



*"I thank my family and friends for their unconditional love and continued support in my endeavors".*

Jessica is one of the founding District Clerks for ECASB's District Clerk program. Jessica initiated a call in the early fall of 2019 to the Executive Director and Associate Director of ECASB. Since then, Jessica has been invaluable in the District Clerk Workshop program, securing speakers, selecting appropriate topics, providing advice on the role of a District Clerk. Jessica has been helpful in assisting with the development of the District Clerk Newsletter. She has worked in the Depew UFSD since July of 2011. A graduate of Frontier High School, she later attended Bryant & Stratton College and earned an Associates Degree in Paralegal studies. Jessica has a wide array of job experiences that have provided her with necessary skills to perform the job of a District Clerk. Previous work experience includes working for the Diocese of Buffalo as an Administrative Assistant in the Office of Education, an Executive Assistant for Hunt Mortgage, as Paralegal for the United States Attorney's office and for several local Law Firms and Agencies. While attending Bryant

**ECASB District Clerk  
Service to Education Award  
Sponsored by Webster Szanyi LLP**

*Jessica Weischel*

*Depew Union Free School District*

and Stratton, Jessica was awarded the Perfect Attendance Award, was on the Deans List and was President of the Paralegal Club. When not working for the Depew Union Free School District, Jessica is a devoted "Hockey Mom" spending much time with her family and son Brandon traveling to hockey practices, games and tournaments.

Jessica is the Past President of the Holland Youth Baseball organization, she has volunteered with the Diocese Youth Board Convention, served as a Team Manager for Aurora Ice Association and volunteered her time and talents with the East Aurora Hockey Boosters Club.

Jessica has mentored many local School District Clerks throughout the area and has presented at different workshops presenting on topics such as "The Importance of Budget Vote Deadlines and School Board Elections" in 2017, and "District Clerk 101" that she presented at the School Business Management Workshop in 2019. One of Jessica's favorite events to assist with is the Scholastic Achievement Recognition Dinner held every May.

*Many describe Jessica as resourceful, organized, highly motivated with a solid work ethic, skilled at multi-tasking and is focused with a strong attention to details. Jessica is a true professional that possesses excellent communication skills and handles each and every situation with finesse.*



*" A School District Clerk's Role is all encompassing... they prepare legal notices, meeting agendas, publish meeting minutes, arrange travel for board members to conferences, register board members for workshops and events, certify documents as an official notary, maintain official documents of the district, they call the annual meeting to order, attend all board meetings, they oversee the annual budget vote, provide clerical duties related to impartial hearings and filing of 3020-a charges, they mentor other school district clerks and so much more".*