



**Board of Education**

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

Willsboro Central School  
Board of Education

Re-Organizational Meeting Minutes  
July 9, 2024

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

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

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

**Pledge of Allegiance**

**Election of Board Officers**

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

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

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

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

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

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

### **Consent Agenda**

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

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

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

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

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

### **Designations for the 2024-2025 School Year**

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

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

### **Authorizations for the 2024-2025 School Year**

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

- Participation in the National School Lunch Program.

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

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

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

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

### **Other Items for the 2024-2025 School Year**

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

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

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

### **2024-2025 Committee Assignments**

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

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

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Brandy V. Pierce Nolette, District Clerk