WEST CANADA VALLEY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REORGANIZATIONAL MEETING
MONDAY, JULY 14, 2025 ~ 6:00 PM

Members Present
Alisa Brewer
Shannon Crocker
Shauna Harrington
Roger Kemler
Janine Lynch
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
Dennis Lynch, Director of Facilities

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 all Board members 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 2025-2026 school year.

Motion was made by Mrs. Northup-Lynch to nominate Ms. Shauna Harrington for Board President; there were no other nominations.

Voting results for Ms. Harrington for the Office of President of the Board of Education for the 2025-2026 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 Ms. Harrington. The Meeting was then turned over to Ms. Harrington.

ELECTION OF BOARD VICE-PRESIDENT

Ms. Harrington 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 2025-2026 school year.

There was one nomination for Vice-President: Mrs. Brewer nominated Ms. Janine Lynch.

Motion was made by Mrs. Northup-Lynch and seconded by Mrs. Brewer to nominate Ms. Lynch for Vice-President for the 2025-2026 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, Ms. Lynch.

APPOINTMENT OF OFFICERS

Motion was made by Mrs. Northup-Lynch and seconded by Mr. Schatzel 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 2025-2026 school year:

- Clerk of the Board: Daphne Raymo;
- Acting Superintendent: Glenn Broadbent
- District Treasurer: Kelley Crossett
- Tax Collector: Jill Macri, stipend $3,824
- Internal Claims Auditor: Barbara Smith, stipend $5,400

All voted in favor; motion carried 7:0

OTHER APPOINTMENTS AND DESIGNATIONS

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

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area for the 2025-2026 school year:

- **School Physician Services:** Bassett Healthcare Network, Primary Urgent Care
- **School Attorney(s):** Girvin and Ferlazzo, PC; 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, stipend $3,523
- **CSE/CPSE Chairperson:** Emily Looman
- **Official(s) for Bid Opening:** Superintendent and Business Manager
- **Data Protection Officer:** Superintendent
- **Affirmative Action & Title IX Officer:** Superintendent
- **LEA Asbestos Designee:** Dennis Lynch
- **Pesticide Representative:** Shelley Maxwell, stipend $1,799
- **Medicare Part D Management:** Kelley Crossett
- **Dignity Act Coordinators:** Ritamarie Juteau, Rebecca Wood, Kady Conklin, Janelle D'Aoust, Glenn Broadbent, Christine Nofri
- **Arts in Education:** Shane Bonney, stipend $1,000
- **Chief Emergency Officer:** Superintendent
- **Workplace Violence Designated Official:** Superintendent
- **Workplace Violence Designated Alternate:** Glenn Broadbent
- **Chemical Hygiene Officer:** Victoria Petro

BOARD DESIGNATIONS

Motion was made by Mr. Schatzel and seconded by Ms. Lynch to approve the following designations:
RESOLVED, that the Board of Education designate the following for the fiscal 2025-2026 school year:
All voted in favor; motion carried 7:0

- **Official Bank Depositories:** NBT Bank, NA and M&T Bank
- **Official Newspaper:** 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 or emergency day fall on that day, the meeting will be held on the following day, Tuesday. Special meetings are designated in bold below.

July 14 (Reorganization & Regular)	February 9
August 12 (Tuesday	March 9
August 25 (if needed)	April 13
September 8	**April 15 (BOCES Budget Vote/BOE Election)**
October 14 (Tuesday)	May 11 (Budget Hearing & Regular)
November 10	**May 20 (WCV Budget Vote/BOE Election)**
December 8	June 8
January 12, 2026	July 13 (2026-2027 Reorganizational & Regular)

- **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:**

Independence Day	Friday after Thanksgiving	Martin Luther King, Jr. Day
Labor Day	Christmas Eve Day	President's Day
Columbus Day	Christmas Day	Good Friday
Veteran's Day	New Year's Day	Memorial Day
Thanksgiving Day	Lunar New Year (if on scheduled school day)	Juneteenth

COMMITTEE ON SPECIAL EDUCATION

Motion was made by Mrs. Northup-Lynch and seconded by Ms. Lynch to approve the following membership:
RESOLVED, that the Board of Education authorizes the following membership for the fiscal 2025-2026 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 PRE-SCHOOL SPECIAL EDUCATION

Motion was made by Ms. Lynch and seconded by Mrs. Brewer to approve the following membership:
RESOLVED, that the Board of Education designate the following for the fiscal 2025-2026 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

All voted in favor; motion carried 7:0

Motion was made by Mr. Schatzel and seconded by Ms. Lynch to approve the following membership:
RESOLVED, that the Board of Education designate the following for the fiscal 2025-2026 school year:

- **Impartial Hearing Officers**

1. Ajello, Daniel M.	15. Feinberg, Rona	29. Kramer, Judith T.	43. Rodriguez, Robert
2. Alexander, Allana	16. Finkelstein, Sharyn	30. Lassinger, Dora	44. Rosken, Brad H.
3. Almeleh, Lynn Botwinik	17. Flame, Lana S.	31. Lazan, Michael	45. Schad, Jerome D. ESQ
4. Bains, Guljit Kaur	18. Forbes, Steven P.	32. Litvin, Lisa Eggert	46. Schiro, Jeffrey
5. Barbour, Susan M.	19. Gawthrop, Jan	33. Louis, Ramy	47. Schneider, Judith
6. Brilling, Jaclyn A. ESQ	20. Gewirtz, Harriet	34. Lynch, Kenneth B.	48. Seto, Stephanie
7. Cappelllino, Angelica	21. Gibbons, Rachel K.	35. Marquez, Ann	49. Tennent, Keila
8. Carbone, Marisa	22. Glasser, Randy	36. McKeever, James	50. Wahrman, Israel S.
9. Cohen, Diane	23. Goldsmith, Craig	37. Millman, Tina	51. Walsh, James P.
10. Cutler-Igoe, Ellen	24. Gronbach, David	38. Murphy, Leah L.	52. Walsh, Marion
11. Daniel, Audrey	25. Gronbach, Vanessa	39. Murell, Patricia L.	53. Weiss, Sebastian A.
12. Deleon, Edgar	26. Guerra, Jeffrey	40. Rahman, Hashim	54. Wolman, Mindy G.
13. Dimeo, Maryanne	27. Kass, Richard	41. Regenbogen, Mitchell	
14. Eze-Nliam, Chinyere	28. Keefe, Jeanne	42. Ritzenberg, Kenneth S.	

- **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 Mrs. Northup-Lynch and seconded by Ms. Lynch to approve the following designations:
RESOLVED, that the Board of Education designate the following for the fiscal 2025-2026 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

WEST CANADA VALLEY CENTRAL SCHOOL
2025-2026 RATE REFERENCE CHART

PER DIEM SUBSTITUTE RATES	**NYS CERTIFIED TEACHER** $130.00 **NON-CERTIFIED** $110.00 **IN SCHOOL SUSPENSION** $105.00 **LONG-TERM SUB RATE** -- TEACHER SALARY--STEP 1* -- WCV RETIRED TEACHER SALARY--STEP 10* ***AFTER 20 CONSECUTIVE DAYS, RETROACTIVE TO DAY ONE** **TEACHER ASSISTANT** $105.00 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**
EVENT ANNOUNCER	**$50.00 per night**
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. Brewer and seconded by Mr. Schatzel to approve the following bonding of personnel;
RESOLVED, that the Board of Education bond the following personnel for the fiscal 2025-2026 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

All voted in favor; motion carried 7:0

RECORDS ACCESS COPY FEE
CONFERENCE APPROVALS
POLICIES IN EFFECT DURING THE PREVIOUS YEAR
CO-CURRICULAR ADVISORS
APPROVAL OF SCHOOL ELECTION TELLERS

Motion was made by Ms. Lynch and seconded by Mr. Schatzel to approve the following items;
RESOLVED, that the Board of Education approve the following for the fiscal 2025-2026 school year:

- Records Access Copying Fee - Establish the records access copying fee at $.25 per copy (to include labor) as per Board policy
- Authorization to Approve Conferences - The Superintendent is hereby authorized to approve all regular day and overnight conference attendance in keeping with Board of Education policy, contractual obligations, and budgetary considerations.
- Adoption of Policies in Effect During Previous Fiscal Year - The Board of Education approves the adoption of the Board of Education Policy Manual as currently constituted.
- Adoption of District Code of Conduct in effect during previous fiscal year - The Board of Education approved the adoption of the code of conduct as currently constituted.
- Approval of Tellers for School Vote and Elections - The Board of Education appoint each of the individuals listed below as tellers for school elections and votes;

Ackley, Lisa	Rosemary FitzSimons	Kerr, Susan	Roesler, Nan
Clarke, Nancy	Flansburg, MaryLou	Palmer, Lila	Santmier, Jaclyn
Edwards, Monica	Harris, Nancy	Patti, Joyce	Sheets, Karen
Evans, Maryanne	Kaiding, Deb	Raymo, Daphne	Sternberg, Tina

All voted in favor; motion carried 7:0

ADJOURN

Motion made by Ms. Lynch and seconded by Mrs. Brewer to adjourn the meeting for a brief pause before regular monthly meeting.

Meeting adjourned at 6:13 pm.

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President, Board of Education Clerk, Board of Education