

WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION  
REORGANIZATIONAL MEETING  
MONDAY, JULY 18, 2019

**Members Present**

Charles Gage  
Roger Kemler  
Karen Murphy  
Carson Marko  
Shauna Michael  
Janine Lynch  
Jessica Bartlett

**Others Present**

D.J. Shepardson, Superintendent  
Kelley Crossett, Business Manager  
Karen Sheets, District Clerk

**Call to Order**

District Clerk Karen Sheets called the meeting to order at 6:02pm.

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 2019-20 school year.

Motion was made by Mrs. Bartlett and seconded by Mrs. Murphy to nominate Charles Gage for the Office of President of the West Canada Valley Central School District Board of Education for the 2019-20 school year.

Voting results for Mr. Gage 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 Mr. Gage. The Meeting was then turned over to Mr. Gage

**Election of Board Vice-President**

Mr. Gage 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 2019-20 school year.

Motion was made by Mrs. Murphy and seconded by Ms. Lynch to nominate Mrs. Bartlett for the office of Vice-President of the West Canada Valley Central School District Board of Education for the 2019-20 school year.  
All voted in favor; 7:0 motion carried

**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. Murphy and seconded by Ms. Lynch 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 2019-20 school year:

- Clerk of the Board, Karen Sheets;
- Acting Superintendent, Correne Holmes
- District Treasurer, Kelley Crossett
- Tax Collector, Jill Macri, \$1,082
- Internal Claims Auditor, Barbara Smith, salary \$4,572

All voted in favor; 7:0 motion carried.

## 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 2019-20 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, \$2,981
- 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, \$1,524
- Medicare Part D Management: Kelley Crossett
- Dignity Coordinator: Ritamarie Juteau, Rebecca Wood, Kady Conklin, Amy Locke
- Arts in Education: Shane Bonney, \$1,000

All voted in favor; 7:0 motion carried.

## Board Designations

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

RESOLVED, that the Board of Education designate the following for the fiscal 2019-20 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

All voted in favor; 7:0 motion carried

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

- District Holidays:
  - 2019
    - Independence Day
    - Labor Day
    - Columbus Day
    - Veteran's Day
    - Thanksgiving Day
    - Friday after Thanksgiving
    - Christmas Day and day preceding
  - 2020
    - 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 – 2019-2020

1. Almeleh, Lynn	9. McKeever, James
2. Bilik, James D.	10. Ritzenberg, Kenneth
3. Briglio, Rober.	11. Schad ESQ., Jerome
4. Dimeo, Maryanne	12. Tessler, Craig
5. Flame, Lana	13. Turetsky, Aaron
6. Gronbach, Vanessa	14. Walsh, James
7. Kehoe III, Martin	15. Walsh, Marion
8. Lazan, Michael	16. Wolman, Mindy
- Surrogate Parents—2019-2020
    - 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 Mrs. Murphy 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

All voted in favor; 7:0 motion carried

Motion made by Mrs. Murphy and seconded by Mrs. Bartlett to approve the following resolution

RESOLVED, that the Board of Education establish the following rates of pay “District Rates” reference chart for the 2019-20 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.

All voted in favor, 7:0 motion carried

#### **Bonding of Personnel**

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

RESOLVED, that the Board of Education bond the following personnel for the fiscal 2019-20 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 2019-20 school elections:

Nancy Clarke, Cliff Crossett, Monica Edwards, Maryanne Evans, Rosemary Fitzsimons, Marie Florian, Debby Kaiding, Betty Kemler, Joann Lyon, 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 Mrs. Murphy and seconded by Ms. Lynch to adjourn the meeting

Meeting adjourned: 6:30

WEST CANADA VALLEY CENTRAL SCHOOLS BOARD OF EDUCATION  
REGULAR MEETING  
MONDAY, JULY 18, 2019

**Members Present**

Charles Gage  
Roger Kemler  
Karen Murphy  
Carson Marko  
Shauna Michael  
Janine Lynch  
Jessica Bartlett

**Others Present**

D.J. Shepardson, Superintendent  
Kelley Crossett, Business Manager  
Karen Sheets, District Clerk  
Kenneth Smith, Director of Facilities  
Greg Royer/Heather Maxwell-TRANE \

**Executive Session**

Motion was made by Mrs. Murphy and seconded by Mr. Gage to enter into executive session at 6:30 to discuss personnel matters.

All voted in favor, 7:0 motion carried.

Exit executive session: 7:10pm

The meeting reconvened at 7:12 pm.

**Approval of Consent Agenda**

Motion was made by Ms. Lynch and seconded by Mr. Gage to approve the following resolution:

RESOLVED, that the following consent agenda items be approved and or accepted: prior minutes for 6/10/19, 6/19/19 the warrant report, CSE/CPSE report, and central treasurer's report, budget report, claims audit report.

6 yes:1 no (Mr. Kemler) motion carried

**Special Presentation: Energy Performance—Trane Building Advantage**

Mr. Royer discussed with the board energy saving projects that his company Trane Building Advantage may be able to work with us to complete when we begin future projects.

