WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 12, 2021

Members Present
Roger Kemler
Shawn Schultz
Carson Marko
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
Mr. Felix Ray

Call to Order

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 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 2021-22 school year.

Ms. Lynch nominated Mrs. Schultz for Board President

Motion was made by Mrs. Bartlett and seconded by Ms. Lynch to nominate Shawn Schultz for the Office of President of the West Canada Valley Central School District Board of Education for the 2021-22 school year.

Voting results for Mrs. Schultz for the Office of President of the Board of Education for the 2021-22 school year:
All voted in favor, 7:0 motion carried.

Oath of Office Administered to President

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

Election of Board Vice-President

Mrs. Schultz 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 2021-22 school year.

There were two nominations for Vice-President: Mrs. Michael nominated by Mr. Kemler and Mrs. Bartlett nominated by Ms. Lynch
Those in favor of Mrs. Michael; 3
Those in favor of Mrs. Bartlett; 4

Motion was made by Ms. Lynch and seconded by Mrs. Northup to nominate Mrs. Bartlett, Vice-President for the 2021-22 school year.

Motion carried; 4:3

Oath of Office Administered to Vice President

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

Appointment of Officers

Motion was made by Mrs. Bartlett and seconded by Mrs. Michael to approve the following resolutions:

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2021-22 school year:

- Clerk of the Board, Karen Sheets;
- Acting Superintendent, Correne Holmes
- District Treasurer, Kelley Crossett
- Tax Collector, Jill Macri, $1,136
- Internal Claims Auditor, Barbara Smith, salary $4,798

All voted in favor; motion carried 7:0

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 Ms. Lynch and seconded by Mrs. Michael to approve the following appointments;

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2021-22 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, $3,129
- 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, $1,599
- 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 7:0

Board Designations

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

RESOLVED, that the Board of Education designate the following for the fiscal 2021-22 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 6:30 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

2021-22 Board Meetings

August 9, 2021
August 30, 2021 (if needed)
September 13, 2021
October 12, 2021
November 8, 2021
December 13, 2021
January 10, 2022
February 14, 2022
March 14, 2022
April 4, 2022
May 9, 2022 (Budget Hearing/Regular Meeting)
June 13, 2022
July 11, 2022 (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:
  2021
  Independence Day
  Labor Day
  Columbus Day
  Veteran's Day
  Thanksgiving Day
  Friday after Thanksgiving
  Christmas Day and day preceding
  2022
  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 – 2021-2022

  1. Almeleh, Lynn
  2. Bilik, James D.
  3. Briglio, Robert
  4. Dimeo, Maryanne
  5. Flame, Lana
  6. Gronbach, Vanessa
  7. Guerra, Jeffrey
  7. Kehoe III, Martin
  8. Lazan, Michael
  9. McKeever, James
  10. Rizenberg, Kenneth
  11. Schad, ESQ, Jerome
  12. Jeffrey, Guerra
  13. Turetsky, Aaron
  14. Walsh, James
  15. Walsh, Marion
  16. Wolman, Mindy

- Surrogate Parents—2021-2022

  - 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 7:0

Motion made by Ms. Lynch and seconded by Mrs. Northup 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 – Joanne VanAernam
  Hearing Officer – School Business Manager

RESOLVED, that the Board of Education establish the following rates of pay "District Rates" reference chart for the 2021-22 school year.

- **District Rates**

• Per Diem substitute rates –	$90.00 Non-certified Teacher $100.00 NYS Certified Teacher $85.00 Teacher Assistant $85.00 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 -	$25.00 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
• 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.

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

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 2021-22 school elections:

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

All voted in favor, 7:0 motion carried

Motion made by Mr. Kemler and seconded by Mrs. Bartlett to adjourn the meeting

Meeting adjourned: 6:16PM

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President, Board of Education Clerk, Board of Education

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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
Felix Ray,Transportation Supervisor
Ms. Lynne Swartz

Mrs. Schultz called meeting to order at 6:30 PM

Approval of Consent Agenda

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

RESOLVED, that the following consent agenda items be approved and or accepted: prior minutes for 6/14/21, the warrant report, CSE/CPSE report, and central treasurer's report, budget report, claims audit report.

All voted in favor; motion carried 7:0

Executive Session

Motion was made by Ms. Lynch and seconded by Mrs. Bartlett to enter into executive session at 6:45 to discuss personnel matters including review and appointment of employees and contract negotiations.
All voted in favor, 7:0 motion carried.

