WEST CANADA VALLEY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 8, 2024
6:00 PM

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

Others Present
Jeremy Siddon, Superintendent
Kelley Crossett, Business Manager
Daphne Raymo, District Clerk
Glenn Broadbent, MS/HS Principal
Christine Nofri, Elementary Principal

THIS MEETING WAS LIVE-STREAMED THROUGH THE WEST CANADA VALLEY CSD WEBSITE

CALL TO ORDER

District Clerk, Daphne Raymo, called the meeting to order at 6:00 PM.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited by all present.

REORGANIZATIONAL ACTIVITIES

ADMINISTRATION OF OATHS TO BOARD MEMBERS AND SUPERINTENDENT

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

ELECTION OF BOARD PRESIDENT

District Clerk, Mrs. Raymo, called for nominations from the board for the Office of President of the West Canada Valley Central School District Board of Education for the 2024-2025 school year.

Mrs. Northup-Lynch nominated Mrs. Bartlett for Board President; there were no other nominations.

Motion was made by Mrs. Northup-Lynch and seconded by Mr. Schatzel to nominate Jessica Bartlett for the Office of President of the West Canada Valley Central School District Board of Education for the 2024-2025 school year.

Voting results for Mrs. Bartlett for the Office of President of the Board of Education for the 2024-2025 school year: All voted in favor, 6:0 motion carried.

OATH OF OFFICE ADMINISTERED TO PRESIDENT

District Clerk, Mrs. Raymo, 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 2024-2025 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 2024-2025 school year

All voted in favor; 6:0 motion carried

OATH OF OFFICE ADMINISTERED TO VICE-PRESIDENT

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

APPOINTMENT OF OFFICERS

Motion was made by Mrs. Northup-Lynch and seconded by Ms. 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 2024-2025 school year:

- Clerk of the Board, Daphne Raymo;
- Acting Superintendent, Glenn Broadbent
- District Treasurer, Kelley Crossett
- Tax Collector, Jill Macri, salary $3,713
- Internal Claims Auditor, Barbara Smith, salary $5,243

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. Raymo for Clerk of the Board.

OTHER APPOINTMENTS

Motion was made by Ms. Lynch and seconded by Mrs. Michael 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 2024-2025 school year:

- **School Physician Services:** Bassett Healthcare Network, Primary Urgent Care
- **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, salary $3,420
- **CSE/CPSE Chairperson:** Emily Looman
- **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, salary $1,747
- **Medicare Part D Management:** Kelley Crossett
- **Dignity Coordinator:** Ritamarie Juteau, Rebecca Wood, Kady Conklin, Janelle D'Aoust, Glenn Broadbent, Christine Nofri
- **Arts in Education:** Shane Bonney, salary $1,000

All voted in favor; motion carried 7:0

BOARD DESIGNATIONS

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

RESOLVED, that the Board of Education designate the following for the fiscal 2024-2025 school year:

- **Official Bank Depositories:** NBT Bank, NA and M&T Bank
- **Official Newspapers:** Observer Dispatch
- **Regular Board of Education Meeting Dates/Time:** The second Monday of each month in the high school library at 6:00 pm (Should a holiday fall on that day, the meeting will be held on the following day, Tuesday.)
    - **2024-2025 Board Meeting Dates**
      August 12, 2024
      August 26, 2024 (if needed)
      September 9, 2024
      October 15, 2024
      November 12, 2024
      December 9, 2024
      January 13, 2025
      February 10, 2025
      March 10, 2025
      April 14, 2025
      TBD BOCES (Budget Hearing/Board Elections)
      May 12, 2025 (Budget Hearing/Regular Meeting)
      June 9, 2025
      July 14, 2025 (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:**

2024	**2025**
Independence Day	New Year's Day
Labor Day	Lunar New Year
Columbus Day	Martin Luther King Jr. Day
Veteran's Day	President's Day
Thanksgiving Day	Good Friday
Friday after Thanksgiving	Memorial Day
Christmas Eve	Juneteenth
Christmas Day	

All voted in favor; motion carried 7:0

COMMITTEE ON SPECIAL EDUCATION

Motion was made by Mr. Schatzel and seconded by Ms. Lynch to approve the following membership:

RESOLVED, that the Board of Education authorizes the following membership for the fiscal 2024-2025 school year:

- 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 7:0

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

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

RESOLVED, that the Board of Education designate the following for the fiscal 2024-2025 school year:

- 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**

1. Ajello, Daniel M.	13. Flame, Lana S.	25. Kramer, Judith T.	37. Ritzenberg, Kenneth S.
2. Almeleh, Lynn Botwinik	14. Forbes, Steven P.	26. Lassinger, Dora	38. Rosken, Brad H.
3. Bains, Guljit Kaur	15. Gawthrop, Jan	27. Lazan, Michael	39. Schad, Jerome D. ESQ
4. Barbour, Susan M.	16. Gewirtz, Harriet	28. Litvin, Lisa Eggert	40. Schiro, Jeffrey
5. Brilling, Jaclyn A. ESQ	17. Glasser, Randy	29. Lynch, Kenneth B.	41. Schneider, Judith
6. Cappelllino, Angelica	18. Goldsmith, Craig	30. Marquez, Ann	42. Seto, Stephanie
7. Cohen, Diane	19. Gronbach, David	31. McKeever, James	43. Wahrman, Israel S.
8. Cutler-Igoe, Ellen	20. Gronbach, Vanessa	32. Millman, Tina	44. Walsh, James P.
9. Daniel, Audrey	21. Guerra, Jeffrey	33. Murphy, Leah L.	45. Walsh, Marion
10. Deleon, Edgar	22. Hoffman, Peter D.	34. Murell, Patricia L.	46. Weiner, Marc
11. Dimeo, Maryanne	23. Kass, Richard	35. Rahman, Hashim	47. Weiss, Sebastian A.
12. Finkelstein, Sharyn	24. Keefe, Jeanne	36. Regenbogen, Mitchell	48. Wolman, Mindy G.

- **Surrogate Parents**
  - 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

BOARD AUTHORIZATIONS

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

RESOLVED, that the Board of Education designate the following for the fiscal 2024-2025 school year:

- **Payroll Certification:** Superintendent
- **Establish Petty Cash Funds:** $100.00 each, one (1) for the 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 by 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 for the 2024-2025 school year.

WEST CANADA VALLEY CENTRAL SCHOOL
2024-2025 RATE REFERENCE CHART

PER DIEM SUBSTITUTE RATES	**NYS CERTIFIED TEACHER** $125.00 **NON-CERTIFIED** $105.00 **IN SCHOOL SUSPENSION** $100.00 **LONG-TERM SUB RATE** -- TEACHER SALARY--STEP 1* -- WCV RETIRED TEACHER SALARY--STEP 10* ***AFTER 20 CONSECUTIVE DAYS, RETROACTIVE TO DAY ONE** **TEACHER ASSISTANT** $100.00 MONITORS/AIDES ARE PAID BY TIME CARD AT THE BASE RATE OF THE CSEA CONTRACT (IF REGULARLY EMPLOYED AT WCV THEY ARE PAID ON THE MONITOR SCHEDULE AT THEIR REGULAR RATE)
DISTRICT HOURLY RATES OF PAY (FOR EXTRA / AFTER HOURS DUTIES)	**ACCOMPANIST** $50.00 **ORCHESTRA MEMBER** $50.00 (All other rates are per contract)
CHAPERONES	**HOME EVENTS $50.00 (TO INCLUDE EXTRA AND CO-CURRICULAR)** **AWAY EVENTS $60.00**
SCOREKEEPERS	**$50.00 per night**
TIMERS	**$50.00 per night**
VIDEO LIVE STREAM	**$35.00 per night**
FINGERPRINT POLICY	The district pays for fingerprinting of full-time employees, coaches & regularly employed part-time employees Substitute employees must pay for their own fingerprinting. The district will reimburse (with proof of payment) after the substitute has completed 5 per diem days or 40 hours of service to the district.
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
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 (4 hrs.); New $30 (8 hrs.) **Community CPR** – Renewal $15 (5 hrs.); New $25 (6 hrs.) **First Aid** – Renewal $15 (5 hrs.); New $25 (6.5 hrs.) **Responding to Emergencies** – Renewal $35 (15 hrs.); New $65 (25 hrs.) **Community CPR & First Aid** – Renewal $25 (6 hrs.); New $40 (8 hrs.) **Lifeguarding** – Renewal $30 (15 hrs.); w/waterfront $40 **Lifeguarding** – New $50 (30 hrs.); w/waterfront $60 **Lifeguarding & CPR-PR** – Renewal $40 (20 hrs.); w/waterfront $50 **Lifeguarding & CPR-PR** – New $60 (35 hrs.); w/waterfront $70

All voted in favor, motion carried 7:0

BONDING OF PERSONNEL

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

RESOLVED, that the Board of Education bond the following personnel for the fiscal 2024-2025 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 SCHOOL ELECTION 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 **election tellers** for the 2024-2025 school elections:

Nancy Clarke	Lila Palmer
Monica Edwards	Joyce Patti
Maryanne Evans	Nan Roesler
Rosemary FitzSimons	Tina Sternberg
Nancy Harris	MaryLou Flansburg
Debby Kaiding	Susan Kerr

All voted in favor; motion carried 7:0

ADJOURN

Brief adjournment before regular monthly meeting: 6:18 pm (no motions made)

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President, Board of Education Clerk, Board of Education