WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 10, 2023

Members Present
Roger Kemler
Edwin Schatzel
Shauna Michael
Janine Lynch
Jessica Bartlett
Alisa Brewer

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Mr. Felix Ray, Transportation Supervisor
Mr. Ed Dougherty

Absent:
Sara Northup-Lynch

Call to Order

Mrs. Sheets, District Clerk, called the meeting to order at 6:00pm.

Re-organizational Activities

Pledge of Allegiance

The pledge was recited by all present.

Administration of Oath to Board Members and Superintendent

District Clerk, Mrs. Sheets, administered the Oath of Office to each Board member present and the Superintendent.

Election of Board President

District Clerk, Mrs. Sheets, called for nominations from the board for the Office of President of the West Canada Valley Central School District Board of Education for the 2023-24 school year.

Ms. Lynch nominated Mrs. Bartlett for Board President, there were no other nominations

Motion was made by Mrs. Brewer and seconded by Ms. Lynch to nominate Jessica Bartlett for the Office of President of the West Canada Valley Central School District Board of Education for the 2023-24 school year.

Voting results for Mrs. Bartlett for the Office of President of the Board of Education for the 2023-24 school year:
All voted in favor, 6:0 motion carried.

Oath of Office Administered to President

District Clerk, Mrs. Sheets, administered the Oath of Office for President to Mrs. Bartlett. The Meeting was then turned over to Mrs. Bartlett.

Election of Board Vice-President

Mrs. Bartlett called for nominations from the Board for the Office of Vice-President of the West Canada Valley Central School District Board of Education for the 2023-24 school year.

There was one nomination for Vice-President: Ms. Lynch nominated Mrs. Michael
Motion was made by Ms. Lynch and seconded by Mrs. Brewer to nominate Mrs. Michael for Vice-President for the 2023-24 school year

All voted in favor; 6:0 motion carried

Oath of Office Administered to Vice President

District Clerk, Mrs. Sheets, administered the Oath of Office to Board Vice President Mrs. Michael.

Appointment of Officers

Motion was made by Ms. Lynch and seconded by Mr. Kemler to approve the following appointments and designations:

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2023-24 school year:

- Clerk of the Board, Karen Sheets;
- Acting Superintendent, Glenn Broadbent
- District Treasurer, Kelley Crossett
- Tax Collector, Jill Macri, $3,605
- Internal Claims Auditor, Barbara Smith, salary $5,090

All voted in favor; motion carried 6:0

Oath of Office Administered to Officers

Ms. Crossett was administered the Oath of Office for District Treasurer, and Mrs. Sheets for Clerk of the Board.

Other Appointments

Motion was made by Mrs. Michael and seconded by Ms. Lynch to approve the following board designations:

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2023-24 school year:

Other Appointments:

- School Physician Services: Bassett Healthcare Network
- School Attorney(s): Hage & Hage; Girvin and Ferlazzo; Barclay Damon LLC
- School District Auditor: reaffirm the appointment of West and Company
- Central Treasurer Auditor: Barbara Smith
- Fiscal Advisor: Dr. Richard G. Timbs
- District Data Management: Daphne Raymo, $3,320
- CSE/CPSE Chairperson: Edmund Dougherty
- Official(s) for Bid Opening: Superintendent and Business Manager
- Data Protection Officer: Superintendent
- Affirmative Action & Title IX Officer: Superintendent
- Asbestos Designee: Herkimer BOCES Safety Office
- Pesticide Representative: Shelley Maxwell, $1,696
- Medicare Part D Management: Kelley Crossett
- Dignity Coordinator: Ritamarie Juteau, Rebecca Wood, Kady Conklin, Challee Kohl
- Arts in Education: Shane Bonney, $1,000

All voted in favor; motion carried 6:0

Board Designations

Motion was made by Mrs. Michael and seconded by Mrs. Lynch to approve the following designations:

RESOLVED, that the Board of Education designate the following for the fiscal 2023-24 school year:

- Official Bank Depositories: NBT Bank, NA and M &T Bank
- Official Newspapers: Observer Dispatch
- Regular Board of Education meeting date/time: The second Monday of each month in the high school library at 6:00 p.m. (Should a holiday fall on that day, the meeting will be held on the following day, Tuesday).

