



**Board of Education**

Phyllis Klein, President  
Kasey Young, Vice President  
Heather Sheehan  
Krissy Leerkes  
Emily Phillips

Willsboro Central School  
Board of Education

Re-Organizational Meeting Minutes  
July 6, 2023

Members Present: Phyllis Klein, President (Via WebEx)  
Kasey Young, Vice President  
Heather Sheehan  
Krissy Leerkes  
Emily Phillips

Others Present: Justin Gardner, Superintendent of Schools  
Brandy Pierce Nolette, District Clerk  
Allison Sucharzewski, District Treasurer  
Sarah Paquette, Principal

The board meeting was Called to Order at 6:00pm by Phyllis Klein

**Pledge of Allegiance**

**Election of Board Officers**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2023-2024 school year, administration of oath.

Administration of Oath to Krissy Leerkes, recently elected Board Member for a three-year term to serve through June 30, 2026.

Administration of Oath to Emily Phillips, recently elected Board Member for a three-year term to serve through June 30, 2026.

Administration of Oath to Justin Gardner, Superintendent of Schools for the 2023-2024 school year.

Motion by Kasey Young, seconded by Heather Sheehan, voted and carried (5-0) to nominate Phyllis Klein as President of the Board of Education for the 2023-2024 school year, administration of oath.

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to nominate Kasey Young as Vice President of the Board of Education for the 2023-2024 school year, administration of oath.

**Consent Agenda**

Motion by Krissy Leerkes, seconded by Heather Sheehan, voted and carried (5-0) to approve the following appointment of officers for the 2023-2024 school year:

Employee	Position	Pay
Allison Sucharzewski	School District Treasurer	No Compensation
Sheila Vanags	School Tax Collector	\$6,500
Brandy Pierce Nolette	District Clerk	Contractual
Nancy Ahrent	Internal Claims Auditor	\$30.00 / Hour
Justin Gardner	Purchasing Agent	Contractual

Motion by Emily Phillips, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following other appointments for the 2023-2024 school year:

Name	Title	Pay/Cost
Boulrice & Wood	District Independent Auditor	\$11,400
Honeywell Law Firm	School Attorney	\$210 / Hour
Harris Beach, PLLC	School Attorney	\$225 /Hour
UVMHN Elizabethtown Community Hospital	School Physician	\$5,027
UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$325.00 /Daily
Sarah Paquette	Chief Faculty Advisory of Student Activity Accounts	No Compensation

Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
Brandy Pierce Nolette	Substitute Call-In Coordinator	Contractual
Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
Dominick Ruggeri	Data Protection Officer	No Compensation
Justin Gardner	Records Appeals Officer	No Compensation
Allison Sucharzewski	School Lunch Reviewing Officer	No Compensation
John Sucharzewski	Safety Officer/Asbestos LEA Designee	No Compensation
Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
Sarah Paquette	District DEI Officer	Contractual
Sarah Paquette	District DASA Coordinator	No Compensation
Marie Blatchley	DASA Coordinator	No Compensation
Justin Gardner Sarah Paquette	Title IX Coordinators	No Compensation
John Sucharzewski	Pesticide Coordinator	No Compensation
Jennifer Leibeck	504 & ADA Coordinator	No Compensation
Dawn Bronson John Oliver	CPR Instructors	\$25.00/Hour

### **Designations for the 2023-24 School Year**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the following designations for the 2023-2024 school year:

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

### **Authorizations for the 2023-2024 School Year**

Motion by Kasey Young, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following authorizations for the 2023-2024 school year:

- Participation in the National School Lunch Program.
- Participation in the Cooperative Purchasing Program.
- Establish a petty cash fund for the general fund for \$250.00 and a petty cash fund for the cafeteria for \$50.00.
- The Superintendent of Schools is authorized to certify payrolls.
- The Superintendent of Schools is authorized to sign all special State and Federal applications and forms required for programs and grants.

- The Superintendent of Schools is authorized to approve budget transfers up to \$7,500.00.
- The Superintendent of Schools is authorized to approve conferences, workshops, and conventions.
- Approve Justin Gardner, Superintendent of Schools, as a member of the CEWW School District Health Consortium Board of Directors.
- Approved Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- Authorized the Extra Curricular Treasurer & Business Manager to sign student activity checks.
- Authorized the single signature of the District Treasurer to validate school checks for the school year.
- Approved the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, SED, or BOCES.
- 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	8.00

Driver/Teacher's Aide, Auto Mechanic/Maintenance	
---	--

**Other Items for the 2023-2024 School Year**

Motion by Heather Sheehan, seconded by Emily Phillips, voted and carried (5-0) to approve the instructional substitute compensation at the following rates for the 2023-2024 school year:

Substitute Position	Pay
Teacher/Teaching Assistant, Certified	\$115.00/day
Teacher/Teaching Assistant, Non-Certified	\$115.00/day
Permanent Building Substitute	\$125.00/day
Nurse, RN	\$115.00/day
Teacher Aide/Student Monitor	\$17.25/hr
Custodial	\$18.00/hr
Cafeteria	\$15.00/hr
Clerical	\$15.00/hr
Bus Driver	\$20.00/hr

- The mileage reimbursement to be consistent with the IRS rate.
- The Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2023-2024 school year.
- The District safety plan for 2023-2024.
- The 2024 BOCES Summer School Resolution (resolution attached).
- The Committee on Special Education Annual Appointments for the 2023-2024 school year, prepared by Jennifer Leibeck (appointments attached.)

**2023-2024 Committee Assignments**

Negotiations, Personnel, and Policy assignments will be up to the availability of the board members.

Re-organizational meeting ended at 6:15pm.

---

Brandy V. Pierce Nolette, District Clerk