



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
June 9, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

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

The board meeting was Called to Order at 5:58pm, by Heather Sheehan.

Capital Project

Updated the board on the capital project and the next steps that will be taken. Information has been sent to the fiscal advisors for review of the timelines. Hoping to send mailers to the community in July in regards to holding a public meeting on August 20th. The vote will be held on October 6th.

Reports from Ex Officio Student

- The athletic awards and the academic awards were held last week. Laney Nolette and Cole Gay were awarded Senior Athlete. At the academic awards several students were recognized for their achievements. Both nights were great moments

- The 6-12th grade Field Days were held on May 20th, it was a lot of fun and there were several different options for the students to take part in. Thank you to the PTO for providing ice cream!
- The NHS & JNHS inductions were held on May 28th, it was a wonderful evening. We said farewell to PamDrollette & Kristen Theriauly who will be retiring / resigning this year.
- The Class of 2026 will be leaving tomorrow June 10th at 4:00am for our senior trip to Montana. There will be 10 students and 3 chaperones. We are all very excited!
- On Monday we held a senior walk which included the kindergarten class.
- Thank you to the board for allowing me to be an Ex Officio!

Reports from Treasurer

- The Business Office is wrapping up for the year end transfers, payroll and extra curricular. About 95% of the supplies for next year have arrived. The Jotforms have been a great addition to the paperwork process.

Reports from Principal

- Thank you to Peyton for being on the board!
- The senior walk was a very nice moment and to have the kindergartens walk alongside was great.
- The regents testing starts this week.
- The NWEA testing has finished and we will be gathering the data and getting information to you asap.
- The MS/ HS field days were a great success, everyone enjoyed themselves. The elementary field days will be held on June 11th.
- June is the month for our ceremonies:
 - June 3rd Athletic Awards
 - June 5th Academic Awards (6th - 12th)
 - June 8th the last P2 Student Recognition Assembly
 - June 17th Essex County Senior Awards
 - June 24th Academic Awards (3rd - 5th)
- Attended the signing day at CVTECH for Isabella Green, who will be working fulltime with Stoneworks in Plattsburgh.
- June 16th & 17th will be the PreK screenings

Reports from Superintendent

- Thank you Peyton!
- All of the teachers positions for next year have been filled (approved at the last meeting.) We will be assigning mentors for them.
- It's a busy time of year with several ceremonies going on for all of the students.
- The Spring Art Show is being held on Friday June 12th at the Paine Memorial Library.
- Essex County Senior Night in Moriah on June 17th.

- CVTECH graduation will be held on June 24th.
- WCS graduation will be held on June 26th.

Acceptance of Minutes

The minutes from the 5-12-26 public hearing and regular meeting were accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	May #2 - Cash Disbursements May #3 - Cash Disbursements May 2026 Payroll Benefits - Cash Disbursements June #1 - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through May 31, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through April 2026
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - April 2026
Extra-Curricular Fund	District Treasurer	Treasurer's Report - May 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - May 2026

New Business

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

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

Approved the Memorandum of Agreement between the Willsboro Central School District and the CSEA, regarding assistance with the expenses associated with obtaining licensure as a school bus driver.

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to approve the following resolution:

Approved the bond resolution for financing of a school bus purchase as approved by the qualified voters on May 19, 2026. ([Full Resolution](#))

Roll Call - Yes

Heather Sheehan

Emily Phillips

Krissy Leerkes
Morgan Drinkwine
Laura Bridge

Policies

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

Policy Number	Policy Name	Reading
2210	Board Organizational Meeting	Revisions
4765	Virtual, Blended, and Remote Learning (Title Change)	Revisions

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Jay Fuhrman	English Teacher	Instruction	7/01/26	Step 7 (B+27) \$59,669	1 Year Non-Probationary Appointment
Jenna Ford	Teaching Assistant	Instruction	8/27/26	\$31,201	4 Year Probationary Appointment
Jean Gonyo	Special Education Teacher	Instruction	7/01/26	Step 3 Base \$52,055	1 Year Non-Probationary Appointment
Karen Manning	Math Teacher	Instruction	7/01/26	Step 4 (B+45) \$58,000	1 Year Non-Probationary Appointment
Adam Mero	Technology Teacher	Instruction	7/01/26	Step 2 (B+36) \$54,774	1 Year Non-Probationary Appointment
Jade Phinney	Teaching Assistant	Instruction	8/27/26	\$31,201	4 Year Probationary Appointment

Board Discussion

Thank you to Peyton for all of your time!

Executive Session

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:23pm to discuss.

Motion by Morgan Drinnkwine, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 7:46pm.

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to continue the paid leave of a specific employee through July 14, 2026.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 7:47pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Public Hearing & Regular Meeting Minutes
May 12, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Lucas Strong, Supervisor of Transportation & Facilities
Peyton Leerkes, Ex Officio Student
2 Members of Tetra Tech
2 Members of Schoolhouse
1 Community Member

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

Public Hearing & Presentation of the 2026-2027 School Budget by Mr. Justin Gardner.

Capital Project

A brief update by Tetra Tech and School House Builders on information for the Capital Project. Working on gathering information to be able to send out to the public within the next few months. We are looking at scheduling a public forum in August 2026 and the Vote to be held in October 2026.

Reports from Ex Officio Student

- Spring sports are coming to an end. All teams have been working hard and having fun.
- On May 15th we honored our senior athletes, Softball Laney Nolette, Maddy Martin & Eren Ashline, for baseball Ashton Hathaway, Connor Crowningshield, Cole Gay & Beck Reed, and Golf Peyton Leerkes.
- We had several students that attended the NYSSMA Solo Competition on May 1st.
- At the USA Skills competition Ashton Hathaway won the bronze medal in Pin Design.
- The new issue of the school newspaper will be released on May 15th.
- Organized Mental Health. Awareness Workshop where students, staff and the community could attend. There were several Essex County Departments (Mental Health, CPS, Dept of Health, etc.) set up for everyone to talk to and get information about their programs. We also collected donations for Lizzie Lasting Light, a fund in the memory of Elizabeth Daly.

Reports from Treasurer

- The supplies for next year are being delivered daily.
- Working on the Business Office website, and will have more JOT forms added for the staff to utilize.

Reports from Principal

- Thank you to Taylor for creating the JOT forms. It makes approvals and requests easier and faster.
- Shout Out to Peyton for her Mental Health Awareness day!
- Testing is winding down and it will be finished up today. Thank you to our retirees that were able to come in and help proctor testing.
- We will be holding end of the year recognitions, June 1st Sports Awards, June 3rd Academic Awards and Essex Co. Senior Awards on June 17th.
- PROM will be held on May 23rd at Old Orchard Place and an After PROM party will be held at WCS.
The Spring Concerts will be held on May 19th for grades 3rd - 12th and on June 4th for PreK - 2nd grades.
- We will be holding field days again this year. Thank you to the PTO for supplying ice cream and a bouncy house for the students.
- PreK Screening will be held on June 15th & 16th.

Reports from Superintendent

- Thank you to Taylor for working and helping on the annual budget and presentation. Also for creating the JOT forms that help make the paperwork run more smoothly.
- Awesome job to Peyton!

- Thank you to the PTO for all of the Appreciation Days treats (cookies, fruit, snack, and drinks.)
- Briefly spoke about the Capital Project.

Acceptance of Minutes

The minutes from the 4-14-26 regular meeting and 4-28-26 special meeting were accepted as presented.

Business & Finance

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

Approved the March 2026 Budget Transfers for Additional Funds for Salaries for 6-12 grade, Occupational Education, and Transfer to Special Aid for 4408 General Fund Expenses:

Account	Description	(+)	(-)
A211013000	Salary 6-12	\$15,325	
A211015000	Teaching Assistants		\$15,325
A228049000	Occupational Edu - BOCES Services	\$17,882	
A225049000	Special Education - BOCES Services		\$17,882
A990195000	Transfer to Special Aid Revenue Funds	\$25,000	
A990193000	Transfer to School Food		\$25,000

TITLE	FROM	NOTES
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Revenue Status - All Funds	District Treasurer	Revenue Status - through April 30, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through March 31, 2026
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - March 2026
Extra-Curricular Fund	District Treasurer	Treasurer's Report - April 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - April 2026

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.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Elizabeth Becker	Teacher Assistant	Instruction	6/27/26	N/A	Resignation
Georgia Boule	School Psychologist (Elementary Counselor)	Instruction	8/27/26	Step 2 (B+63) \$57,654	4 Year Probationary Appointment
Madison Tromblee	Elementary Teacher	Instruction	8/27/26	Step 1 (B+27) \$52,718	4 Year Probationary Appointment
Pam Drollette	Elementary Teacher	Instruction	8/11/26	NA	Retirement
Katrina Strack	Elementary Teacher	Instruction	8/27/26	Step 7 (B+27) \$59,669	3 Year Probationary Appointment
Kristen Theriault	Elementary Teacher	Instruction	8/31/26	NA	Resignation

Board Discussion

Morgan wanted to thank the retirees that came in to help do proctoring for the state exams.