The meeting time was brought up for discussion, it was agreed by all board members to change the time of monthly meetings from 6:30 to 6:00 PM

2023-24 Board Meetings

August 7, 2023
August 28, 2023 (if needed)
September 11, 2023
October 10, 2023
November 13, 2023
December 11, 2023
January 9, 2024
February 12, 2024
March 11, 2024
April 15, 2024
May 13, 2024 (Budget Hearing/Regular Meeting)
June 10, 2024
July 8, 2024 (Re-organizational meeting)

- Records Management and Access Officer: Superintendent
- Records Appeal Designee: To be determined by the Board on a case by case basis
- Residency Determination Official: Superintendent
- 504 Coordinator: Chairperson on Special Education

- District Holidays:
  2023
  Independence Day
  Labor Day
  Columbus Day
  Veteran's Day
  Thanksgiving Day
  Friday after Thanksgiving
  Christmas Day and day preceding
  2024
  New Year's Day
  Martin Luther King Day
  President's Day
  Good Friday
  Memorial Day
  Juneteenth Day

  All voted in favor; motion carried 6:0

Committee on Special Education

Motion was made by Mrs. Lynch and seconded by Mrs. Brewer to approve the following membership:

RESOLVED, that the Board of Education designate the following for the fiscal 2023-24 school year:

- Committee on Special Education:
  - CSE Chairperson
  - School Psychologist
  - Building Administrators
  - Regular Education Teachers
  - Special Education Teachers
  - Related Service Providers (Persons having knowledge or special expertise regarding the student)
  - Guidance Counselors (Persons having knowledge or special expertise regarding the student)
  - Parents or persons in parental relationship to the student
  - Student (If appropriate)
  - School Physician (If requested in writing by the parent of the student or by a member of the school at least 72 hours prior to the meeting)
  - Parent Member (Additional parent of a student with a disability residing in the school district or a neighboring school district)

All voted in favor; motion carried 6:0

Motion was made by Ms. Lynch and seconded by Mrs. Brewer to approve the following membership:
RESOLVED, that the Board of Education designate the following for the fiscal 2023-24 school year

- Committee on Pre-School Special Education:
  - CPSE Chairperson
  - School Psychologist
  - Building Administrators
  - Regular Education Teachers (Whenever the child is or may be participating in the regular education environment)
  - Special Education Teachers/Providers
  - Related Service Providers (Persons having knowledge or special expertise regarding the student)
  - Parents or persons in parental relationship to the child
  - Professionals designated by early intervention agencies charged with the responsibility of the preschool child (in transition)
  - School Physician (If requested in writing by the parent of the student or by a member of the school at least 72 hours prior to the meeting)
  - Parent Member (Additional parent of a preschool or elementary level student with a disability residing in the school district or a neighboring school district)
  - Municipality Representative

- Impartial Hearing Officers – 2023-2024

1. Almeleh, Lynn	12. McKeever, James
2. Cutler-Igoe, Ellen	13. Millman, Tina
3. Dimeo, Maryanne	14. Rahman, Hashim
4. Flame, Lana	15. Ritzenberg, Kenneth
5. Glasser, Randy	16. Schad, Jerome

6. Gronbach, David	17. Turetsky, Aaron
7. Gronbach, Vanessa	18. Wahrman, Israel
8. Guerra, Jeffrey	19 Walsh, James
9. Kassman, Ned	20. Walsh, Marion
10. Keefe, Jeanne	21. Weiss, Sebastian
11. Lazan, Michael	22. Wolman, Mindy

- Surrogate Parents—2023-2024
    - Barbara Gaston 7460 N. Main Street, Newport, NY 13416 315-794-3469
- Central Drop Points: for students attending parochial school and who live outside the 15 mile maximum distance allowed by law for district transportation, the central pick up points are as follows:
    - West Canada Valley Campus, High School entrance

