WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 11, 2022

Members Present
Roger Kemler
Shawn Schultz
Shauna Michael
Janine Lynch
Jessica Bartlett
Sara Northup-Lynch

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Mr. Glenn Broadbent
Mrs. Correne Holmes
Mr. Ed Doughertty

Absent:
Carson Marko

Call to Order

Mr. Shepardson welcomed everyone to meeting and turned the meeting over to District Clerk, Karen Sheets, 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 2022-23 school year.

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

Motion was made by Mrs. Schultz 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 2022-23 school year.

Voting results for Mrs. Bartlett for the Office of President of the Board of Education for the 2022-23 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 2022-23 school year.

There was one nomination for Vice-President: Mrs. Schultz nominated by Mrs. Michael
Motion was made by Mrs. Schultz and seconded by Mrs. Northup-Lynch to nominate Mrs. Michael for Vice-President for the 2022-23 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 Mrs. Schultz and seconded by Mrs. Northup-Lynch 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 2022-23 school year:

- Clerk of the Board, Karen Sheets;
- Acting Superintendent, Correne Holmes
- District Treasurer, Kelley Crossett
- Tax Collector, Jill Macri, $3,500
- Internal Claims Auditor, Barbara Smith, salary $4,942

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

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2022-23 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, $3,223
- 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, $1,647
- Medicare Part D Management: Kelley Crossett
- Dignity Coordinator: Ritamarie Juteau, Rebecca Wood, Kady Conklin, Vanessa Boyer
- Arts in Education: Shane Bonney, $1,000

All voted in favor; motion carried 6:0

Board Designations

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

RESOLVED, that the Board of Education designate the following for the fiscal 2022-23 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

2022-23 Board Meetings

August 8, 2022
August 29, 2022 (if needed)
September 12, 2022
October 11, 2022
November 14, 2022
December 12, 2022
January 9, 2023
February 13, 2023
March 13, 2023
April 3, 2023
May 8, 2023 (Budget Hearing/Regular Meeting)
June 12, 2023
July 10, 2023 (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:

  2022

  Independence Day
  Labor Day
  Columbus Day
  Veteran's Day
  Thanksgiving Day
  Friday after Thanksgiving
  Christmas Day and day preceding

  2023

  New Year's Day
  Martin Luther King Day
  President's Day
  Good Friday
  Memorial Day
  Juneteenth Day

- 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)

- 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 – 2022-2023

1. Almeleh, Lynn	12. Lazan, Michael
2. Briglio, Robert	13. McKeever, James
3. Cutler-Igoe, Ellen	14. Millman, Tina
4. Dimeo, Maryanne	15. Ritzenberg, Kenneth
5. Flame, Lana	16. Schad, Jerome
6. Glasser, Randy	17. Turetsky, Aaron
7. Gronbach, David	18. Wahrman, Israel
8. Gronback, Vanessa	19 Walsh, James
9. Guerra, Jeffrey	20. Walsh, Marion
10. Keefe, Jeanne	21. Weiss, Sebastian
11. Kehoe, Martin	22. Wolman, Mindy

- Surrogate Parents—2022-2023

  - 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

Motion made by Mrs. Northup-Lynch and seconded by Mrs. Schultz 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 2022-23 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 -	$31.00 Teacher $15.00 Teacher Assistant $25.00 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 per event – 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	$
• 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

Motion made by Mrs. Northup-Lynch and seconded by Mrs. Schultz to approve the following Bonding Personnel. All voted in favor motion carried 6:0

Bonding of Personnel

RESOLVED, that the Board of Education bond the following personnel for the fiscal 2021-22 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

Motion made by Mrs. Northup-Lynch and seconded by Mrs. Michael to approve the following, all voted in favor motion carried 6:0

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

Motion made by Mrs. Michael and seconded by Ms. Lynch to approve conferences, all voted in favor motion carried 6:0

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

Motion made by Ms. Lynch and seconded by Mrs. Schultz to approve the board of education policy manual in effect during previous fiscal year. All voted in favor motion carried 6:0

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

Motion made by Mrs. Northup-Lynch and seconded by Ms. Lynch to adopt District code of conduct in effect during the previous fiscal year, all voted in favor motion carried 6:0

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

Motion made by Mrs. Schultz and seconded by Ms. Lynch to approve tellers for the school elections, all voted in favor motion carried 6:0

RESOLVED, that the Board of Education approve the following tellers for the 2022-23 school elections:

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

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

Meeting adjourned: 6:17PM

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President, Board of Education Clerk, Board of Education

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REGULAR MEETING
MONDAY, JULY 11, 2022

Members Present
Roger Kemler
Jessica Bartlett
Shauna Michael
Janine Lynch
Shawn Schultz
Sara Northup-Lynch

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Glenn Broadbent, MS/HS Principal
Correne Holmes, Elementary Principal
Ed Dougherty, Director of Special Progams/Athletics

Carson Marko-absent

Mrs. Bartlett called meeting to order at 6:19 PM

Approval of Consent Agenda

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

RESOLVED, that the following consent agenda items be approved and or accepted: prior minutes for 6/13/22, the warrant report, CSE/CPSE report, and central treasurer's report, budget report, claims audit report.