Thank you to Peyton Leerkes for putting together the Mental Hlth. Awareness Workshop, it was well organized and a great day!

Upcoming Board Meeting Dates:

July 14th, 2026 ReOrg and Regular meetings

August 14th, 2026

Executive Session

Motion by Krissy Leerkes, seconded by Emily Phillips, 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 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 Morgan Drinkwine, voted and carried (5-0) to end executive session at 8:31pm.

Adjournment

Motion by Laura Bridge, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 8:32pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Special Meeting Minutes
April 28, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk

The board meeting was Called to Order at 8:15am, by Heather Sheehan.

New Business

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

Approved the tentative administration budget of the CEWW BOCES for the 2026-2027 school year.

Approved the election of board members from the [attached 6 \(six\) candidates](#) for the Clinton-Essex-Warren-Washington BOCES Board of Education.

Adjournment

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to adjourn the meeting at 8:16am.



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
April 14, 2026

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

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk (absent w/ notice)
Taylor Sullivan, District Treasurer
Kierstin Brown, Ex Officio Student

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

Capital Project: (Superintendent Updates)

A brief update, a facilities meeting was held prior to the board meeting with Schoolhouse Builders and Tera Tech today. Many items were discussed about the project. The roof will be the pricey piece of the project, we have 3 options for the roof, full new roof, remove the membrane or cover over the old roof. There will be a thermal scan within the next couple weeks to help determine the best option. We would like to get more communication out to the community throughout the summer. We will have more updates at the next meeting on May 12th.

Reports from Ex Officio Student Kierstin Brown

- The spring sports have taken off, we finally have a varsity softball team after 3years. We have 4 boys going to Boquet to play baseball. And the golf team is off to a great start with new coach Brandon Jaquish.

- We had 4 of our students attend the Women in Law Program in Plattsburgh on March 13, 2026, it featured a panel of legal professionals sharing their experiences with local high school students. The event focused on legal career paths and mentorships.
- Before we left for spring break we held our positivity project assembly, before the start of the awards Mrs. Moore and her student teacher Mr. Armstrong got students and staff to participate in the Whitney Houston drum challenge, everyone had a great time.
- Also, before spring the teachers & staff participated in some activities, they held their own spirit day with day one was to wear all black, day 2 was mismatched, and day 3 was anything but a normal cup.
- In journalism the April newsletter will be out soon, inside the newsletter is a scavenger hunt for easter eggs, when you find the eggs you need to report to Christine. Also, the 25-26 yearbook is complete and has been sent for publication.

Reports from District Treasurer

- The Business office has been very busy working on the 26-27 budget.
- We submitted more information for grants to get more money.

Reports from Principal

- Testing will be kicking off this week for grades 3 & 4 they will start with ELA and testing will run April 15th - May 15th various grades throughout this time. Thank you to all of the retirees that have come in to help proctor the exams, it's been a huge help.
- With only 2 ½ months left of school we will also be preparing for the regents testing that starts in June.
- We are working with PTO on the end of the year field days and hoping to get a lot of fun and exciting stuff for the PreK - 12 students to enjoy.
- We will be working on setting up PreK screenings in the next few weeks.

2026-2027 Budget Update by the Superintendent

Gave an overview of the budget with a slideshow. We went through the budget line by line on paper to see the comparisons of the numbers from last year to this year. If the budget is approved tonight by the board members we will move forward with getting the newsletter and notices out to the public. We will be holding a Public Hearing on May 12th for all community members to attend, see and ask questions in regards to the draft budget, which will be voted on May 19th, 2026.

Acceptance of Minutes

The minutes from the 3-10-26 regular meeting were accepted as presented.

Business & Finance

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

Approved a February 2026 Budget Transfer for Additional Funds for Teacher Substitutes:

Account	Description	(+)	(-)
A211014000	Substitute Salaries	\$30,000	
A211013000	Salary 6-12		\$15,000
A211012000	Salary K-3		\$10,000
A211012001	Salary 4-5		\$5,000

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	March #1 - Cash Disbursements March #2 - Cash Disbursements March 2026 Payroll Benefits - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through March 31, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through February 28, 2026
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - February 2026
Extra-Curricular Fund	District Treasurer	Treasurer's Report - March 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - March 2026

New Business

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

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

Approved the Memorandum of Agreement between the Willsboro Central School District and the Willsboro Teachers' Association, regarding the creation of a modified golf coaching stipend for the 2025-2026 school year.

Approved the 2026-2027 school calendar.

Approved a Boys Varsity Soccer merger with Ausable Valley CSD for the 2026-2027 season, with Willsboro CSD serving as the host district.

Approved the following individuals to provide election services for the budget vote on May 19, 2026, at a rate of \$16.00/hour:

- Gail Drinkwine
- Michelle Baker
- Laurie Bauer

Approved the 2026-2027 Willsboro Central School District spending plan budget of \$11,458,219, reflecting a 2.55% spending increase and a tax levy increase of 2.55%.

Authorized the Superintendent of Schools and District Treasurer to submit and certify the property tax report card to the State Education Department for the 2026-2027 school year.

Policies

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to approve the following policies:

Policy Number	Policy Name	Reading
8130	School Safety Plans & Teams	Approved
8505	Charging Meals & Other Food Items	Approved
8520	Free Meal Services	Approved
1000's	Community Relations	Approved

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Doug Costin	Modified Golf Coach	Athletics	4-15-26	Stipend Per MOA	2025-2026 School Year
Doug Costin	Certified Substitute Teacher - Teacher Assistant	Instruction	4/15/26	\$125 Daily	2025-2026 School Year
Alvin Nolette	Varsity Softball Volunteer Assistant Coach	Athletics	4/13/26	NA	2025-2026 School Year

Board Discussion

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to approve the board goals for the 2025-2026 school year.

Emily was able to tour the new CVES building, it's amazing and it will be so exciting for the students and staff to enter the building in the fall of 2026.

Congratulations to our 4 WCS students on getting inducted into the National Technical Honor Society, it was a great ceremony.

Executive Session

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (4-0) to enter into executive session at 7:20pm 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 Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to end executive session at 8:18pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried to adjourn the meeting at 8:19pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
March 10, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

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

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

Capital Project: (Superintendent Updates)

A brief update, a committee meeting was held with Tera Tech today, and discussed getting pricing and estimates for the roof available at the next meeting. Discussed ways we want to present the project to the community. Tetra Tech will draft a timeline, and we could hold an open house and newsletters to get out to the community.

Reports from Ex Officio Student Peyton Leerkes

- On March 8th the WCS Air Rifle Team held a free pancake breakfast at the Willsboro Fish & Game Club. They had raffle baskets and received donations to help the members go to Ohio for competition.

- We had 4 of our students enter into the National Technical Honor Society, Isabella Green, Madalyn Martin, Audrey Walker, and Connor Crowningshield.
- This past weekend the Drama Club presented the musical Beauty & The Beast Jr, which was an amazing performance by all! Isabella Green and Madalynn Martin, both cosmetology students at CVTEC did the performers hair & makeup. Seniors Laney Nolette & Madalynn Martin were recognized.
- The Model UN went to NCCS on Thursday & Friday, Ashton Hathaway won an award.
- On March 13th, 3 of our WCS students will attend EPIC Mental Health and Substance Prevention Teen Rally at the Mineville VFW.
- The Student Council will hold a Club Fair on March 13th. This where all extra curricular clubs can set up tables to promote their club and hopefully get more students to join. This was put together by Raegan Morgan.

Reports from District Treasurer

- We have been working on the budget and it is about 95% completed.
- We have received some more grant monies.

Reports from Principal

- The musical The Beauty & The Beast Jr was a great performance!
- Update from last meeting on the data from last meeting, and working with teachers on restrictive responses. And the elementary will be working on fluency practices.
- April will start our NYS 3 - 8 testing, we will have a few of our retired teachers coming to proctor the tests, which is helpful not having to pull other teachers from our teachers and regular instruction can continue.

Reports from the Superintendent

- At the April 14th board meeting we will review the budget line by line budget and potentially approve. And possibly a second meeting if needed for the budget. We will be holding a quick meeting on April 28th at 8:15am to approve the BOCES Administration vote.
- Gave a brief update on some new information on the budget. Review of the executive budget run on the aid portion and Prek aid.
- If anyone needs any information on the BOCES Administration Budget before we can pass it along via email.
- Attended a health insurance meeting and updated the board on the rate changes of the different plans.
- Updated on the bus purchase that we will have on the budget and dates of the electric bus purchase process.
- Presented the tax cap, which is at 2.55% up \$160,00.

- The capital outlay project will help cover clocks, safety strobes, cameras, door access and PA systems.
- Public Hearing is May 12th, 2026
- Budget Vote is aMay 19th, 2026.