All voted in favor; motion carried 6:0

Board Authorizations

Motion made by Mrs. Michael and seconded by Ms. Lynch to approve the following designations:

- Payroll Certification: Superintendent
- Establish petty cash funds: $100.00 each for District Office and two (2) at $100.00 for each cafeteria for School Lunch Fund.
- Designation of authorized signatures on checks: School District Treasurer
- Purchasing Agent: Superintendent
- Mileage allowance: as per Internal Revenue Service mileage rates to staff members who use their personal vehicle for school business with authorization of the Superintendent of Schools.
- Transfer of funds: the Board of Education authorizes the Superintendent of Schools to make budget transfers. Such authorization would include responsibility that the Superintendent of Schools make full disclosure of all transfers at the next regularly scheduled Board of Education meeting. All transfers will be made in accordance with Education Law and Board policy.
- Signature for National School Food Services Program: the Board of Education authorizes the Cook/Manager, District Treasurer, and the Superintendent of Schools as the official signature(s) for the renewal and monthly reports for participation in the National School Food Services Program, and that they be authorized to sign all forms relevant to any federal funds related to the school food services program.

Certification: Authorization Verification Officer – Shelby Butler
Hearing Officer – School Business Manager

RESOLVED, that the Board of Education establish the following rates of pay "District Rates" reference chart for the 2023-24 school year.

- **District Rates**
    - Per Diem substitute rates –$105.00 Non-certified Teacher
      $125.00 NYS Certified Teacher
      $100.00 Teacher Assistant
      $100.00 In- school suspension
    - Long Term Substitute - Teacher Salary-Step 1*
      WCV Retired Teacher –Step 10*
      *After 20 consecutive days of subbing, retroactive to the day 1
    - District hourly rates -
      $32.00 Accompanist
      $25.00 Adult Education
      $50.00 Orchestra Member
      Contractual hourly wage – Non Instructional
    - Scorekeepers $20.00 per game for Varsity & JV games
    - Timers - $50.00 per night
    - Chaperones - $50.00 Home events – to include extra and co-curricular events
      $60.00 per event – Away events
    - Scouting - $35.00 per game for scouting of opposing sports teams
    - Video Live Stream $35.00 per night
    - Building Use Rate $45.00 per hour for reimbursement of Operations and Maintenance staff expenditures incurred during non-school related functions **with the exception of youth sports.**
    - Instructor Rates for American Red Cross Courses CPR-PR/AED - Renewal $20; New $30
      Community CPR - Renewal $15; New $25
      First Aid - Renewal $15; New $25
      Responding to Emergencies.-Renewal $35; New $65

	Community CPR & First Aid-Renewal $25; New $40 Lifeguard - Renewal $30; w/waterfront $40 Lifeguard - New $50; w/waterfront $60 Lifeguard & CPR-PR-Renewal $40; w/waterfront $50 Lifeguard & CPR-PR - New $60; w/waterfront $70
● Fingerprinting Policy	District pays for fingerprinting of full-time employees, coaches & part time employees. Substitute employees will be reimbursed for fingerprinting expenses (with proof of payment) after completion of 5 per diem days or 40 hours of service to the District have been rendered.
● Coaching Courses	No Reimbursement
● Bus Driver Training	Following completion of the course, employees will be paid for taking the 30 hour course after 30 hours of service to the District have been rendered.

All voted in favor, motion carried 6:0

Bonding of Personnel

Motion was made by Mrs. Michael and seconded by Ms. Lynch to approve the following bonding personnel;

RESOLVED, that the Board of Education bond the following personnel for the fiscal 2023-24 school year:

- District Treasurer in the amount of $1,000,000
- District Tax Collector in the amount of $1,000,000
- Audit Committee in the amount of $100,000
- All other employees (including Internal Claims Auditor) in the amount of $100,000

Records Access Copy Fee, Conference Approvals, Policies in Effect during the Previous Year, Co-Curricular Advisors, Approval of Tellers

RESOLVED, that the Board of Education establish the records access copying fee at $.25 per copy (to include labor) as per Board policy, and

RESOLVED, that the Superintendent be authorized to approve all regular day and overnight conference attendance in keeping with Board of Education policy, contractual obligations, and budgetary considerations, and

RESOLVED, that the Board of Education adopt of the Board of Education policy manual as currently constituted.

