



Board of Education
July 6, 2023 at 6:00pm
Reorganization Meeting Agenda

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Appointment of District Clerk**
 - a) Appoint Brandy Pierce Nolette as District Clerk for the 2023-24 school year.
4. **Oath of Office**
 - a) Administered by the District Clerk to new board member, Krissy Leerkes.
 - b) Administered by the District Clerk to new board member, Emily Phillips.
 - c) Administered by the District Clerk to the Superintendent of Schools, Justin Gardner.
5. **Election of Officers:**
 - a) Nomination for the President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected President.
 - b) Nomination for the Vice President of the Board of Education
 - Oath of Office administered by the District Clerk to the newly elected Vice President.
6. **Appointment of Officers for the 2023-24 School Year**

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Appointment of Officers) be and are hereby approved:

Item	Employee	Position	Pay
a)	Allison Sucharzewski	School District Treasurer	No Compensation
b)	Sheila Vanags	School Tax Collector	\$6,500
c)	Brandy Pierce Nolette	District Clerk	Contractual

d)	Nancy Ahrent	Internal Claims Auditor	\$30.00 / Hour
e)	Justin Gardner	Purchasing Agent	Contractual

7. Other Appointments for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Appointments) be and are hereby approved:

Item	Name	Title	Pay/Cost
a)	Boulrice & Wood	District Independent Auditor	\$11,400
b)	Honeywell Law Firm	School Attorney	\$210.00/Hour
c)	Harris Beach, PLLC	School Attorney	\$225/Hour
d)	UVMHN Elizabethtown Community Hospital	School Physician	\$5,027.00
e)	UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$325.00 /Daily
f)	Sarah Paquette	Chief Faculty Advisory of Student Activity Accounts	No Compensation
g)	Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
h)	Brandy Pierce Nolette	Substitute Call-In Coordinator	Contractual
i)	Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
j)	Dominick Ruggeri	Data Protection Officer	No Compensation
k)	Justin Gardner	Records Appeals Officer	No Compensation
l)	Allison Sucharzewski	School Lunch Reviewing Officer	No Compensation
m)	John Sucharzewski	Safety Officer/Asbestos LEA Designee	No Compensation
n)	Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
o)	Sarah Pauette	District DEI Officer	Contractual
p)	Sarah Paquette	District DASA Coordinator	No Compensation
q)	Marie Blatchley	DASA Coordinator	No Compensation
r)	Justin Gardner Sarah Paquette	Title IX Coordinators	No Compensation
s)	John Sucharzewski	Pesticide Coordinator	No Compensation

t)	Jennifer Leibeck	504 & ADA Coordinator	No Compensation
u)	Dawn Bronson John Oliver	CPR Instructors	\$25.00/Hour

8. Designations for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Designations) be and are hereby approved:

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

9. Authorizations for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Authorizations) be and are hereby approved:

- a) Recommend participation in the National School Lunch Program.
- b) Recommend participation in the Cooperative Purchasing Program.
- c) Recommend establishing a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- d) Recommend the Superintendent of Schools be authorized to certify payrolls.
- e) Recommend the Superintendent of Schools be authorized to sign all special State and Federal applications and forms required for programs and grants.
- f) Recommend the Superintendent of Schools be authorized to approve budget transfers up to \$7,500.00.
- g) Recommend the Superintendent of Schools be authorized to approve conferences, workshops, and conventions.
- h) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- i) Approve Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- j) Authorize the Extra Curricular Treasurer & Business Manager to sign student activity checks.
- k) Authorize the single signature of the District Treasurer to validate school checks for the school year.
- l) Approve the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.

- m) Recommend the following as a standard work day for school personnel for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System:

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

10. Other Items for the 2023-24 School Year

Resolved, that the Superintendent of Schools recommends to the Board of Education that the following items on this consent agenda (Other Items) be and are hereby approved:

- a) Recommend the instructional substitute compensation at the following rates:

Substitute Position	Pay
Teacher/Teaching Assistant, Certified	\$115.00/day
Teacher/Teaching Assistant, Uncertified	\$115.00/day
Permanent Building Substitute	\$125.00/day

Nurse, RN	\$115.00/daythe
Teacher Aide/Student Monitor	\$17.25/hr
Custodial	\$18.00/hr
Cafeteria	\$15.00/hr
Clerical	\$15.00/hr
Bus Driver	\$20.00/hr

- b) Recommend the mileage reimbursement to be consistent with the IRS rate.
- c) Approve the Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2023-2024 school year.
- d) Approve the District Safety Plan for 2023-2024.
- e) Approve the 2024 BOCES Summer School Resolution ([Resolution Attached](#)).
- f) Approve the Committee on Special Education Annual Appointments for the 2023-2024 school year, prepared by Jennifer Leibeck ([Appointments Attached](#)).

11. Committee Assignments

- a) Nominate board members for the following committees:
 - Negotiations
 - Personnel
 - Policy