Acceptance of Minutes

The minutes from the 2-24-26 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 - All Funds	Internal Claims Auditor	February #1 - Cash Disbursements February #2 - Cash Disbursements February 2026 Payroll Benefits - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through February 28, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through January 31, 2026
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - January 2026
Extra-Curricular Fund	District Treasurer	Treasurer's Report - February 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - February 2026

New Business

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

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

Approved long-term substitute teacher payment guidelines, effective January 1, 2026.

Approved the SEQRA Resolution for the anticipated capital outlay project in the 2026-2027 budget to improve and update the District's PA, clock, door access, and surveillance systems. ([Full Resolution](#))

Approved the SEQRA Resolution authorizing the attached transportation proposition to be submitted at the annual election & budget vote occurring on May 19, 2026. ([Full Resolution](#))

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Ethan Cross	Automotive Mechanic / Maintenance Person	Support	4/1/26	\$47,959 Step 1 (Prorated \$11,989.75)	1 Year Probationary Appointment

Board Discussion

Emily wanted to thank CVTEC, enjoyed the open house which is the last one being held at the old building.

Executive Session

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:34pm to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation (no action will be taken.)

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 7:11pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 7:12pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
March 10, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

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

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Capital Project: (Superintendent Updates)

A brief update, a committee meeting was held with Tera Tech today, and discussed getting pricing and estimates for the roof available at the next meeting. Discussed ways we want to present the project to the community. Tetra Tech will draft a timeline, and we could hold an open house and newsletters to get out to the community.

Reports from Ex Officio Student Peyton Leerkes

- On March 8th the WCS Air Rifle Team held a free pancake breakfast at the Willsboro Fish & Game Club. They had raffle baskets and received donations to help the members go to Ohio for competition.

- We had 4 of our students enter into the National Technical Honor Society, Isabella Green, Madalyn Martin, Audrey Walker, and Connor Crowningshield.
- This past weekend the Drama Club presented the musical Beauty & The Beast Jr, which was an amazing performance by all! Isabella Green and Madalynn Martin, both cosmetology students at CVTEC did the performers hair & makeup. Seniors Laney Nolette & Madalynn Martin were recognized.
- The Model UN went to NCCS on Thursday & Friday, Ashton Hathaway won an award.
- On March 13th, 3 of our WCS students will attend EPIC Mental Health and Substance Prevention Teen Rally at the Mineville VFW.
- The Student Council will hold a Club Fair on March 13th. This where all extra curricular clubs can set up tables to promote their club and hopefully get more students to join. This was put together by Raegan Morgan.

Reports from District Treasurer

- We have been working on the budget and it is about 95% completed.
- We have received some more grant monies.

Reports from Principal

- The musical The Beauty & The Beast Jr was a great performance!
- Update from last meeting on the data from last meeting, and working with teachers on restrictive responses. And the elementary will be working on fluency practices.
- April will start our NYS 3 - 8 testing, we will have a few of our retired teachers coming to proctor the tests, which is helpful not having to pull other teachers from our teachers and regular instruction can continue.

Reports from the Superintendent

- At the April 14th board meeting we will review the budget line by line budget and potentially approve. And possibly a second meeting if needed for the budget. We will be holding a quick meeting on April 28th at 8:15am to approve the BOCES Administration vote.
- Gave a brief update on some new information on the budget. Review of the executive budget run on the aid portion and Prek aid.
- If anyone needs any information on the BOCES Administration Budget before we can pass it along via email.
- Attended a health insurance meeting and updated the board on the rate changes of the different plans.
- Updated on the bus purchase that we will have on the budget and dates of the electric bus purchase process.
- Presented the tax cap, which is at 2.55% up \$160,00.

- The capital outlay project will help cover clocks, safety strobes, cameras, door access and PA systems.
- Public Hearing is May 12th, 2026
- Budget Vote is aMay 19th, 2026.

Acceptance of Minutes

The minutes from the 2-24-26 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 - All Funds	Internal Claims Auditor	February #1 - Cash Disbursements February #2 - Cash Disbursements February 2026 Payroll Benefits - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through February 28, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through January 31, 2026
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - January 2026
Extra-Curricular Fund	District Treasurer	Treasurer's Report - February 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - February 2026

New Business

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

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

Approved long-term substitute teacher payment guidelines, effective January 1, 2026.

Approved the SEQRA Resolution for the anticipated capital outlay project in the 2026-2027 budget to improve and update the District's PA, clock, door access, and surveillance systems. ([Full Resolution](#))

Approved the SEQRA Resolution authorizing the attached transportation proposition to be submitted at the annual election & budget vote occurring on May 19, 2026. ([Full Resolution](#))

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Ethan Cross	Automotive Mechanic / Maintenance Person	Support	4/1/26	\$47,959 Step 1 (Prorated \$11,989.75)	1 Year Probationary Appointment

Board Discussion

Emily wanted to thank CVTEC, enjoyed the open house which is the last one being held at the old building.

Executive Session

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:34pm to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation (no action will be taken.)

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 7:11pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 7:12pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
February 24, 2026

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

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Jennifer Leibeck, CSE Chairperson
Peyton Leerkes, Ex Officio Student

The board meeting was Called to Order at 6:01pm, by Heather Sheehan.

Presentations:

Jennifer presented the annual CSE report, she reviewed some of the details and gave a brief overview of the report. She told of all of the teachers and their roles that they play in the area of special education here at WCS. Peyton Leerkes is helping & learning the different areas of special education, this is what Peyton will be attending college for. Thank you to Peyton!

Student Assessment Data:

Sarah presented the assessment data (last spring data) numbers and trends of our 3rd - 8th grade students on their ELA/Math/Science state testing. She also reviewed regents data of our high school students. The data team is evaluating strengths and concerns in the different areas.

Reports from Ex Officio Student Peyton Leerkes

- Our seniors on the basketball & bowling teams were recognized.
- Futures Night was held on February 6th, this a great night of basketball for our youth. They get to play basketball against their teammates during the halftime of the modified and varsity games.
- We had members of our MS/HS chorus participate at the All-County festival held at AuSable.
- The Junior class held a Valentines dance for 3rd - 6th graders in the cafe`.
- On February 11th the JNHS & NHS held their 2nd fun day for students in grades 1st and 2nd.
- We celebrated the 100th day of school on February 24th.
- The Heart Association Challenge has begun. Dawn Bronson has worked with the Heart Association for the 2nd year to have this challenge. All students are able to participate and learn heart health.
- WCS Drama Club will be presenting Beauty and The Beast Jr. on March 6th, 7th, and 8th.
- A few of our CVTEC seniors have been invited into the National Technical Honor Society, Isabella Green, Audrey Walker, Madalyn Martin, and Connor Crowningshield. I will have more details at the next meeting.

Reports from District Treasurer

- Working on the tax cap, almost done.
- Working on the budget details and numbers with Mr. Gardner.
- Ed Data Presentation for the teachers will be held on March 6th.
- Everyone has been using the new electronic jot forms for quotes, receipts, vouchers and requisitions, it has been going well.

Reports from Principal

- On February 9th Ms. Paquette was able to go to CVTECH and go into the classrooms of some of our students. It's always a great time.
- The Student Council will be holding a Club Fair, where students can see and get information about all of the schools clubs. We are hoping to promote students into signing up.

Reports from the Superintendent

- Mr. Gardner gave a brief update on the Capital Project. A facilities meeting was held today and discussed the development of a budget for this project. Some upgrades would be HVAC/generator/air conditioning in the Auditorium.
- We are working with CVES on a new website, which should be up and running by this weekend.
- The staff will be participating in a development day with the teachers from the southern district schools at Moriah Central School on March 20th.

- Gave a brief presentation on the budget. Reviewed numbers of the state budget and foundation aid.
- BOCES administrative budget vote will be on April 28th, with the election of their board members.
- Will be attending a health insurance member and will have updates at the next meeting.
- We will be purchasing another bus this year to get in ahead of the electric bus mandate. It will be a proposition on our ballot for the budget vote on May 19th, so that the community can vote.
- Next meeting on March 10th at 6pm.

Acceptance of Minutes

The minutes from the 1-20-26 regular meeting were accepted as presented.

Business & Finance

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

Approved a budget transfer in the amount of \$35,000 for an increase in the 2025-2026 BOCES Services line, Counselor Position now aidable through BOCES:

Account Description	(+)	(-)
A2110.490-00 BOCES SERVICES	\$35,000	
A2110.404-00 ELEM. COUNSELOR CONTRACT		\$35,000

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	January #2 - Cash Disbursements January 2026 Payroll Benefits - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through January 31, 2026
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through Dec 31, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - Dec 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - January 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - January 2026

New Business

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

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

Approved the Use of Facilities for Mass Public Health Services Agreement between the Willsboro Central School District and Essex County, for the period of January 1, 2026 - December 31, 2026.

Approved the Class of 2026 trip to Montana/Wyoming, June 10-13, 2026. The class will provide a finalized agenda when it is complete.