RESOLVED, that the Board of Education adopt the district Code of Conduct as presented

RESOLVED, that the Board of Education approve the following tellers for the 2023-24 school elections:

Nancy Clarke, Monica Edwards, Maryanne Evans, Rosemary Fitsimmons, Nancy Harris, Debby Kaiding , Melissa McKerrow, Lila Palmer, Joyce Patti, Daphne Raymo, Nan Roesler, Tina Sternberg, MaryLou Flansburg, Susan Kerr

All voted in favor; motion carried 6:0

Motion made by Ms. Lynch and seconded by Mrs. Michael to adjourn the meeting

Meeting adjourned: 6:15PM

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President, Board of Education Clerk, Board of Education

WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JULY 10, 2023

Members Present
Roger Kemler
Jessica Bartlett
Shauna Michael
Janine Lynch
Edwin Schatzel
Alisa Brewer

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Ed Dougherty, Director of Special Progams/Athletics
Felix Ray, Transportation Director

Members Absent
Sara Northup-Lynch

Mrs. Bartlett called meeting to order at 6:16 PM

Approval of Consent Agenda

Motion was made by Ms. Lynch and seconded by Mrs. Brewer to approve the following resolution:

RESOLVED, that the following consent agenda items be approved and or accepted: prior minutes for 5/16/23, 6/7/23 the warrant report, CSE/CPSE report (not available), and central treasurer's report, budget report, claims audit report (not available).

All voted in favor; motion carried 6:0

Executive Session

Motion was made by Ms. Lynch and seconded by Mrs. Michael to enter into executive session at 6:25 to discuss personnel matters including review and appointment of employees and contract negotiations.
All voted in favor, 6:0 motion carried.

Exit executive session: 6:39pm

ACTION ITEM: PERSONNEL

Upon recommendation of the Superintendent, motion made by Ms. Lynch and seconded by Mrs. Brewer to accept the following resolution,
RESOLVED, to accept with regret and thanks resignation;

Name: D.J. Shepardson
Position: Superintendent of Schools
Effective: September 30, 2023

All voted in favor; motion carried 6:0

Upon recommendation of the Superintendent, motion made by Mrs. Michael and seconded by Mr. Schatzel to accept the following resolution,
RESOLVED, to appoint;

Name: Tiffany Lynch
Position: Custodian, 6-month probationary appointment
Salary: Per the negotiated hourly rate of the CSEA bargaining agreement
Effective: July 11, 2023

All voted in favor; motion carried 6:0

Upon recommendation of the Superintendent, motion made by Mrs. Michael and seconded by Ms. Lynch to accept the following resolution,
RESOLVED, to appoint;

Name: Christine Wiatr

Position: Mentor Coordinator
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

All voted in favor; motion carried 6:0

Upon recommendation of the Superintendent, motion made by Ms. Lynch and seconded by Mrs. Brewer to accept the following resolution,
RESOLVED, to appoint;

Name: Anne Murphy
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

Name: Emily Goggin
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

Name: Jessica Farber
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

Name: Kim Christiano
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

Name: Lisa Lawton
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

Name: Rebecca McCaw
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2023-24 school year

All voted in favor; motion carried 6:0

Motion made by Ms. Lynch and seconded by Mrs. Michael to approve the Extra-curricular Advisors (as presented) for the 2023-24 school year.
All voted in favor; motion carried 6:0

