July 1, 2024.

Approved a 3-year Siemens service agreement, effective October 1, 2024.

Approved a 1-year Siemens service agreement, effective July 1, 2024.

Approved the rate of \$25/hour for teacher & teaching assistant work performed on non-school days as approved by administration.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted, and carried (5-0) to approve the following bond resolution for the financing of a school bus purchase as approved by qualified voters on May 21, 2024;

WHEREAS, the Willsboro Central School District (the “District”), as a local agency pursuant to the New York State Environmental Quality Review Act (“SEQRA”), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the “Regulations”) reviewed the impact of the purchase and finance of one (1) student transport vehicle (the “Vehicle”) and determined by resolution adopted March 12, 2024 that such action constitutes a “Type II Action” under the Regulations and is not subject to review under SEQRA; and

WHEREAS, the qualified voters of the District, at the Annual District meeting duly called and held on May 21, 2024 did vote and adopt a proposition authorizing the purchase and finance of the Vehicle, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and the expenditure of a total sum not to exceed \$175,000, which is estimated to be the total maximum cost thereof, and said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District, in the principal amount not to exceed \$175,000, are authorized to be issued; and

- **Roll Call**

- Kasey Young - Yes
- Heather Sheehan - Yes
- Krissy Leerkes - Yes
- Emily Phillips - Yes
- Laura Bridge - Yes

Policies

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the first reading of the following policies:

Policy Number	Policy Name	Reading
5100	Student Attendance	First Reading
5300	Code of Conduct	First Reading
5405	Student Wellness	First Reading
5695	Students & Personal Electronic Devices	First Reading

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Karen Crowningshield	Substitute Nurse	Support	8/1/24	\$125/day	Substitute as Needed Per Diem
Justin Drinkwine	Volunteer Assistant Girls Varsity Basketball Coach	Athletics	11/1/24	NA	Assistant Girls Varsity Basketball Coach
Payton Gough	Volunteer Assistant Girls Varsity Basketball Coach	Athletics	11/1/24	NA	Assistant Girls Varsity Basketball Coach
Andrew Lee	Volunteer Assistant Boys Modified & Varsity Soccer Coach	Athletics	8/1/24	NA	Assistant Boys Modified & Varsity Soccer Coach
Jennifer Leibeck	CSE Chairperson	Instruction	Summer 2024	\$505.88/day	Up to 10 Days
Kathleen Nasner	Registered School Nurse	Support	8/28/24	\$47,000	1 Year Probationary Appointment
John Oliver	Substitute Certified Teacher / Teacher Assistant	Instruction	8/28/24	\$125/day	Substitute as Needed Per Diem
Allison Sucharzewski	Deputy District Treasurer	Support	8/5/24	\$50/hour	Hourly as Needed

Extracurricular Appointments

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the extracurricular appointments for the 2024-2025 school year:

Position	Employee	Pay
Junior Advisors	Brandy Nolette & Payton Gough	Stipend Per Contract
Senior Advisors	Melissa Huff & Shelley Moran	Stipend Per Contract
National Honor Society	Christine Charbonneau	Stipend Per Contract
Junior National Honor Society	Heather Walsh	Stipend Per Contract
Model UN	Keith Stone	Stipend Per Contract
Student Council	Keith Stone	Stipend Per Contract
Key Club	Brandy Nolette & Payton Gough	Stipend Per Contract
Art Club	Reagan Monarch	Stipend Per Contract
Elementary Drama Club	Heather Walsh	Stipend Per Contract
High School Play	Heather Walsh	Stipend Per Contract
Band Director & Music	Jennifer Moore	Stipend Per Contract

Position	Employee	Pay
Junior Advisors	Brandy Nolette & Payton Gough	Stipend Per Contract
Senior Advisors	Melissa Huff & Shelley Moran	Stipend Per Contract
National Honor Society	Christine Charbonneau	Stipend Per Contract
Junior National Honor Society	Heather Walsh	Stipend Per Contract
Model UN	Keith Stone	Stipend Per Contract
Student Council	Keith Stone	Stipend Per Contract
Key Club	Brandy Nolette & Payton Gough	Stipend Per Contract
Art Club	Reagan Monarch	Stipend Per Contract
Elementary Drama Club	Heather Walsh	Stipend Per Contract
High School Play	Heather Walsh	Stipend Per Contract
Spelling Bee Coordinator	Heather Walsh	\$500
Girls Varsity Soccer	Justin Drinkwine	Stipend Per Contract
Boys Varsity Soccer	Erik Manning	Stipend Per Contract
Boys Modified Soccer	Thomas Keegan	Stipend Per Contract
Rifle Team	Charmaine Flynn & John Oliver	Stipend Per Contract
Girls Varsity Basketball	Chris Ford	Stipend Per Contract
Girls Modified Basketball	Hillary Harwood	Stipend Per Contract
Boys Varsity Basketball	Kyle Cahoon	Stipend Per Contract
Bowling	Wayne Mitchell	Stipend per Contract
Golf	John Oliver	Stipend Per Contract
Athletics Director	Chris Ford	Stipend Per Contract

Executive Session

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:52pm, to discuss personnel items and negotiations.

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end executive session at 7:55pm.

Adjournment

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 7:56pm.

Brandy V. Pierce Nolette, District Clerk



Board of Education

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

Willsboro Central School
Board of Education

Re-Organizational Meeting Minutes
July 9, 2024

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

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
2 Community Members

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

Pledge of Allegiance

Election of Board Officers

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2024-2025 school year, administration of oath.

Administration of Oath to Laura Bridge, recently elected Board Member for a three-year term to serve through June 30, 2027.

