



**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  
November 12, 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  
Sarah Paquette, Principal  
Taylor Sullivan, District Treasurer  
Jennifer Leibeck, CSE Chairperson  
Peyton Leerkes, Student Council Rep.  
Dawn Bronson, Teacher  
Natalie Foster, Teacher

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

**Reports from Student Council**

- An assembly about distracted driving was presented to grades 9 - 11. It was a very informational and moving assembly.
- The Adventure Club went on a field trip to Paul Smith's VIC. It was a great day learning about the ADK Ecology program and hiking.
- The conservation and the art electives classes went on a field trip to Wild Center where they learned about green technologies and different nature sculpture exhibits.
- Congratulations to Emma Jacques, Maddisen Benway and Danielle Reithel for being selected as first team all-stars for Division III.

- The Halloween parade was a lot of fun, and the PSET students handed out candy to the littles.
- There was a P2 recognition assembly held on November 1st, students were presented with a certificate and a free ice cream card.
- The WCS book club for grades 7 - 12 has started and the first book is Lovely Bones.
- Open Gym has started for all teams.
- Congratulations to all high honor and honor roll students!

#### **Reports from the CSE Chairperson**

- Jennifer presented the annual CSE report, she reviewed details throughout the report. She also presented the Special Education District Plan with some small revisions.

#### **Reports from the Principal**

- At the Paine Memorial Library there is a beautiful art display that our students have made.
- Presented several slides of district testing data (ELA / Math / Regents) and our results compared to other districts. Presented an action plan for the district to better results on testing.

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

- The ST3 report has been completed.
- The audit reports and letters are complete.
- Kate Arnold is attending an ASBO meeting all week.
- Sheila has collected 92% of the school taxes, and the remaining will go back to the county.

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

- PSET student leadership team and students will help name the Wolf. Hoping to have the name before Christmas. The process will work similar to choosing the Wolf but only the students will vote.
- The Wolf apparel shop will be open for ordering and delivery before Christmas.
- We work with the CVES PR staff member, Joey Lafranca, we send him information and photos for the district. He puts together our newsletters that are mailed out 3 times a year.

#### **Acceptance of Minutes**

The minutes from the regular meeting on 10-8-24 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:

Approved the audited financial statements for the 2023-2024 school year prepared by Boulrice & Woods CPA's P.C. entitled, Willsboro Central School District Financial Report, June 30, 2024.

Approved the Final Governance Letter to the Board of Education, dated October 2, 2024, prepared by Boulrice & Woods CPA's P.C. in response to the Willsboro Central School District Financial Report, June 30, 2024.

Approved the Response to Management Memorandum dated November 1, 2024, for the 2023-24 Financial Audit completed by Boulrice & Wood, CPA's P.C.

Approved a tax refund payment to Turner Maureen due to overpayment of taxes for Tax Map No. 15520 21.9-12-21.000 in the amount of \$26.52

Approved a tax refund payment to Luhrs Linda M Trust due to overpayment of taxes for Tax Map No. 15520 21.13-1-1.130 in the amount of \$80.00.

Approved the 2024-2025 agreement for the Pre-Kindergarten Allocation of the UPK Grant to a Non-Public School - The Lakeside School.

TITLE	FROM	NOTES
Cash Disbursements - Multi Funds	Internal Claims Auditor	September 2024 - #3 - Cash Disbursements October 2024 - #1 - Cash Disbursements (Manual & Computer Checks) October 2024 - #2 - Cash Disbursements (Manual & Computer Checks) Payroll Benefits - September 2024 Payroll Benefits - October 2024
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - October 2024
Revenue Status - All Funds	District Treasurer	Revenue Status - through October 31, 2024
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through September 30, 2024
Extra-Curricular Fund	District Treasurer	Treasurer's Report - September 2024 Treasurer's Report - October 2024

**New Business**

Motion by Emily Phillip, 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.

Accepted the revised Special Education District Plan, prepared by CSE Chairperson, Jennifer Leibeck.

Approved Modified & Varsity Girls Softball mergers with AuSable Valley CSD for the 2024-2025 season, pending approval by the other school district’s Board of Education at no expense to the district beyond CVAC membership dues.

Approved hosting a Rifle merger with Boquet Valley CSD for the 2024-2025 season, pending approval by the other school district’s Board of Education.

Approved Modified and Varsity Baseball merger with Boquet Valley CSD for the 2024-2025 season, pending approval by the school district’s Board of Education at no expense to the district.

**Policies**

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

Policy Number	Policy Name	Reading
0100	Non-Discrimination and Equal Opportunity	First Reading / Approval
0110	Sexual Harassment	First Reading / Approval
0115-R	Student Harassment & Bullying Prevention and Intervention Regulation	First Reading / Approval
1120	School District Records	First Reading / Approval
9520.6	Rights of Employees to Express Breast Milk in the Workplace	First Reading / Approval

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

Policy Number	Policy Name	Reading
0110.2	Sexual Harassment in the Workplace	First Reading
0111	Sexual Discrimination & Sex-Based Harassment Under Title IX	First Reading

0111-R	Sex Discrimination & Sex-Based Harassment Under Title IX Regulation	First Reading
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**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
Dawn Bronson	Bowling Volunteer Assistant Coach	Instruction	11/13/24	NA	2024-2025 School Year
Stephanie Dirolf	Uncertified Substitute Teacher / Teacher Assistant	Instruction	11/13/24	\$125 daily	Substitute as Needed Per Diem
Stephanie Dirolf	Student Teacher Aide / Student Monitor	Instruction	11/13/24	\$17.25 hourly	Substitute as Needed Per Diem
Justin Drinkwine	Girls Varsity Basketball Volunteer Assistant Coach	Instruction	11/13/24	NA	2024-2025 School Year
Chris Ford	Varsity Girls Basketball Coach	Instruction	11/13/24	Stipend Per Contract	2024-2025 School Year
Jenna Ford	Girls Varsity Basketball Volunteer Assistant Coach	Instruction	11/13/24	NA	2024-2025 School Year
Joe King	Modified Boys Basketball Coach	Instruction	11/13/24	Stipend Per Contract	2024-2025 School Year
Kaitlin Kirkby	Uncertified Substitute Teacher / Teacher Assistant	Instruction	11/13/24	\$125 daily	Substitute as Needed Per Diem
Kaitlin Kirkby	Student Teacher Aide / Student Monitor	Instruction	11/13/24	\$17.25 hourly	Substitute as Needed Per Diem
Erik Manning	Technology Teacher	Instruction	11/18/24	NA	Resignation
Crystal McLaughlin	Permanent Building Substitute	Instruction	11/13/24	NA	Resignation
Heather Walsh	Mentor	Instruction	11/13/24	Stipend Per Contract	Mentor for Deanna

**Executive Session**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to enter into executive session at 7:17pm, to discuss proposed, pending, or current litigation, 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 8:58pm.

**Adjournment**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to adjourn the meeting at 8:59pm.

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Brandy V. Pierce Nolette, District Clerk

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