All voted in favor; motion carried 6:0

Executive Session

Motion was made by Ms. Lynch and seconded by Mrs. Northup-Lynch to enter into executive session at 6:27 to discuss personnel matters including review and appointment of employees and contract negotiations.
All voted in favor, 6:0 motion carried.

Exit executive session: 7:23pm

ACTION ITEM: CSEA Contract

Motion made by Mrs. Schultz and seconded by Mrs. Northup-Lynch to accept the CSEA bargaining agreement as presented.
All voted in favor; motion carried 6:0

ACTION ITEM: **BOCES PROJECT INTER-MUNICIPAL AGREEMENT (IMA)**

Motion made by Mrs. Northup-Lynch and seconded by Mrs. Schultz to approve the BOCES Project (IMA) as presented.

5 yes, 1 no (Mr. Kemler); motion carried 5:1

ACTION ITEM: STANDARDIZATION RESOLUTION

Motion made by Mrs. Schultz and seconded by Mrs. Northup-Lynch to approve the standardization resolution to upgrade to the HVAC systems run by TRAINE system.
All voted in favor; motion carried 6:0

ACTION ITEM: PERSONNEL

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

Name: Sonja Flansburg
Position: Teacher Assistant
Effective: August 9, 2022

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: Michael Brewer
Position: Building Mechanic
Salary: Per the negotiated hourly rate of the CSEA bargaining agreement retroactive to July 1, 2022
Effective: July 1, 2022

All voted in favor; motion carried 6:0

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

Name: Christine Wiatr
Position: Mentor Coordinator
Salary: per the WCVTA bargaining agreement
Effective: 2022-23 school year

All voted in favor; motion carried 6:0

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

Name: Anne Murphy
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2022-23 school year

All voted in favor; motion carried 6:0

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

Name: Dustin Cool
Position: Teacher Mentor
Salary: per the WCVTA bargaining agreement
Effective: 2022-23 school year

5 yes, 1 no (Mr. Kemler); motion carried 5:1

Motion made by Ms. Lynch and seconded by Mrs. Schultz to approve the Extra-curricular Advisors (as presented) for the 2022-23 school year.
All voted in favor; motion carried 6:0

Activity	**Name**	**2022-23**
Art Club	Bronwen Keefer/Ricci Sayers	1
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	2
GAA	Tina Sternberg	5
Garden Club	Carey Stewart	2
Grade 7	Anne Murphy	5
Grade 8	Patricia Lang	5
Grade 9	Ritamarie Juteau	5
Grade 10	Karlie Maloney	1
Grade 11	Anne Murphy	5
Grade 12	Victoria Petro	1
Grade 12 Assistant	Shane Bonney	4
International Club	Leonora Foster	5
Jazz Ensemble	Scott Bonney	5
Marching Band	Shane Bonney	5
Marching Band Assistant	Scott Bonney	4
Musical Assistant	Andrew DeJesus	4
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	Patricia Lang	5

Stage Manager	Scott Bonney	4
Student Council	Abigail Rose	2
West Canadians Director	Andrew DeJesus	4
Yearbook	Gloria Ackman	5

Discussion Item: School Year Summary

Mr. Shepardson discussed with the board the first year back from COVID. Mr. Shepardson updated the board on plans for all the end-of-the year events. Mr. Shepardson reported that Morning Program would return for the elementary students. Mr. Shepardson will update the board as new information becomes available.
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Discussion Item: Capital Project

Mr. Shepardson updated the board on the emergency project to replace expansion tank as well as updates to the rest of the upcoming capital project. Mr. Shepardson will update the board as new information becomes available.

Discussion Item: Athletic Contract

Mr. Shepardson updated the board on possible changes to be made to the current Athletic Contract, Mr. Shepardson will make changes as discussed and will bring the contract with changes back for discussion at the August meeting.

Announcements

August 8, 2022 Regular Board Meeting
August 29, 2022 Special Meeting (if necessary)

Public Comments

No public comments were noted

Adjournment

A motion made by Ms. Lynch and seconded by Mrs. Michale to adjourn the meeting.
All voted in favor, motion carried 6:0

Meeting adjourned: 8:11 PM

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President, Board of Education Clerk, Board of Education