Approved the request for a high school diploma under New York State's Operation Recognition Program, which allows school districts to award diplomas to eligible veterans who left school for military service, made on behalf of the family of Sergeant First Class Charles R. Daby, U.S. Army, who served in the Korean War.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Karen Kister	Certified Substitute Teacher - Teacher Assistant	Instruction	2/25/26	\$125.00 Daily	2025-2026 School Year
Emery McQuade	Varsity Softball Coach	Instruction	3/1/26	Stipend Per Contract	2025-2026 School Year
Dawn Bronson	Volunteer Assistant Coach (All Sports)	Instruction	12/1/25	NA	2025-2026 School Year

Board Discussion

- Emily attended the legislative breakfast, where there was great discussion. One of the discussions was the upcoming electric buses mandate. Emily also shared that she has seen the plans/drawings for the upcoming Mineville building project, they look amazing.

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (4-0) to enter into executive session at 7:44pm 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.)

Sarah Paquette was invited to stay for the executive session.

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (4-0) to end executive session at 9:45pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (4-0) to adjourn the meeting at 9:46pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
February 24, 2026

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

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Jennifer Leibeck, CSE Chairperson
Peyton Leerkes, Ex Officio Student

The board meeting was Called to Order at 6:01pm, by Heather Sheehan.

Presentations:

Jennifer presented the annual CSE report, she reviewed some of the details and gave a brief overview of the report. She told of all of the teachers and their roles that they play in the area of special education here at WCS. Peyton Leerkes is helping & learning the different areas of special education, this is what Peyton will be attending college for. Thank you to Peyton!

Student Assessment Data:

Sarah presented the assessment data (last spring data) numbers and trends of our 3rd - 8th grade students on their ELA/Math/Science state testing. She also reviewed regents data of our high school students. The data team is evaluating strengths and concerns in the different areas.

Reports from Ex Officio Student Peyton Leerkes

- Our seniors on the basketball & bowling teams were recognized.
- Futures Night was held on February 6th, this a great night of basketball for our youth. They get to play basketball against their teammates during the halftime of the modified and varsity games.
- We had members of our MS/HS chorus participate at the All-County festival held at AuSable.
- The Junior class held a Valentines dance for 3rd - 6th graders in the cafe`.
- On February 11th the JNHS & NHS held their 2nd fun day for students in grades 1st and 2nd.
- We celebrated the 100th day of school on February 24th.
- The Heart Association Challenge has begun. Dawn Bronson has worked with the Heart Association for the 2nd year to have this challenge. All students are able to participate and learn heart health.
- WCS Drama Club will be presenting Beauty and The Beast Jr. on March 6th, 7th, and 8th.
- A few of our CVTEC seniors have been invited into the National Technical Honor Society, Isabella Green, Audrey Walker, Madalyn Martin, and Connor Crowningshield. I will have more details at the next meeting.

Reports from District Treasurer

- Working on the tax cap, almost done.
- Working on the budget details and numbers with Mr. Gardner.
- Ed Data Presentation for the teachers will be held on March 6th.
- Everyone has been using the new electronic jot forms for quotes, receipts, vouchers and requisitions, it has been going well.

Reports from Principal

- On February 9th Ms. Paquette was able to go to CVTECH and go into the classrooms of some of our students. It's always a great time.
- The Student Council will be holding a Club Fair, where students can see and get information about all of the schools clubs. We are hoping to promote students into signing up.

Reports from the Superintendent

- Mr. Gardner gave a brief update on the Capital Project. A facilities meeting was held today and discussed the development of a budget for this project. Some upgrades would be HVAC/generator/air conditioning in the Auditorium.
- We are working with CVES on a new website, which should be up and running by this weekend.
- The staff will be participating in a development day with the teachers from the southern district schools at Moriah Central School on March 20th.

- Gave a brief presentation on the budget. Reviewed numbers of the state budget and foundation aid.
- BOCES administrative budget vote will be on April 28th, with the election of their board members.
- Will be attending a health insurance member and will have updates at the next meeting.
- We will be purchasing another bus this year to get in ahead of the electric bus mandate. It will be a proposition on our ballot for the budget vote on May 19th, so that the community can vote.
- Next meeting on March 10th at 6pm.

Acceptance of Minutes

The minutes from the 1-20-26 regular meeting were accepted as presented.

Business & Finance

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

Approved a budget transfer in the amount of \$35,000 for an increase in the 2025-2026 BOCES Services line, Counselor Position now aidable through BOCES:

Account Description	(+)	(-)
A2110.490-00 BOCES SERVICES	\$35,000	
A2110.404-00 ELEM. COUNSELOR CONTRACT		\$35,000

TITLE	FROM	NOTES
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Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - Dec 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - January 2026
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - January 2026

New Business

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

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

Approved the Use of Facilities for Mass Public Health Services Agreement between the Willsboro Central School District and Essex County, for the period of January 1, 2026 - December 31, 2026.

Approved the Class of 2026 trip to Montana/Wyoming, June 10-13, 2026. The class will provide a finalized agenda when it is complete.

Approved the request for a high school diploma under New York State's Operation Recognition Program, which allows school districts to award diplomas to eligible veterans who left school for military service, made on behalf of the family of Sergeant First Class Charles R. Daby, U.S. Army, who served in the Korean War.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Karen Kister	Certified Substitute Teacher - Teacher Assistant	Instruction	2/25/26	\$125.00 Daily	2025-2026 School Year
Emery McQuade	Varsity Softball Coach	Instruction	3/1/26	Stipend Per Contract	2025-2026 School Year
Dawn Bronson	Volunteer Assistant Coach (All Sports)	Instruction	12/1/25	NA	2025-2026 School Year

Board Discussion

- Emily attended the legislative breakfast, where there was great discussion. One of the discussions was the upcoming electric buses mandate. Emily also shared that she has seen the plans/drawings for the upcoming Mineville building project, they look amazing.

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (4-0) to enter into executive session at 7:44pm 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.)

Sarah Paquette was invited to stay for the executive session.

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (4-0) to end executive session at 9:45pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (4-0) to adjourn the meeting at 9:46pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
January 20, 2026

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Peyton Leerkes, Ex Officio Student
Dawn Bronson, WCS Staff Member
Victoria Wilkins, Co-Sr. Class Advisor
Laney Nolette, Senior Class President
Madalynn Martin, Senior Class Member
Paul & Eric, Schoolhouse Construction

The board meeting was Called to Order at 6:01pm, by Heather Sheehan.

Presentations:

Schoolhouse Construction gave a brief overview of services they will provide during the capital project. They will work closely with Tetra Tech on reviewing the plans and being an advocate for the project. They will also come back a year after the project to inspect and see if there are any repairs needed.

The Senior Class gave a brief presentation to the board on where they would like to go for a senior trip. They are looking at Yellowstone on June 10th - 13th, 2026. They provided information on travel, housing and sites that they will visit. The board will discuss amongst themselves and get back to the class with a decision.

Reports from Ex Officio Student Peyton Leerkes

- NBC Channel 5 Weather Lab was at our school on January 16th. It was a very cold morning but we had several students who were at the school bright & early to help with announcing the weather on TV.
- With the help of Gigi Mason & Heather Walsh the drama club has begun its play rehearsals. They will perform Beauty & Beast in March.
- We had two of our students Raegan Morgan & Lilly Baker attend a workshop at the New York State Theatre Educational Association. They had a good time and learned a lot.
- The winter music concert was a wonderful event and all of the students did a great job singing.
- We held the Giving Games before Christmas break. It was a lot of fun and the students had a great time. Thank you to Mrs. Blatchley for organising it all.
- The Jrs. hosted a Winter Formal on January 17th, several students attended and said they had a great time of dancing.
- The Willsboro Youth Commission Ski Club began on January 11th, they have 60 kids signed up. The program is a lot of fun!
- On December 17th the Key Club went to the Champlain Valley Senior Community. Where they mingled with the residents, had an ice cream social and sang Christmas carols.

Reports from District Treasurer

- The W2's have been processed and distributed to the staff members.
- The Business Office will be working on finishing up the 1099's and getting them distributed next week.
- We have received our star funding.
- The Business Office has started working on the 2026-2027 school budget and will provide updates.

Reports from Principal

- We had our parent teacher conferences on December 11th & 12th and we had around 235 in attendance.
- Thank you to Peyton for organizing the NBC Channel 5 weather lab at our school.
- We had six of our technology team members attend the FETC in Orland January 11th - 14th.
- We are currently working on the NWEA benchmarking data and will provide an update when it is complete.

- We will hold the ELA & Algebra regents exams on January 20th & 21st..
- Thought bubbles on the walls throughout the school, it is our 6-12 graders working with our ELA teachers on ways to help make Willsboro a more welcoming environment.
- We have been learning fun olympic facts in the wolfpack meetings in the morning. We will count down and have a door decorating contest with all of the classes.

