Board of Education
Heather Sheehan, President
Emily Phillips, Vice President
Krissy Leerkes
Laura Bridge
Morgan Drinkwine

Willsboro Central School
Board of Education

Reorganizational Meeting Minutes
July 14, 2026

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
Lucas Strong, Coordinator of Transportation & Facilities
Heidi Davey, Staff Member
Jim Bouffard, Tetra Tech Architects & Engineers
Paul LaMoy , Schoolhouse Construction
Joey LaFranca, CVES
Alvin Reiner, Press Republican

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The board meeting was Called to Order at 6:20pm, by Justin Gardner.

Pledge of Allegiance

Appointment of District Clerk
Motion by Krissy Leerkes, seconded by Morgan Drinkwine, voted and carried (5-0) to appoint Brandy Pierce Nolette as District Clerk for the 2026-2027 school year.

Oath of Office
The District Clerk administered the oath of office to newly re-elected Board Member, Krissy Leerkes.

The District Clerk administered the oath of office to newly re-elected Board Member, Emily Phillips.

The District Clerk administered the oath of office to the Superintendent of Schools, Justin Gardner.

Election of Board Officers for the 2006-2026 School Year
Motion by Krissy Leerkes, seconded by Laura Bridge, voted and carried (5-0) to nominate Heather Sheehan for the President of the Board of Education. Administered the oath of office to the newly elected President by the District Clerk.

Motion by Heather Sheehan, seconded by Krissy Leerkes, voted and carried (5-0) to nominate Emily Phillips for the Vice President of the Board of Education. Administered the oath of office to the newly elected Vice President by the District Clerk.

Appointment of Officers for the 2026-2027 School Year
Motion by Morgan Drinkwine, seconded by Laura Bridge, voted and carried (5-0) to appoint the following officers:

Employee	Position	Pay
Taylor Sullivan	School District Treasurer	No Compensation
Hayden Reidy	Deputy School District Treasurer	No Compensation
Sheila Vanags	School Tax Collector	$7,500
Brandy Pierce Nolette	District Clerk	Contractual
Nancy Ahrent	Internal Claims Audit	$40.00 / hour
Justin Gardner	Purchasing Agent	Contractual

Other Appointments for the 2026-2027 school year
Motion by Morgan Drinkwine, seconded by Emily Phillips, voted and carried (5-0) to appoint the following appointments:

Name	Title	Pay/Cost
Boulrice & Wood	District Independent Auditor	$14,500
Honeywell Law Firm	School Attorney	$215.00 / hour
Sarah Paquette	Chief Faculty Advisory of Student Activity Accounts	No Compensation

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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
	AIS / RTI Coordinator	
Taylor Sullivan	Extracurricular Central Treasurer	No Compensation
Kate Arnold	Deputy Extracurricular Central Treasurer	No Compensation
Chris Ford	Homeschool Coordinator	No Compensation
Dawn Bronson	CPR Instructor	$25.00 / Hour

Designations for the 2026-2027 school year
Motion by Laura Bridge, seconded by Emily Phillips, voted and carried (5-0) to approve the following designations:

Recommended the Champlain National Bank and NYCLASS as the Official Bank Depositories.

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Recommended the Plattsburgh Press Republican as the Official Newspaper.

Recommended regular Board of Education meetings to be held on the second Tuesday of each month, beginning at 6:00 pm.

Authorizations for the 2026-2027 school year:
Motion by Morgan Drinkwine, seconded by Krissy Leerkes, voted and carried (5-0) to approve the following authorizations:

Approved the participation in the National School Lunch Program.

Approved 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 Extracurricular 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 events sponsored by BOCES, NYSCOSS, NYSSBA, RSA, ASBO, AASA, or NYSED

Approved the following as a standard workday for school personnel for the purpose of determining days worked reportable to the NYS and Local Retirement System:

Title	Standard Work Day (Hours / Day)

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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 2026-2027 school year:
Motion by Emily Phillips, seconded by Laura Bridge, voted and carried (5-0) to approve the following other items:

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	$17.50 / Hour
Permanent Building Substitute	$155 / Day
Nurse, RN	$150 / Day
Custodial	$18.25 / Hour
Cafeteria	$16.00 / Hour

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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 2026-2027 school year.

Approved the District Safety Plan for 2026-2027.

Approved the student and athletic handbooks for 2026-2027.

Approved the 2027 BOCES Summer School Resolution. (Full Resolution)

Approved the Committee on Special Education Annual Appointments for the 2026-2027 school year, prepared by Jennifer Leibeck. (Appointments Attached)

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: None needed
Facilities: Emily Phillips & Laura Bridge
Policies: Krissy Leerkes and Morgan Drinkwine
Personnel: Any board member that is available

Adjournment
Motion by Krissy Leerkes, seconded by Emily Phillips, voted and carried (5-0) to adjourn the meeting at 6:27pm.

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Brandy V Pierce Nolette, District Clerk

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