



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