Reports from the Superintendent

- We had some power issues & phone issues that have now been resolved. We applied for Erate funding (available in 5 year cycles) for technology improvements to help in situations of power outages. It will help fund battery backups, and replacing & updating our wifi access points. Thank you to BOCES for their help with backup batteries until we can get new ones.
- We are still doing our alpaca staff survey. This month was centered around acknowledging the positive things happening around, so each teacher was given a series of prompts where they can brag about themselves and they can be posted in the office if they would like.
- The governor's budget was released today. Our Pre-K funding looks very optimistic for the upcoming year and the initial foundation aid was 1%. Overall will see about a 6% increase in aid. At the next meeting we will have some more exact numbers.
- We are working on the budget calendar setup & deadlines. We are working on the TaxCap, and right now the question is if we will be adding a bus to our budget. But we will have more information as the budget process moves forward. This May would be the last time to vote on a new bus ahead of the 2027 electric bus deadline.
- At the FETC conference, at the conference it had information on the rapid pace of AI. We have a board policy from NYSSBA on AI that is very generic, so we will be updating that in the future.
- Updated the board on the capital project. There will be upcoming facilities meetings to discuss the different areas of the building updates and the onesies timeline. The next meeting will be in March.

Acceptance of Minutes

The minutes from the 12-9-25 regular meeting were accepted as presented.

Business & Finance

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

Approved a December 2025 budget transfer in the amount of \$35,000.00 for the Prevention Team at Willsboro CSD being provided through BOCES instead of the County:

Account	Description	(+)	(-)
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A2110.490-00
A2110.404-00

ELEMENTARY COUNSELOR CONTRACT
BOCES SERVICES

\$35,000.00

\$35,000.00

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	December #2 - Cash Disbursements December #3 - Cash Disbursements December Payroll Benefits - Cash Disbursements January #1 - Cash Disbursements
Revenue Status - All Funds	District Treasurer	Revenue Status - through Dec 31, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through Nov 30, 2025
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - Nov 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - Dec 2025
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - Dec 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 revised District Safety Plan for 2025-2026.

Approved the resolution to establish a Charitable Fund. ([Full Resolution](#))

Approved the resolution to authorize the PILOT Agreement, including the associated Education Contribution Agreement, between Willsboro Central School District and Elm Street Solar 1 LLC. ([Full Resolution](#))

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Joe King	Uncertified Substitute Teacher / Teacher Assistant	Instruction	1-5-26	\$125.00 Daily	2025-2026 School Year

Board Discussion

- Mr. Gardner will send out dates for a meeting (board visit) and we can review self evaluation & results.
- Happy Birthday Sarah!

Executive Session

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to enter into executive session at 7:02pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law and the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation(no action will be taken.)

Motion by Morgan Drinkwine, seconded by Krissy Leerkes , voted and carried (5-0) to end executive session at 8:25pm.

Adjournment

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to adjourn the meeting at 8:26pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
December 9, 2025

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

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

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

Presentation

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

Capital Project

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

Reports from Ex Officio Student (Kierstin Brown)

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

Reports from District Treasurer

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

Reports from Principal

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

Reports from the Superintendent

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

Acceptance of Minutes

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

Business & Finance

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

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

New Business

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

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

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

Personnel

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

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

Board Discussion

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

Executive Session

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 7:04pm to discuss the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation (no action will be taken.)

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

Adjournment

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

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
November 11, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Peyton Leerkes, Ex Officio Student
Lucas Strong, Supervisor of Maintenance and Transportation
Joe Coakley, Labor Relations
6 Tetra Tech Group Members

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

Presentation

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

Reports from Ex Officio Student (Peyton Leerkes)

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

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

Reports from District Treasurer

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

Reports from Principal

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

Reports from the Superintendent

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

Acceptance of Minutes

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

Business & Finance

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

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

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

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

New Business

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

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

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

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

Personnel

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

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

Board Discussion

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

Executive Session

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to enter into executive session at 6:49pm to discuss collective negotiations pursuant to article 14 of the Civil Service Law and the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation, (no action will be taken.)

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

Adjournment

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

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
October 14, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Joe Coakley, Labor Relations
Peyton Leerkes, Ex Officio Student
Kierstin Brown, Ex Officio Student

The board meeting was Called to Order at 6:21pm, by Heather Sheehan

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to enter into executive session at 6:21pm.

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (5-0) to end executive session at 6:45pm.

Resumed regular meeting at 6:47pm.

Oath of Office

Administered Oath of Office to Student Ex Officio Student Board Member, Peyton Leerkes.

Administered Oath of Office to Alternate Ex Officio Student Board Member, Kierstin Brown.

Reports from Ex Officio Student

- Happy School Board Member Appreciation!
- Fall sports are coming to wrap, and the sectionals will start next week.
- The Willsboro Youth Commission will be holding its annual "Under the Lights" games for their youth PreK - 6th grades on October 18th.
- Thank you to the Booster Club for getting all of our fall athletes some WOLves apparel!
- The We Are Instrumental Music Summit was at Peru School, on October 11th.
- The Seagle Festival performed on October 7th for the school, it was a great show.
- The School Store is now open and the students can use their pride tickets to get items.
- Mr. Ford took several college interested students to attend the SUNY Plattsburgh College Fair.
- The September WCS Newspaper has been released.

Reports from District Treasurer

- The audit has been completed and all responses have been sent.
- The ST-3 has been completed and submitted.
- Sheila has collected about \$5.4 million in school taxes, about 90% complete.
- The FS10 has been filled out and submitted to the state.

Reports from Principal

- Thank you to the board members for their service.
- September has been a long year (lol), students are settling nicely now and getting into a routine.
- We will have data on the 3-8 tests, regents and NWEA for the November or December meeting.
- Sarah Paquette, Miranda Laferriere & Maria Evens are working with the Quality Starts program. We are working on a PreK specific handbook that we will present to the board for approval.
- Sarah Paquette, Miranda Laferriere, & Kate Needle will go to Beekmantown to observe the PreK program on October 23rd.
- The Annual Halloween Parade for PreK - 12th graders will be on Friday October 31st, at 10am. In addition to the parade there will be an in-house Art Exhibit grades PreK - 6th and 8th grade in the hallway to walk through.

- The Principal reading challenge with elementary students has begun and is a big hit, thank you to the PTO for helping support the challenge and for purchasing prizes which are small incentives for the students.
- Mr. Gardner previously shared that we are working with a regional partnership to write our goals for the achievement level of our special education students because we have been identified again. That work has been happening over the past several months and we have developed a small district level team which is Sarah Paquette, Justin Gardner, and Jennifer Leibeck and we have a building level team which is Kristen Theriault, Sheree Ford and Heather Walsh. We will be starting reading tiered fidelity inventory for this process which will help their needs and useful for us and it will begin on Thursday with the state.

Reports from the Superintendent

- Working with Dr. Linda Jordan a year ago all districts agreed to contribute to bring in this instructional practice throughout the BOCES with a specific focus on brain science. It's a 3 part series that we all shared the cost of and that will continue this year with options to join for a reasonable price for a train the trainer. This is a part of the regionalization plan.
- The Town of Willsboro hosted an open house in regards to their development of their comprehensive plan and the survey results.
- New staff survey tools "Alpaca" is a company that provides services to support teacher well-being such as surveys, resources and care packages, with several schools participating. It has a lot of great resources for teachers and staff.

Acceptance of Minutes

The minutes from the 9-9-25 regular meeting were accepted as presented.

Business & Finance

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

Approved the audited financial statements for the 2024-2025 school year prepared by Boulrice & Woods CPA's P.C. entitled, Willsboro Central School District Financial Report, June 30, 2025.

Approved the Final Governance Letter to the Board of Education, dated September 30, 2025, prepared by Boulrice & Woods CPA's P.C. in response to the Willsboro Central School District Financial Report, June 30, 2025.

Approved the Response to Management Memorandum dated September 30, 2025, for the 2024-25 Financial Audit completed by Boulrice & Wood, CPA's P.C.

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	September #1 - Cash Disbursements (Manual & Computer Checks) September #2 - Cash Disbursements (Manual & Computer Checks) Sept Payroll Benefits - Cash Disbursements (Manual & Computer Checks) October #1 - Cash Disbursements (Manual & Computer Checks)
Revenue Status - All Funds	District Treasurer	Revenue Status - through June 30, 2025 Revenue Status - through July 31, 2025 Revenue Status - through Aug 31, 2025 Revenue Status - through Sept 30, 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - thru 6/30/25 Budget/Appropriation Status - thru 7/31/2025 Budget/Appropriation Status - thru 8/31/25
Budget Transfers - General Fund	District Treasurer	Budget Transfer Report - June 2025
Extra-Curricular Fund	District Treasurer	Treasurer's Report - July 2024 thru June 2025 Treasurer's Report - July 2025-Sept 2025
Treasurer's Report	District Treasurer	Treasurer's Report - All Funds - July 2025 Treasurer's Report - All Funds - Aug 2025

New Business

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

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

Approved the resolution to accept the updated CEWW Health Insurance Consortium Municipal Cooperative Agreement ([Full Resolution](#)).