**Action Item- Personnel Report**

Upon recommendation of the Superintendent, motion was made by Mrs. Murphy and seconded by Ms. Lynch to to approve the following resolution;

RESOLVED, to accept the following resignation;

**Name: Ariel Pirwitz**  
**Position:** Art Teacher  
**Type:** full-time  
**Effective:** July 9, 2019

All voted in favor; motion carried 7:0

Upon recommendation of the Superintendent, motion was made by Ms. Lynch and seconded by Mrs. Bartlett to approve the following resolution;

RESOLVED, to approve the following resignation;

**Name: Kenneth Smith**  
**Position:** Director of Facilities II  
**Type:** full-time  
**Effective:** July 19, 2019

All voted in favor; motion carried 7:0

Upon recommendation of the Superintendent, motion was made by Ms. Lynch and seconded by Mrs. Murphy to approve the following resolution;

RESOLVED, to rescind the following appointment;

**Name: Katharina Basta**  
**Position:** Science Instructor  
**Type:** full-time  
**Effective:** July 9, 2019

All voted in favor; motion carried 7:0

Upon recommendation of the Superintendent, motion was made by Mrs. Murphy and seconded by Mrs. Bartlett to approve the following resolution;  
RESOLVED, to approve the following appointment;

**Name: Victoria Petro**

**Position:** Science Instructor

**Type:** full-time 4-year Probationary appointment in the tenure area of Science 7-12

**Salary:** Step 16 of the WCVTA bargaining agreement

**Effective:** September 1, 2019

All voted in favor; motion carried 7:0

Upon recommendation of the Superintendent, motion was made by Mrs. Bartlett and seconded by Mrs. Murphy to approve the following resolution;  
RESOLVED, to approve the following appointment;

**Name: Patricia Kurtz**

**Position:** Science Instructor

**Type:** full-time 4-year Probationary appointment in the tenure area of Science 7-12

**Salary:** Step 6 of the WCVTA bargaining agreement

**Effective:** September 1, 2019

All voted in favor; motion carried 7:0

Upon recommendation of the Superintendent, motion was made by Mrs. Murphy and seconded by Ms. Lynch to approve the following resolution;  
RESOLVED, to approve the following extra-curricular Advisors for the 2019-20 school year;

Activity	Name	2019-20 Step
Asst. Drama Director	Joyce Patti	5
BAA	Tina Sternberg	3
Central Treasurer	Shane Bonney	4
Drama Director	Patricia Lang	5
FCCLA	Gina Malin	5
GAA	Tina Sternberg	3
Garden Club	Kathy Smith	2
Grade 7	Anne Murphy-Scalise	5
Grade 8	Patricia Lang	5
Grade 9	Ritamarie Juteau	2
Grade 10	Andrew Duffer	1
Grade 11	Anne Murphy-Scalise	5
Grade 12	Kyle Pumilio	1
Grade 12 Assistant	Shane Bonney	2
International Club	Leonora Foster	5
Jazz Ensemble	Scott Bonney	5
Marching Band	Shane Bonney	5
Marching Band Assistant	Scott Bonney	2
Musical Assistant	Andrew Duffer	2
Musical Director	Shane Bonney	2
National Jr. Honor Society	Ritamarie Juteau	5
National Sr. Honor Society	Melissa Maine	5
Senior Class Assistant	Shane Bonney	2
SISTERS	Courtney Valasek	5
Ski Club	Patricia Lang	5
Stage Manager	Scott Bonney	2
Student Council	Gloria Ackman	2
West Canadian Director	Andrew Duffer	2
Yearbook	Gloria Ackman	5

#### Action Item-Senior Gift

A motion was made by Mrs. Bartlett and seconded by Mrs. Murphy to accept with thanks the donations from the Class of 2019 of 4 picnic tables, a hand-painted mural in the elementary library and a hand-painted memorial portrait of Sophia Johnson, both done by Senior Emmie Hughes

All voted in favor; motion carried 7:0

#### Discussion Item: Director of Facilities

Mr. Shepardson discussed options for the Director of Facilities position, the board agreed they wanted to look at all options for this position and Mr. Shepardson would update the board at the August meeting.

**Discussion Item: ESSA Update**

Mr. Kozak presented the ESSA update-Mr. Shepardson and Mr. Kozak will continue to update the board as new information becomes available.

**Discussion Item: Student Transportation**

Mr. Shepardson discussed the problems we currently experience with student transportation. Mr. Shepardson explained the new transportation plan and the letter/form that will be sent home to all parents/guardians in the district. The new plan is being put in place for the safety of our students. The board supported this new plan and it will be implemented in September.

**Announcements**

August 12, 2019 Regular Board Meeting  
August 26, 2019 Special Meeting (if necessary)

**Public Comments**

Mr. Kemler discussed the concerns he had regarding the Varsity Athletic Banquet, and results from Regents exams.

**Adjournment**

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

**Meeting adjourned: 8:38 PM**

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President, Board of Education

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Clerk, Board of Education