Exit executive session: 7:17pm

Action Item: Personnel Report

Motion made by Ms. Lynch and seconded by Mrs. Northup-Lynch to accept the resignation of Crystal Cornacchia, Teacher Aide, effective, June 30, 2021

All voted in favor; motion carried 7:0

Motion made by Mrs. Bartlett and seconded by Mrs.Michael to rescind the appointment of Glenn Miner, modified football coach, July 12, 2021.

All voted in favor; motion carried 7:0

Motion made by Mrs. Northup-Lynch and seconded by Ms. Lynch to approve parental/child care leave for Shelly Hazard, physical education teacher on or about September 1, 2021 with anticipated return on or about January 3, 2022, per discussion a medical note will be needed before returning.

All voted in favor; motion carried 7:0

Motion made by Mrs. Michael and seconded by Ms. Lynch to approve Kelsi Taylor, 4-year probationary appointment in the tenure area of Special Education, Step 2 of the WCVTA bargaining agreement effective September 1, 2021

All voted in favor; motion carried 7:0

Motion made by Mrs. Bartlett and seconded by Ms. Lynch to approve teacher mentors for the 2021-22 school year per the WCVTA bargaining agreement:

Christine Wiatr, Mentor Coordinator
Faculty Mentors:
Gloria Ackman
Gretchen Blynt
Scott Bonney
Andrew Duffer
Jessica Farber
Emily Goggin
Anne Murphy

All voted in favor; motion carried 7:0

Motion made by Ms. Lynch and seconded by Mrs. Bartlett to approve as presented the extra-curricular advisors for the 2021-22 school year

Activity	Name	2021-22
Art Club	TBD	
Asst. Drama Director	Joyce Patti	5
BAA	Tina Sternber	4
Central Treasurer	Shane Bonney	5
Drama Director	Patricia Lang	5
FCCLA	Gina Malin	5
GAA	Tina Sternberg	4
Garden Club	Carey Stewart	1
Grade 7	Anne Murphy	5
Grade 8	Patricia Lang	5
Grade 9	Ritamarie Juteau	4
Grade 10	Andrew Duffer	3
Grade 11	Anne Murphy	5
Grade 12	Victoria Petro	1
Grade 12 Assistant	Shane Bonney	4
International Club	Leonora Foster	5
Jazz Ensemble	Scott Bonnet	5
Marching Band	Shane Bonney	5
Marching Band Assistant	Scott Bonney	3
Musical Assistant	Andrew Duffer	3
Musical Director	Shane Bonney	3
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	3
Student Council	Abigail Rose	1
West Canadians Director	Andrew Duffer	3
Yearbook	Gloria Ackman	5

All voted in favor; motion carried 7:0

Motion made by Mrs. Michael and seconded by Ms. Lynch to approve Crystal Cornacchia, substitute teacher, teacher assistant, monitor/aid grades K-12 per the district approved rate sheet effective September 1, 2021

All voted in favor; motion carried 7:0

Action Item: Special Education Plan

Motion made by Ms. Lynch and seconded by Mr. Kemler to approve the Special Education Plan for the 2021-22 school year.

All voted in favor; motion carried 7:0

Discussion Item: Opening Plan

Mr. Shepardson discussed with the board that information is not being released in a timely manner between the State and Department of Health. At this time, plans are moving forward to have all students return to school in-person with regular schedules. Mr. Shepardson will update the board as new information and guidelines becomes available
.

Discussion Item: 2022 Graduation Ceremony

Mr. Shepardson discussed the graduation and other ceremonies that were held this year outside this year. Mr. Shepardson asked for feedback for next year's graduation. It was agreed to move forward with plans for outside graduation for 2022 with a back-up plan in place in case of inclement weather. Mr. Shepardson will update the board has information becomes available.

Discussion Item: Capital Project

Mr. Shepardson discussed the capital project and what areas of work will be included in the project. The board was in agreement to move forward with the base project as presented. Mr. Shepardson will update the board as new information becomes available.

Announcements

August 9, 2021 Regular Board Meeting
August 30, 2021 Special Meeting (if necessary)

Public Comments

No public comments were noted

Re-Enter Executive Session

Motion made by Ms. Lynch and seconded by Mrs. Michael to re-enter executive session to discuss appointment of personnel matters including review and appointment of employees and contract negotiations.

All voted in favor; motion carried 7:0
Re-enter 8:30 PM Exit: 9:29

Motion made by Ms. Lynch and seconded by Mrs. Bartlett to appoint Mr. Shepardson, District Clerk.
All voted in favor; motion carried 7:0

Adjournment

A motion made by Mrs. Michael and seconded by Ms. Lynch to adjourn the meeting.
All voted in favor, motion carried 7:0

Meeting adjourned: 9:30 PM

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President, Board of Education Clerk, Board of Education