Approved the resolution to participate in the cooperative bidding/purchasing group organized by Educational Data Services, Inc., with Clarkstown CSD serving as the lead agency. ([Full Resolution](#)).

Approved a modified wrestling merger with Ausable Valley CSD for the 2025-2026 season, at no expense to the district beyond CVAC membership dues.

Policies

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (5-0) to approve the revision approval of the following policies:

Policy Number	Policy Name	Reading
1120-R	School District Records Regulation	Revision Approval
5500	Student Records	Revision Approval
5550	Student Privacy Under PPRA	Revision Approval
0000's	Philosophy, Goals, and Objectives Policy Book Section	Review Approval

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Kate Arnold	Deputy Extracurricular Central Treasurer	Instruction	9/1/25	NA	2025-2026 School Year
Tina Belzile	Building Substitute	Instruction	10/20/25	\$155/Daily	Effective Through November 21, 2025
James Hotaling	Substitute Bus Driver	Transportation	10/15/25	\$23.00 / hr	Substitute Bus Driver
Emery McQuade	Modified Girls Basketball Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year

Approved the tenure of Sarah Paquette, Principal, effective January 17, 2026.

Board Discussion

- Thank you to Joey LaFranca for making the senior athlete soccer posters to have on their senior night, great job!
- Emily thanked everyone for their warm thoughts and prayers, it was all greatly appreciated.
- Emily will be attending the RSA conference in December.

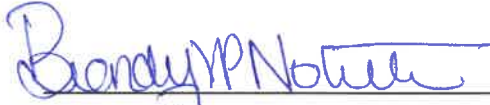
Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to enter into executive session at 7:21pm 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 Morgan Drinkwine, voted and carried (5-0) to end executive session at 8:20pm.

Adjournment

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to adjourn the meeting at 8:21pm.



Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
September 9, 2025

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

Others Present: Justin Gardner, Superintendent of Schools
Sarah Paquette, Principal
Brandy Pierce Nolette, District Clerk
Taylor Sullivan, District Treasurer
Dawn Bronson, Staff
Joe Coakley, Labor Relations
Chrysa Rabideau, Labor Specialist

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

Reports from Ex Officio Student

- Fall sports have begun, our teams have already had a few games. On September 8th there was an Epilepsy Awareness game held here at WCS, the girls teams played against Boquet. There was a basket raffle to benefit NENY Epilepsy Foundation and \$1,747 dollars was raised.
- On September 11th we the WCS Booster Club & Willsboro Youth Commission will be holding its annual soccer celebration. This is a yearly event for all of our athletes of any age. It will begin at 4:30pm.

- Welcome to the new teachers and staff that are joining the WCS team this year!
- New TA program for HS students to volunteer their study hall to help in the elementary.
- The new no cellphone and energy drink policies have been a bit of a change but the students are reacting to the changes well.
- The students had P2 expectations training and have had a positivity project assembly. We learned about the pride tickets and the new “golden” ticket. The students are very excited!

Reports from District Treasurer

- Sheila Vanags has brought in over \$970,000 in school taxes thus far.
- The audit was held on August 26 & 27, we are just waiting for the final reporting.
- Working on an online form submission system, this system will help in using less paper and having it all electronic.
- All of the supplies for the school year have been delivered.

Reports from Principal

- The school year is off and running and things are doing well.
- We will be doing the pride tickets like last year and we will include the “gold ticket”. This year we had new tickets printed so the students can take a piece home to their parents and they can keep the other piece for the school store. We are also trying to get some different items for our older students.
- The NWEA testing has taken place, we should receive the results and data soon and will share with the board when complete.
- The no cellphone policy is going well and it is nice to see the students interacting more.
- The no energy drinks will be an adjustment for some students but will be a good improvement.

Reports from the Superintendent

- The beginning of the school year has started and all is going very well. Thank you to all of the summer staff and maintenance crew for getting the school ready for the students' return.
- The cellphone infractions have been very little. As we have right now we have 1 medical exemption.
- Thank you to Peter Paine & Lei on the Point Road field agreement. The Paines said a nice note to the school.
- Good work to Taylor for creating jot forms a program to help with quotes, receipts, vouchers and requisitions.
- The district team (Justin, Sarah & Jen L.) are working with NCRPC of Special Education on the IDEA Accountability Planning. There will be quarterly check in's.

Acceptance of Minutes

The minutes from the 8-19-25 regular meeting were accepted as presented.

Business & Finance

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

TITLE	FROM	NOTES
Cash Disbursements - All Funds	Internal Claims Auditor	July Payroll Benefits - Cash Disbursements (Manual & Computer Checks) July #5 - Cash Disbursements (Manual Checks) August #1 - Cash Disbursements (Manual & Computer Checks) August #2 - Cash Disbursements (Manual & Computer Checks) August #3 - Cash Disbursements (Manual & Computer Checks) August Payroll Benefits - Cash Disbursements (Manual & Computer Checks)

New Business

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

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

Approved a varsity bowling merger with Boquet Valley CSD for the 2025-2026 season, at no expense to the district.

Approved the 2025-2026 Feinerman Agreement for Jay Fuhrman.

Approved the 2025-2026 Feinerman Agreement for Jean Gonyo.

Approved the 2025-2026 Feinerman Agreement for Karen Manning.

Approved the 2025-2026 Feinerman Agreement for Adam Mero.

Approved the 2025-2026 Capital Outlay Exception Project Professional Architectural and Engineering Consulting Services Agreement between the Willsboro Central School District and Tetra Tech Architects & Engineers.

Authorized the Superintendent of Schools to execute the Pre-Referendum Agreement between the Willsboro Central School District and Tetra Tech Architects & Engineers, pending district attorney review.

Approved the agreement between the Willsboro Central School District and Essex County, regarding a school-based satellite mental health clinic, effective September 1, 2025.

Approved the 2025-2026 cafeteria meal prices:

Meal	Price
Adult Breakfast	\$3.25
Adult Lunch	\$5.85
Student Extra Breakfast Item	\$1.50
Student Extra Lunch Item	\$2.00

Policies

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (4-0) to approve the second reading / approval of the following policies:

Policy Number	Policy Name	Reading
5695	Student & Personal Electronic Devices	Revision Approval

Personnel

Motion by Laura Bridge, seconded by Emily Phillips, voted and carried (3-0-1) to approve the following personnel items: (1 abstention Morgan Drinkwine)

Employee	Position	Program	Effective	Pay	Notes
Tina Belzile	Certified Substitute Teacher/ Teacher Assistant	Instruction	9/10/25	\$125 Daily	Substitute as needed per diem
Dawn Bronson	Bowling Volunteer Assistant Coach	Instruction	11/1/25	NA	2025-2026 School Year
Kyle Cahoon	Varsity Boys Basketball Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year
Justin Drinkwine	Girls Varsity	Instruction	11/1/25	NA	2025-2026

	Basketball Volunteer Assistant Coach				School Year
Charmaine Flynn	Rifle Co-Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year
Chris Ford	Varsity Girls Basketball Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year
Jenna Ford	Girls Varsity Basketball Volunteer Assistant Coach	Instruction	11/1/25	NA	2025-2026 School Year
Chad Hart	Senior Cook	Support	9/3/25	\$19.90/Ho ur Step 3	1 Year Probationary Appointment
Brandon Jaquish	Boys Varsity Basketball Volunteer Assistant Coach	Instruction	11/1/25	NA	2025-2026 School Year
Brandon Jaquish	Golf Coach	Instruction	3/1/26	Stipend Per Contract	2025-2026 School Year
Tom Keegan	Freshman Class Advisor	Instruction	8/27/25	Stipend Per Contract	2025-2026 School Year
Joe King	Modified Boys Basketball Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year
Wayne Mitchell	Bowling Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year
John Oliver	Rifle Co-Coach	Instruction	11/1/25	Stipend Per Contract	2025-2026 School Year

Board Discussion



Executive Session

Motion by Laura Bridge, seconded by Emily Phillips, voted and carried (4-0) to enter into executive session at 6:24pm 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.)
Mr. Coakley & Ms. Rabideau were invited to join the executive session.

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (4-0) to end executive session at 7:49pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (4-0) to adjourn the meeting at 7:50pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
August 19, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

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

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

Reports from District Treasurer

- School Tax bills are being printed and will be mailed out the week of August 25th, 2025.
- The state documents have all been filed on August 20th, 2025.
- The Business Office is all prepared for the audit that will take place on August 25th & 26th, 2025.
- All of the new employees are being entered into the system.

Reports from Principal (presented by Justin Gardner)

- Coordinating with Clinton County Child Advocacy to bring "the play it safe curriculum to WSC. This is age appropriate videos and classroom discussions that will take place with trained individuals from the CC Child Advocacy. This in part to satisfy Erin's Law which is a nationwide legislative effort, named

after childhood sexual abuse survivor Erin Merryn, that requires public schools to implement age-appropriate child sexual abuse and exploitation prevention education for students in K - 8th grade. We will be sending letters home to families.