Activity	**Name**	**2023-24**
Art Club	Bronwen Keefer/Ricci Sayers	2
Asst. Drama Director	Joyce Patti	5
BAA	Tina Sternberg	5
Central Treasurer	Shane Bonney	5
Drama Director	Patricia Lang	5
FCCLA	Gina Malin	5
FFA	Kiley Treen	3
GAA	Tina Sternberg	5
Garden Club	Carey Stewart	3
Grade 7	Anne Murphy	5
Grade 8	Ed Dougherty	1
Grade 9	Ritamarie Juteau	5
Grade 10	Emily Goggin	2
Grade 11	Anne Murphy	5
Grade 12	Victoria Petro	3
Grade 12 Assistant	Shane Bonney	5
International Club	Leonora Foster	5
Jazz Ensemble	Scott Bonney	5
Marching Band	Shane Bonney	5
Marching Band Assistant	Scott Bonney	5
Musical Assistant	Andrew DeJesus	5
Musical Director	Shane Bonney	5
National Jr. Honor Society	Ritamarie Juteau	5
National Sr. Honor Society	Melissa Maine	5

SISTERS	Courtney Valasek	5
Ski Club	Ed Dougherty	1
Stage Manager	Scott Bonney	5
Student Council	Abigail Rose	3
West Canadians Director	Andrew DeJesus	5
Yearbook	Lynnsey Buckley	1

Upon recommendation of the Superintendent, motion made by Mr. Kemler and seconded by Ms. Lynch to accept the following resolution,
RESOLVED, to appoint;

Name: Jon Speich
Position: Interim Elementary Principal
Effective: July 5, 2023
All voted in favor; motion carried 6:0

Upon recommendation of the Superintendent, motion made by Ms. Lynch and seconded by Mrs. Brewer to accept the following resolution,
RESOLVED, to appoint;

Name: Tracey Farber
Position: Substitute Teacher Assistant
Salary: per the negotiated hourly rate of the CSEA bargaining agreement
Effective: July 5, 2023
All voted in favor; motion carried 6:0

Action Item: Superintendent Search Resolution

Mrs. Sherwood, District Superintendent of Herkimer BOCES explained to the board the steps to begin the search for a new superintendent, it was agreed to have Mrs. Sherwood coordinate the search and Mrs. Bartlett read the Superintendent Search Resolution.
Motion was made by Mr. Schatzel and seconded by Ms. Lynch to approve the Superintendent Search Resolution as presented.
All voted in favor; motion carried 6:0

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Discussion Item: Transportation Request

Mr. Shepardson updated the board on a Transportation request that was received after the deadline for transportation not in our current bus runs. A motion was made by Mrs. Michael and seconded by Mr. Schatzel to consider the request for transportation. All voted in favor; motion carried 6:0

After some discussion, a motion was made by Mrs. Michael and seconded by Mr. Schatzel to look for approval of the request. 2 yes (Mrs. Brewer, Mr. Kemler) and 4 denials (Ms. Lynch, Mrs. Bartlett, Mrs. Michael, Mr. Schatzel). The transportation request was denied: 4:2 motion carried.

Discussion Item: Capital Project Update

Mr. Shepardson updated the board on the current project, he will updated the board as new information becomes available.

Discussion Item: 2024 Ceremonies

Mr. Shepardson explained that no ceremonies will be able to happen outside next year due to phase II of the capital project. It was decided to move all ceremonies for next year back to the auditorium.

Announcements

August 7, 2023 Regular Board Meeting
August 28, 2023Special Meeting (if necessary)

Public Comments

No public comments were noted

Re-enter executive session

A motion made by Ms. Lynch and seconded by Mr. Schatzel to re-enter executive session for the discussion of personnel matters, including current vacancies.

All voted in favor, motion carried 6:0

Entered executive session: 7:32PM
Exit executive session: 9:07PM

A motion made by Ms. Lynch and seconded by Mrs. Michael to name Mr. Shepardson, district clerk.
All voted in favor; motion carried 6:0

Adjournment

Motion made by Mr. Schatzel and seconded by Ms. Lynch to adjourn the meeting.
All voted in favor; motion carried 6:0
Meeting adjourned: 9:08PM

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President, Board of Education Clerk, Board of Education