WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 13, 2020

Members Present
Charles Gage
Roger Kemler
Shawn Schultz
Carson Marko
Shauna Michael
Janine Lynch
Jessica Bartlett

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Mr. Glenn Broadbent

Call to Order

District Clerk, Karen Sheets, called the meeting to order at 6:19pm.

Re-organizational Activities

Pledge of Allegiance

The pledge was recited by all present.

Administration of Oath to Board Members

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

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 2020-21 school year.

Motion was made by Ms. Lynch and seconded by Mr. Gage to nominate Shawn Schultz for the Office of President of the West Canada Valley Central School District Board of Education for the 2020-21 school year.

Voting results for Mrs. Schultz for the Office of President of the Board of Education:
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 2020-21 school year.

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

Motion was made by Mr. Gage and seconded by Ms. Lynch to nominate Mrs. Bartlett, Vice-President for the 2020-21 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. Michael and seconded by Mr. Gage 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 2020-21 school year:

- Clerk of the Board, Karen Sheets;
- Acting Superintendent, Correne Holmes
- District Treasurer, Kelley Crossett

- Tax Collector, Jill Macri, $1,104
- Internal Claims Auditor, Barbara Smith, salary $4,663

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 2020-21 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, $3,041
- 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, $1,554
- 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 2020-21 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).
- 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:

  2020
  Independence Day
  Labor Day
  Columbus Day
  Veteran's Day
  Thanksgiving Day
  Friday after Thanksgiving
  Christmas Day and day preceding

  2021
  New Year's Day
  Martin Luther King Day
  President's Day
  Good Friday
  Memorial 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 – 2020-2021

  1. Almeleh, Lynn
  2. Bilik, James D.
  3. Briglio, Robert
  4. Dimeo, Maryanne
  5. Flame, Lana
  6. Gronbach, Vanessa
  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—2020-2021

  - 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; 7:0 motion carried

Motion made by Ms. Lynch and seconded by Mr. Gage to approve the following board authorizations:

- 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 2020-21 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 2020-21 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

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RESOLVED, that the Board of Education approve the following tellers for the 2020-21 school elections:

Nancy Clarke, Cliff Crossett, Monica Edwards, Maryanne Evans, Marie Florian, Debby Kaiding, Betty Kemler, Rosemary Fitzsimons, Melissa McKerrow, John Murphy, Lila Palmer, Joyce Patti, Daphne Raymo, Nan Roesler, Dorothy Spellman, Janet Strumlock, Tina Sternberg, MaryLou Flansburg, Susan Kerr

All voted in favor, 7:0 motion carried

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

Meeting adjourned: 6:32PM

WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION
REGULAR MEETING
MONDAY, JULY 13, 2020

Members Present
Charles Gage
Roger Kemler
Mrs. Bartlett
Carson Marko
Shauna Michael
Janine Lynch
Shawn Schultz

Others Present
D.J. Shepardson, Superintendent
Kelley Crossett, Business Manager
Karen Sheets, District Clerk
Glenn Broadbent, MS/HS Principal
Correne Holmes, Elementary Principal
Kathy McEvoy
Debby Kaiding
Robert Batson

Mrs. Schultz called meeting to order at 6:34 PM

Approval of Consent Agenda

Motion was made by Mr. Gage and seconded by Mrs. Bartlett to approve the following resolution:

RESOLVED, that the following consent agenda items be approved and or accepted: prior minutes for 6/8/20, 6/16/20 and, 6/20/20 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 Mrs. Michael and seconded by Ms. Lynch to enter into executive session at 6:45 to discuss personnel matters.
All voted in favor, 7:0 motion carried.

Exit executive session: 7:00pm

Action Item-Senior Gift

Motion was made by Mrs. Bartlett and seconded by Mr. Gage to accept with thanks a donation from the Class of 2020—A WCV purple table covering.
All voted in favor; motion carried 7:0

Discussion Item: **Lunch Prices**

Motion made by Mrs. Michael and seconded by Ms. Lynch to accept the school lunch prices for the 2020-21 school ear
All voted in favor; motion carried 7:0

Discussion Item: Bus Bond Resolution

The bus bond resolution vote was taken at the 6/16/20 Special meeting, Unfortunately, we did not have a 2/3 majority of board members, so we need to take another vote at this time.

Motion was made by Mrs. Bartlett and seconded by Mr. Gage to approve the Bus Bond Resolution not to exceed $314, 399 for the purchase of 4 new buses.
All voted in favor; motion carried 7:0

Discussion Item: Reopening Plan

Mr. Shepardson discussed the reopening of school, the board was given all the current information provided by the state to begin the plan for reopening. Plans need to be in to the state by July 31st. The Governor will announce when schools will re-open the week of August 1st. Mr. Shepardson will update the board as new information becomes available.

Discussion Item: ESSA Update

Mr. Broadbent updated the board on the SCEP Plan for middle school that is being submitted to the state this week. Mr. Shepardson thanked Mr. Broadbent creating the plan and meeting with the appropriate people to keep our school on track with our plan. Mr. Shepardson will update the board as new information becomes available.

Announcements

August 10, 2020 Regular Board Meeting
August 31, 2020 Special Meeting (if necessary)

Public Comments

Mrs. McEvoy and Mrs. Schultz thanked all involved with making the 6th and HS Graduations a success. Mrs. McEvoy had feedback from several parents who were so thankful that we were able to have the limited ceremony to recognize our students this year. Mrs. McEvoy also commented that she hopes we will be able to continue our online meetings as she has received feedback from these as well, community members like opportunity to tune into the board meetings from home, or refer back to them at a later date. Mr. Shepardson will investigate what can be done to continue our virtual meetings as well as in-person meetings.

Adjournment

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

Meeting adjourned: 7:51 PM

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President, Board of Education Clerk, Board of Education