West Canada Valley Central School District
Board of Education
Reorganizational Meeting Agenda
Monday, July 13, 2026
Middle/High School Library ~ 6:00 PM

I. Call to Order *by the District Clerk*

II. Pledge of Allegiance

III. Board Reorganizational Activities

At this point, a variety of procedural events take place as follows:

A. **Administration of Oath to Board Members –** ***The District Clerk will administer the oath to all Board members*

B. **Administration of Oath to Superintendent -** ***The District Clerk will administer the oath to the Superintendent.*

C. **Election of Officers** – ***Board members should be considering the leadership positions at this time and should come to the meeting prepared to make a nomination for president and vice president.****

After a nomination and a second for president, the individual nominated either accepts or declines the nomination. Nominees remain in the room and a vote is called for. Specifically, the clerk calls for nominations from the Board members for the Office of President of the West Canada Valley School District Board of Education for the fiscal 2026-2027 school year. Voting will be by verbal public vote.

Resolved that _____be elected President of the Board of Education for the fiscal 2026-2027 school year.

***The District Clerk will administer the Oath of Office to the newly elected Board President*

D. **Nominations for Vice President -** ***The District Clerk turns the meeting over to the President,* who calls for nominations from the Board members for the Office of Vice President of the West Canada Valley School District Board of Education for the fiscal 2026-2027 school year. Voting will be by verbal public vote.

Resolved that _____be elected Vice President of the Board of Education for the fiscal 2026-2027 school year.

****The District Clerk will administer the Oath of Office to the newly elected Board Vice President. From here, the President will move on each of the issues as requested and recommended.*

IV. Board Appointments

RESOLVED, that the Board of Education appoint each of the individuals listed below to the designated service area;

A. Board Appointment of Officers

a.	Clerk of the Board	Daphne Raymo
b.	Acting Superintendent	Glenn Broadbent
c.	District Treasurer	Kelley Crossett
d.	Tax Collector	Jill Macri, with a stipend of $9,000
e.	Internal Claims Auditor	Barbara Smith, with a stipend of $5,562

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B. Other Board Appointments

a.	School Physician Services:	Bassett Healthcare Network; Primary Urgent Care
b.	School Attorney(s):	Girvin and Ferlazzo PC; Barclay Damon LLC
c.	School District Auditor:	Reaffirm the appointment of West and Company
d.	Central Treasurer Auditor:	Barbara Smith
e.	Fiscal Advisor:	Dr. Richard G. Timbs
f.	District Data Management:	Daphne Raymo, with a stipend of $3,629
g.	CSE/CPSE Chairperson:	Emily Looman
h.	Official(s) for Bid Opening:	Superintendent and Business Manager
i.	Data Protection Officer:	Superintendent
j.	Affirmative Action & Title IX Officer:	Superintendent
k.	LEA Asbestos Designee:	Dennis Lynch
l.	Pesticide Representative:	Shelley Maxwell, with a stipend of $1,853
m.	Medicare Part D Management:	Kelley Crossett
n.	Dignity Act Coordinator(s):	Rebecca Wood, Kady Conklin, Ritamarie Juteau, Janelle D'Aoust, Glenn Broadbent, Christine Nofri
o.	Arts in Education:	Shane Bonney, with a stipend of $1,000
p.	Chief Emergency Officer:	Superintendent
q.	Workplace Violence Designated Official:	Superintendent
r.	Workplace Violence Designated Alternate:	Glenn Broadbent
s.	Chemical Hygiene Officer:	Victoria Petro

V. Board Designations

RESOLVED, that the Board of Education designate the following for the fiscal 2026-2027 school year;

1. Official Bank Depositories: NBT Bank, NA and M & T Bank
2. Official Newspaper: Observer Dispatch
3. Regular Board of Education Meeting Dates & Time: Meetings will be held on the second Monday of each month in the high school library at 6:00 pm. Should a holiday or emergency day coincide, the meeting will be held on the following day. Special meetings are designated in bold below.