Administration of Oath to Heather Sheehan, recently elected Board Member for a three-year term to serve through June 30, 2027.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2024-2025 school year.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as President of the Board of Education for the 2024-2025 school year, administration of oath.

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to nominate Heather Sheehan as Vice President of the Board of Education for the 2024-2025 school year, administration of oath.

Consent Agenda

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following appointment of officers for the 2024-2025 school year:

Employee	Position	Pay
Taylor Sullivan	School District Treasurer	No Compensation
Hayden Reidy	Deputy School District Treasurer	No Compensation
Allison Sucharzewski	Deputy School District Treasurer	Hourly Compensation as Needed
Sheila Vanags	School Tax Collector	\$7,000
Brandy Pierce Nolette	District Clerk	Contractual
Nancy Ahrent	Internal Claims Auditor	\$35.00 / Hour
Justin Gardner	Purchasing Agent	Contractual

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to approve the following other appointments for the 2024-2025 school year:

Name	Title	Pay/Cost
Boulrice & Wood	District Independent Auditor	\$13,500
Honeywell Law Firm	School Attorney	\$210.00/Hour
UVMHN Elizabethtown Community Hospital	School Physician	\$5,027.00
UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$325.00 /Daily
Sarah Paquette	Chief Faculty Advisory of Student Activity Accounts	No Compensation

Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
Brandy Pierce Nolette	Substitute Call-In Coordinator	Contractual
Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
Dominick Ruggeri	Data Protection Officer	\$1,500
Justin Gardner	Records Appeals Officer	No Compensation
Taylor Sullivan	School Lunch Reviewing Officer	No Compensation
Lucas Strong	Safety Officer/Asbestos LEA Designee	No Compensation
Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
Sarah Paquette	District DEI Officer	Contractual
Sarah Paquette	District DASA Coordinator	No Compensation
Marie Blatchley	DASA Coordinator	No Compensation
Justin Gardner Sarah Paquette	Title IX Coordinators	No Compensation
Lucas Strong	Pesticide Coordinator	No Compensation
Justin Gardner	Workplace Violence Prevention Coordinator	No Compensation
Jennifer Leibeck	504 & ADA Coordinator	No Compensation
Sheree Ford	AIS/RTI Coordinator	Contractual
Taylor Sullivan	Extracurricular Central Treasurer	No Compensation
Dawn Bronson	CPR Instructor	\$25.00/Hour

Designations for the 2024-2025 School Year

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following designations for the 2024-2025 school year:

- Champlain National Bank and NYCLASS as the official bank depositories.
- Plattsburgh Press Republican as the official newspaper.
- Regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

Authorizations for the 2024-2025 School Year

Motion by Emily Phillips, seconded by Heather Sheehan, voted and carried (5-0) to approve the following authorizations for the 2024-2025 school year:

- Participation in the National School Lunch Program.

- Participation in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2024-2025 school year.
- Establish a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- The Superintendent of Schools is authorized to certify payrolls.
- The Superintendent of Schools is authorized to sign all special State and Federal applications and forms required for programs and grants.
- The Superintendent of Schools is authorized to approve conferences, workshops, and conventions.
- Approve Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- Approved Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- Authorized the Extra Curricular Treasurer & District Treasurer to sign student activity checks.
- Authorized the single signature of the District Treasurer, Deputy District Treasurer, and Superintendent of Schools to validate school checks for the school year.
- Approved the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.
- Approved the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees’ Retirement System:

Title	Standard Work Day (Hours/Day)
Tax Collector	6.00
Teacher’s Aide / Bus Monitor	6.50
All Office Personnel: Confidential Secretary, Senior Typist, Senior Account Clerk	7.00
Network & Systems Technician	7.00
School Nurse	7.00
Cafeteria: Cook & Food Service Helper	7.50
Cafeteria: Senior Cook & Cook Manager	8.00
All Maintenance Workers: Cleaner, Cleaner/Monitor, Custodian & Maintenance	8.00

Coordinator of Transportation & Facilities	8.00
Transportation: Bus Driver (1)	6.00
Transportation: Bus Driver (2), Bus Driver/Maintenance, Bus Driver/Custodian, Bus Driver/Teacher's Aide, Auto Mechanic/Maintenance	8.00

- Authorized Kate Arnold to access the Champlain National Bank payroll account electronically, and be provided with the ability to originate ACHs and send wires.

Other Items for the 2024-2025 School Year

Motion by Krissy Leerkes, seconded by Laura Bridge, voted and carried (5-0) to approve the instructional substitute compensation at the following rates for the 2024-2025 school year:

Substitute Position	Pay
Teacher/Teaching Assistant, Certified	\$125.00/day
Teacher/Teaching Assistant, Uncertified	\$125.00/day
Permanent Building Substitute	\$155.00/day
Nurse, RN	\$125.00/day
Teacher Aide/Student Monitor	\$17.25/hr
Custodial	\$18.00/hr
Cafeteria	\$15.50/hr
Clerical	\$15.50/hr
Bus Driver	\$21.00/hr

- The mileage reimbursement to be consistent with the IRS rate.
- The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2024-2025 school year.
- The District safety plan for 2024-2025.
- The 2025 BOCES Summer School Resolution.
- The Committee on Special Education Annual Appointments for the 2024-2025 school year, prepared by Jennifer Leibeck.

2024-2025 Committee Assignments

- Negotiations (CSEA & WTA) - Kasey Young
- Personnel - will be up to the availability of the board members.
- Policy - Heather Sheehan & Laura Bridge

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to end the reorganizational meeting at 6:13pm.

Brandy V. Pierce Nolette, District Clerk