- The numbers are still being gathered on the state data scores.
- The Makerspace in the Library is almost complete and will be a great place for our students to learn, explore and share. It uses high tech to no tech tools.
- We will continue with The Positivity Project this school year.
- Our building looks great and can't wait for everyone to come back!

Reports from the Superintendent

- The New York State Board of Regents is implementing a new framework called the "Portrait of a Graduate" to outline the essential skills and qualities students should possess for their diploma. "Portrait of a Graduate" framework will replace the exam requirement (no regents) by focusing on skills and qualities
- The BOCES and the 16 component school districts are developing a regionalization plan. This plan is a collaborative effort to improve educational opportunities and operational efficiency across the North Country region. Dr. Davey will review the strengths and needs of all the districts. We pick what we are interested in and Dr. Davey will submit it to State Ed in mid October at no cost.
- I have been working with the Advisory Group on health insurance. We had a carrier switch from BCBS Empire to BCBS Anthem. The prescription plan stayed the same with the current provider. There is a medicare structure plan called "Egg Whip" which bundles Medicare Parts A and B with Part D (prescription drug coverage), providing more comprehensive benefits than traditional Medicare alone. Any questions on the benefit card you can reach out to the office at BOCES.
- We will be implementing the NO Electronic policy on the first day of school. Only medical exemptions with a drs note will be allowed to have their electronic. We will be sending out messages on PAREntsquare prior to the start of school and will be meeting with all students within the first week of school. There will be a meeting with staff and faculty as well.
- Climate surveys to be done in the fall and spring.

Acceptance of Minutes

The minutes from the 7-10-25 reorganizational and regular meetings 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 - All Funds	Internal Claims Auditor	July #1 - Cash Disbursements (Manual & Computer Checks) July #2 - Cash Disbursements (Manual & Computer Checks) July #3 - Cash Disbursements (Computer Checks) July #4 - Cash Disbursements (Manual & Computer Checks)

Approved the 2025-26 school tax levy, with a collection window of September 1, 2025, through October 31, 2025:

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 2025-26 school year a sum not to exceed \$6,292,107.00 (this amount includes omitted taxes of \$3,074.03 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							
2025-2026 SCHOOL TAX RATE SHEET							
TOWN	ASSESSED VALUATION	EQUALIZATION RATE	TRUE VALUE	TOTAL TAX COLLECTED	OMITTED TAXES	TAX LEVY	TAX RATE PER \$1,000
CHESTERFIELD	\$ 323,001	100%	\$ 323,001	\$ 2,602.91		\$ 2,602.91	\$ 8.058520
ESSEX	\$ 217,944,664	100%	\$ 217,944,664	\$ 1,757,434.47	\$ 1,123.78	\$ 1,756,310.69	\$ 8.058517
LEWIS	\$ 732,150	100%	\$ 732,150	\$ 5,900.04		\$ 5,900.04	\$ 8.058513
WESTPORT	\$ 5,000,944	100%	\$ 5,000,944	\$ 40,300.19		\$ 40,300.19	\$ 8.058517
WILLSBORO	\$ 556,419,917	100%	\$ 556,419,917	\$ 4,485,869.39	\$ 1,950.25	\$ 4,483,919.14	\$ 8.058517
	<u>\$ 780,420,676</u>		<u>\$ 780,420,676</u>	<u>\$ 6,292,107.00</u>	<u>\$ 3,074.03</u>	<u>\$ 6,289,032.97</u>	

New Business

Motion by Emily Phillips, seconded by Morgan Drinkwine, 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 UVMHN Elizabethtown Community Hospital, for school physician services for the 2025-2026 school year at a rate of \$5,127.

Approved the intermunicipal agreement between the Willsboro Central School District and the Town of Willsboro, for use of school property for Youth Commission soccer for the 2025-2026 school year.

Established the rate charged to the Town of Willsboro for the 2025-2026 school year for any contracted busing for ski trips or other events at \$42/hour.

Approved the lease agreement between the Willsboro Central School District and Diddle, LLC, for the use of land for soccer fields on the Point Road, effective August 15, 2025, and authorized the Superintendent of Schools to execute the agreement on behalf of the District.

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Sherry Ashline	Building Substitute	Instruction	8-27-25	\$155/Daily	2025-2026 School Year
Marie Blatchley	Mentor	Instruction	8-27-25	Stipend Per Contract	Mentor for Michael Brockway
Dawn Bronson	Mentor	Instruction	8-27-25	Stipend Per Contract	Mentor for Adam Mero
Christine Charbonneau	Mentor	Instruction	8-27-25	Stipend Per Contract	Mentor for Jay Fuhrman
Heidi Davey	Mentor	Instruction	8-27-25	Stipend Per Contract	Mentor for Emery McQuade
Chris Ford	Volunteer Assistant Coach	Athletics	8-18-25	N/A	All Athletic Teams
Jenna Ford	Volunteer Assistant Coach	Athletics	8-18-25	N/A	Girls Varsity Soccer
Jenna Ford	Building Substitute	Instruction	8-27-25	\$155/Daily	2025-2026 School Year
Jay Fuhrman	ELA Teacher	Instruction	8-27-25	B+27 Step 6 \$56,740	1 Year Non-Probationary Appointment
Emery McQuade	Science Teacher	Instruction	8-27-25	B+27 Step 1 \$51,425	4 Year Probationary Appointment
Jade Phinney	Building Substitute	Instruction	8-27-25	\$155/ Daily	2025-2026 School Year

Adam Mero	Technology Teacher	Instruction	8-27-25	B+36 Step 1 \$52,385	1 Year Non-Probationary Appointment
Lisa Mitchell	Building Substitute	Instruction	8-27-25	\$155/Daily	2025-2026 School Year
Cheryl Vanderpool	Senior Cook	Support	8-5-25	N/A	Resignation

Board Discussion

- Public Comment: whether to be held at the beginning or ending of the meetings.
- Superintendent & Faculty evaluations (will discuss further in executive session.)
- Mr. Gardner will be posting the Willsboro Comprehensive Planning Groups survey on ParentSquare, the survey is to share ideas about issues facing Willsboro.
- The Booster Club will be partnering with "Who We Play For", to provide our youth the opportunity to get their heart checked with EKG. This will be held on September 24th.

Executive Session

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to enter into executive session at 6:44pm to discuss, the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (no action will be taken.)

Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to end executive session at 8:14pm.

Adjournment

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 8:15pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Regular Meeting Minutes
July 10, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Sarah Paquette, Principal
Taylor Sullivan, District Treasurer
Lucas Strong, Maintenance & Transportation Supervisor

The board meeting was Called to Order at 6:18pm, by Heather Sheehan

Reports from the Principal

- Update on the Quality Stars PreK grant for rating and improvement services.
- Elementary field days were held on Monday June 23rd. We were only able to hold a 1/2day of fun due to the extreme temperatures. Thank you to the 6th graders and NHS members who volunteered to help.
- Graduation was on June 27th, all went well and it was a great evening.
- A train safety presentation was held on June 24th for grades Prek - 6th.
- Regents testing in June went well, looking into options to help the students to have more reviewing opportunities before the exams.
- Leah Garvey, one of our students in the Large Animal program at CVTEC was a showman at the Clinton County Fair, and did an excellent job.

Reports from District Treasurer

- Finishing up the end of year paperwork and preparing for the summer audit.
- Interest earned was \$235,533
- We spent \$30,000 less in the Cafe` this year and we also bought 2 new coolers.
- We received \$43,000 more revenue than last year.
- Will have final numbers at the next meeting.

Reports from Maintenance / Transportation Supervisor

- We received our new bus in June that was ordered last May.
- The cleaning in the classrooms and hallways is going well and ahead of schedule. Both wings should be finished by the end of next week.
- The soccer fields are looking great! The varsity field is growing better than the modified field which is a bit slower.

Reports from the Superintendent

- The cafe has been out of the red financially with the CEP free breakfast & lunch programs. In the upcoming school year 2025-2026, NYS will implement a universal free school meals program, providing free breakfast and lunch to all public school students, regardless of their family's income or household size.
- The PTO is holding a Color Run on Saturday July 19th starting at the IBM, registration starts at 9:15am.
- We are holding 2 interviews on July 18th for the TA position.
- Attending a Comprehensive Planning meeting at the Town of Willsboro on July 16th.

Acceptance of Minutes

The minutes from the 6-10-25 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 - All Funds	Internal Claims Auditor	June #2 - Cash Disbursements (Manual & Computer Checks) June #3 - Cash Disbursements (Manual & Computer Checks) June #4 - Cash Disbursements (Computer Checks) Payroll Benefits - June 2025
Budget/Appropriation Status - All Funds	District Treasurer	Budget/Appropriation Status - through May 31, 2025

New Business

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

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

Approved Peyton Leerkes as the 2025-2026 ex-officio student board member and Kierstin Brown as the 2025-2026 alternate ex-officio student board member.