July 13 (Reorganization & Regular)	February 8
August 12 (Wednesday)	March 8
August 24 (if needed)	April 14 (Wednesday)
September 14	**May 10** (WCV Budget Hearing & Regular)
October 13 (Tuesday)	**May 18** (WCV Budget Vote/BOE Election)
November 9	June 14
December 14	July 12 (2027-2028 Reorganization / Regular)
January 11, 2027	

4. Records Management and Access Officer: Superintendent
5. Records Appeal Designee: To be determined by the Board on a case by case basis
6. Residency Determination Official: Superintendent
7. 504 Coordinator: Chairperson on Special Education

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8. 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 (when in session)	Juneteenth

VI. Committee on Special Education

RESOLVED, that the Board of Education authorizes the following membership for the fiscal 2026-2027 school year;

1. CSE Chairperson
2. School Psychologist
3. Building Administrators
4. Regular Education Teachers
5. Special Education Teachers
6. Related Service Providers (persons having knowledge or special expertise regarding the student)
7. Guidance Counselors (persons having knowledge or special expertise regarding the student)
8. Parents or persons in parental relationship to the student
9. Student (if appropriate)
10. 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)

V. Committee on Pre-School Special Education

RESOLVED, that the Board of Education authorize the following membership for the fiscal 2026-2027 school year:

1. CPSE Chairperson
2. School Psychologist
3. Building Administrators
4. Regular Education Teachers (Whenever the child is or may be participating in the regular education environment)
5. Special Education Teachers/Providers
6. Related Service Providers (Persons having knowledge or special expertise regarding the student)
7. Parents or persons in parental relationship to the child
8. Professionals designated by early intervention agencies charged with the responsibility of the preschool child (in transition)
9. 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)
10. Parent Member (Additional parent of a preschool or elementary level student with a disability residing in the school district or a neighboring school district)
11. Municipality Representative

- Impartial Hearing Officers: The Board of Education approves the following persons (see attachment) certified by the Commissioner of Education in accordance with Part 200.2 (e) as Impartial Hearing Officers when the need arises.
- Surrogate Parents: The Board of Education approves the following surrogate parents (see attachment) when the need arises.

- Central Drop Point: For students attending private school and who live outside of the 15-mile maximum distance allowed by law for district transportation, the central pick up and drop point before and after school is as follows:
    - West Canada Valley Campus, HS entrance

VI. Board Authorizations

RESOLVED, that the Board of Education authorize the following for the fiscal 2026-2027 school year:

- 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: The Board of Education authorizes remunerative allowance, as per Internal Revenue Service mileage rates, to staff members who use their personal vehicle for school business with authorization of the Superintendent.
- Transfer of funds: The Board authorizes the Superintendent to make budget transfers. Such authorization would include responsibility that the Superintendent makes 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 Food Service Director, District Treasurer, and the Superintendent as the official signatures 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 – OHM BOCES (TBA)
    - Hearing Officer: School Business Manager

- District Rates of Pay – The Board of Education authorizes the rates of pay as presented on the District Rate Reference Chart (see attachment)

VII. Bonding of Personnel

RESOLVED, that the Board of Education bond the following personnel for the fiscal 2026-2027 school year:

a. District Treasurer in the amount of $1,000,000
b. District Tax Collector in the amount of $1,000,000
c. Audit Committee in the amount of $100,000
d. All other employees (including Internal Claims Auditor) in the amount of $100,000

VIII. Records Access Copying Fee, Approval of Conferences, Adoption of Policies, and Adoption of District Code of Conduct

RESOLVED, that the Board of Education authorize the following for the fiscal 2026-2027 school year:

1. Records Access Copying Fee - Establish the records access copying fee at $.25 per copy (to include labor) as per Board policy
2. 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.
3. 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.

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4. Approval of Tellers for School Vote and Elections - The Board of Education appoints each of the individuals listed below as tellers for school elections and votes;

Lisa Ackley	Nancy Harris	Joyce Patti	Tina Sternberg
Monica Edwards	Debby Kaiding	Nanette Roesler	
Rosemary FitzSimons	Susan Kerr	Jaclyn Santmier	
MaryLou Flansburg	Lila Palmer	Karen Sheets	

IX. Adjournment (brief pause before regular monthly meeting)