



Board of Education Meeting
July 10, 2025 @ 6:00pm
Distance Learning Room (A124)
Re-Organization 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 2025-2026 school year.

4. Oath of Office

- a) Administer Oath of Office to newly elected Board Member Morgan Drinkwine.
- b) Administer Oath of Office to the Superintendent of Schools, Justin Gardner.

5. Election of Board Officers

- a) Nominations for the President of the Board of Education
 - Administer Oath of Office to the newly elected President, by the District Clerk.
- b) Nominations for the Vice President of the Board of Education
 - Administer Oath of Office to the newly elected Vice President, by the District Clerk.

6. Appointment of Officers for the 2025-2026 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)	Taylor Sullivan	School District Treasurer	No Compensation
b)	Hayden Reidy	Deputy School District Treasurer	No Compensation

c)	Sheila Vanags	School Tax Collector	\$7,250
d)	Brandy Pierce Nolette	District Clerk	Contractual
e)	Nancy Ahrent	Internal Claims Audit	\$40.00 / hour
f)	Justin Gardner	Purchasing Agent	Contractual

7. Other Appointments for the 2025-2026 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	\$13,500
b)	Honeywell Law Firm	School Attorney	\$215.00 / hour
c)	UVMHN Elizabethtown Community Hospital	School Physician	\$5,027
d)	UVMHN Elizabethtown Community Hospital	Registered Nurse (School Nurse)	\$400 / Daily
e)	Sarah Paquette	Chief Faculty Advisory of Student Activity Accounts	No Compensation
f)	Victoria Wilkins	Chief Information Officer (CIO/Data Coordinator)	No Compensation
g)	Brandy Pierce Nolette	Substitute Call-In Person	Contractual
h)	Brandy Pierce Nolette	Records Management & Access Officer	No Compensation
i)	Dominick Ruggeri	Data Protection Officer	\$1,750
j)	Justin Gardner	Records Appeals Officer	No Compensation
k)	Taylor Sullivan	School Lunch Reviewing Officer	No Compensation
l)	Lucas Strong	Safety Officer / Asbestos LEA Designee	No Compensation
m)	Tammy Bell Martin (NYSIR)	Insurance Consultant	No Compensation
n)	Sarah Paquette	District DASA Coordinator	No Compensation
o)	Marie Blatchley	DASA Coordinator	No Compensation
p)	Gigi Mason	DASA Coordinator	Hourly as needed

			based on substitute administrator rate
q)	Justin Gardner Sarah Paquette	Title IX Coordinators	No Compensation
r)	Lucas Strong	Pesticide Coordinator	No Compensation
s)	Justin Gardner	Workplace Violence Prevention Coordinator	No Compensation
t)	Jennifer Leibeck	504 & ADA Coordinator	No Compensation
u)	Sheree Ford	AIS / RTI Coordinator	Contractual
v)	Taylor Sullivan	Extracurricular Central Treasurer	No Compensation
w)	Chris Ford	Homeschool Coordinator	No Compensation
x)	Dawn Bronson	CPR Instructor	\$25.00 / Hour

8. Designations for the 2025-2026 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 2025-2026 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 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.
- c) Recommend establishing a Petty Cash 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 Superintendents of Schools be authorized to approve conferences, workshops, and conventions.
- g) Recommend Justin Gardner, Superintendent of Schools, as a member of the CEWW counties Health Consortium Board of Directors.
- h) Approve Justin Gardner, Superintendent of Schools, and Sarah Paquette, Principal, as lead evaluators for the school district.
- i) Authorize the Extra Curricular Treasurer and District Treasurer to sign student activity checks.
- j) Authorize the single signature of the District Treasurer, Deputy District Treasurer, and Superintendent of Schools to validate school checks for the school year.
- k) Approve the Superintendent of Schools to attend and represent Willsboro Central School at conferences sponsored by the NYSCOSS, NYSSBA, RSA, ASBO, AASA, NYSED, or BOCES.
- l) Recommend 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

10. Other Items for the 2025-2026 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 here approved:

- a) Recommend 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

- b) Recommend the mileage reimbursement to be consistent with the IRS rate.
- c) Approve Co-SER 103 Adult Education and Co-SER 401 Accident Prevention/Pre-Licensing programs at CV-TEC for the 2025 - 2026 school year.
- d) Approve the District Safety Plan for 2025-2026.
- e) Approve the student and athletic handbooks for 2025-2026.

- f) Approve the 2026 BOCES Summer School Resolution. ([Resolution Attached](#))
- g) Approve the Committee on Special Education Annual Appointments for the 2025 - 2026 school year, prepared by Jennifer Leibeck. ([Appointments Attached](#))
- h) 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

11. Committee Assignments:

- a) Negotiations
- b) Facilities
- c) Policy
- d) Personnel