Approved modified and varsity girls softball mergers with AuSable Valley CSD for the 2025-2026 season, at no expense to the district beyond CVAC membership dues.

Approved modified and varsity baseball mergers with Boquet Valley CSD for the 2025-2026 season, at no expense to the district.

Approved a modified football merger with AuSable Valley CSD for the 2025-2026 season, at no expense to the district beyond CVAC membership dues.

Approved the agreement between the Willsboro Central School District and Essex County for school resource officer services for the 2025-2026 school year.

Approved the financing of the contract between the Willsboro Central School District and the CSEA. The contract is for the period of July 1, 2024, to June 30, 2028.

Policies

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to approve the second reading & approval of the following policy:

Policy Number	Policy Name	Reading
5695	Students & Personal Electronic Devices	2nd Reading / Approval

Personnel

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

Employee	Position	Program	Effective	Pay	Notes
Brendan Cavalier	Technology Teacher	Instruction	6/30/25	NA	Resignation
Jean Gonyo	Special Education Teacher	Instruction	7/01/25	Step 2 Base \$49,564	1 Year Non-Probationary Appointment

Jaimie Labarge	Substitute Administrator	Administration	9/01/25	\$300/Daily	Substitute as needed per diem
Karen Manning	Math Teacher	Instruction	7/01/25	Step 3 (B+45) \$55,405	1 Year Non-Probationary Appointment
Shelley Moran	Certified Substitute Teacher/ Teacher Assistant	Instruction	7/11/25	\$125 Daily	Substitute as needed per diem
Erin Rasco	Science Teacher	Instruction	8/31/25	NA	Resignation
Morgan Sovey	English Teacher	Instruction	8/31/25	NA	Resignation

Extra Curricular Appointments

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

Position	Employee	Pay
Freshman Advisor	Kasey Young	Stipend Per Contract
Sophomore Advisors	Maria Evens & Hannah Neilly	Stipend Per Contract
Junior Advisors	Michelle Baker & Jessie Morgan	Stipend Per Contract
Senior Advisors	Brandy Nolette & Victoria Wilkins	Stipend Per Contract
National Honor Society	Pam Drollette	Stipend Per Contract
Junior National Society	Kristen Theriault	Stipend Per Contract
Model UN	Keith Stone	Stipend Per Contract
Student Council	Keith Stone	Stipend Per Contract
Key Club	Brandy Nolette & Heidi Davey	Stipend Per Contract
Art Club	Reagan Monarch	Stipend Per Contract
Elementary/HS Play Director	Heather Walsh	Stipend Per Contract
Band Director & Music	Jennifer Moore	Stipend Per Contract
Spelling Bee Coordinator	Heather Walsh	Stipend Per Contract
Girls Modified Soccer	Brandon Jaquish	Stipend Per Contract
Boys Modified Soccer	Thomas Keegan	Stipend Per Contract
Boys Varsity Soccer	Erik Manning	Stipend Per Contract
Athletic Director	Chris Ford	Stipend Per Contract

Motion by Laura Bridge, seconded by Krissy Leerkes, voted and carried (4-0-1) to approve the following extra curricular appointment: (1 abstention Morgan Drinkwine)

Position	Employee	Pay
Girls Varsity Soccer	Justin Drinkwine	Stipend Per Contract

Board Discussion

- Our November board meeting will be held on Tuesday, November 18th.
- Laura asked about a late bus for the upcoming school year on Tuesdays & Thursdays and someone to monitor the students that have to stay after for extracurricular activities.
- August board meeting will be held on Tuesday the 19th at 6:00pm.
- Emily and Mr. Gardner will be attending the RSA meeting next week and will update the board at the next meeting.

Executive Session

Motion by Morgan Drinkwine, 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 and the medical, financial, credit, or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (no action will be taken.)

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to end executive session at 7:22pm.

Adjournment

Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to adjourn the meeting at 7:23pm.

Brandy V Pierce Nolette, District Clerk



Board of Education

Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Re-Organizational Meeting Minutes
July 10, 2025

Members Present: Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Others Present: Justin Gardner, Superintendent of Schools
Brandy Pierce Nolette, District Clerk
Sarah Paquette, Principal
Taylor Sullivan, District Treasurer
Lucas Strong, Maintenance & Transportation Supervisor

The board meeting was Called to Order at 6:00pm, by Justin Gardner

Pledge of Allegiance

Appointment of District Clerk

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2025-2026 school year.

Oath of Office

Administer Oath of Office to newly elected Board Member Morgan Drinkwine.

Administer Oath of Office to the Superintendent of Schools, Justin Gardner.

Election of Board Officers

Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to nominate Heather Sheehan for President of the Board of Education.

Oath of Office to the newly elected President, by the District Clerk.

Motion by Laura Bridge, seconded by Krissy Leerkes, voted and carried (5-0) to nominate Emily Phillips for Vice President of the Board of Education

Oath of Office to the newly elected Vice President, by the District Clerk.

Consent Agenda

Motion by Krissy Leerkes, seconded by Laura Bridge, voted and carried (5-0) to approve the following appointment of officers for the 2025-2026 school year:

Employee	Position	Pay
Taylor Sullivan	School District Treasurer	No Compensation
Hayden Reidy	Deputy School District Treasurer	No Compensation
Sheila Vanags	School Tax Collector	\$7,250
Brandy Pierce Nolette	District Clerk	Contractual
Nancy Ahrent	Internal Claims Audit	\$40.00 / hour
Justin Gardner	Purchasing Agent	Contractual

Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to approve the following other appointment for the 2025-2026 school year:

Name	Title	Pay/Cost
Boulrice & Wood	District Independent Auditor	\$13,500
Honeywell Law Firm	School Attorney	\$215.00 / hour
UVMHN Elizabethtown Community Hospital	School Physician	\$5,027
UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$400 / 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 Person	Contractual

Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
Dominick Ruggeri	Data Protection Officer	\$1,750
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 DASA Coordinator	No Compensation
Marie Blatchley	DASA Coordinator	No Compensation
Gigi Mason	DASA Coordinator	Hourly as needed based on substitute administrator rate
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
Chris Ford	Homeschool Coordinator	No Compensation
Dawn Bronson	CPR Instructor	\$25.00 / Hour

Designations for the 2025-2026 school year

Motion by Laura Bridge, seconded by Morgan Drinkwine, voted and carried (5-0) to approve the following designations for the 2025-2026 school year:

Recommend the Champlain National Bank and NYCLASS as the Official Bank Depositories.

Recommend the Plattsburgh Press Republican as the Official Newspaper.

Recommend regular Board of Education meetings to be held on the second Tuesday of each month beginning at 6:00pm.

Authorizations for the 2025-2026 school year:

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following authorizations for the 2025-2026 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 2025-2026 school year.

Establishing a Petty Cash fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.

Approved the Superintendent of Schools be authorized to certify payrolls.

Approved the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.

Approved the Superintendents of Schools be authorized to approve conferences, workshops, and conventions.

Approved Justin Gardner, Superintendent of Schools, as a member of the CEWW counties 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 and 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, AASA, NYSED, 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 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 & System Technician	7.00
School Nurse	7.00
Cafeteria: Food Service Helper	7.50
Cafeteria: Senior Cook & Cook	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

Other Items for the 2025-2026 school year:

Motion by Krissy Leerkes, seconded by Laura Bridge, voted and carried (5-0) to approve the following rates and items for the 2025-2026 school year:

Approved the substitute compensation at the following rates:

Substitute Position	Pay
Teacher / Teaching Assistant, Certified	\$125 / Day
Teacher / Teaching Assistant, Uncertified	\$125 / Day
Administrator, Certified	\$300 / Day
Teacher Aide / Student Monitor	\$17.25 / Hour
Permanent Building Substitute	\$155 / Day
Nurse, RN	\$125 / Day
Custodial	\$18.00 / Hour
Cafeteria	\$16.00 / Hour
Clerical	\$16.00 / Hour
Bus Driver	\$23.00 / Hour

Approved the mileage reimbursement to be consistent with the IRS rate.

Approved Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2025 - 2026 school year.

Approved the District Safety Plan for 2025-2026.

Approved the student and athletic handbooks for 2025-2026.

Approved the 2026 BOCES Summer School Resolution.

Approved the Committee on Special Education Annual Appointments for the 2025 - 2026 school year, prepared by Jennifer Leibeck.

Approved the following rates for athletic services:

Substitute Position	Pay
Soccer Scoreboard	\$30.00/Game
Basketball Shot Clock	\$30.00/Game
Basketball Scoreboard - Modified	\$30.00/Game
Basketball Scoreboard - Varsity	\$35.00/Game

Committee Assignments:

- Negotiations & Personnel: will be up to the availability of the board members.
- Facilities: Laura Bridge & Emily Phillips (alternate Krissy Leerkes)
- Policy: Morgan Drinkwine & Krissy Leerkes (alternate Laura Bridge)

Adjournment

Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to adjourn the reorganizational meeting at 6:17pm.

Brandy V Pierce Nolette, District Clerk