



CAZENOVIA CENTRAL SCHOOL DISTRICT

Board of Education Meeting
Monday, July 8, 2024 at 6:30 pm

31 Emory Ave | Cazenovia, NY 13035
Board of Education Conference Room, Cazenovia Middle School
Open to the Public and Streamed Live on GoogleMeet

Type of Meeting:	Regular
Board Members Present:	JoAnne Race, Meghan Kelly, Travis Barr, Judith Hight, Ron Luteran, Jennifer Parmalee, Jan Woodworth
Board Members Absent:	None
Administrators Present:	Christopher DiFulvio, Thomas Finnerty, Kevin Linck

1. Call to Order

The meeting was called to order by Emily Ayres, District Clerk, at 6:30 pm. She asked all to stand for the pledge of allegiance after a moment of silence was observed.

2. Presentation

End of Year Check - Demographic Information / Summary

Kevin Linck distributed copies of his slide deck, which explained demographic data points including gender, racial/ethnic composition (53% female to 47% male; 94% white) in Cazenovia. Other demographic data points include disabilities and economically disadvantaged students, the latter has roughly doubled over the last decade. Cazenovia is ranked 386 out of 492 school districts in Upstate New York expense per student (in the bottom quarter of schools, at \$21,258 per student). Academic highlights include 56% graduating with the seal of civic readiness, 17% with the seal of biliteracy (compared to 3% throughout NYS). Other data presented included BIMAS, chronic absenteeism, extracurricular activities (athletics in this presentation because the data was more readily available). Pre-COVID numbers for attendance are still better than post-COVID. BIMAS helps reflect the struggles of students. CCSD's numbers look better than other districts regionally as a result of many people in tonight's audience including principals, social workers, psychologists, SROs, teachers who make engaging lessons, athletics and arts participation. There are many different factors and we are trending to get back to where we were pre-COVID.

3. Oath of Office to (Re) Elected Board Members

Emily Ayres administered oaths of office to the newly elected board member, Travis Barr, and re-elected board members, Ronald Luteran and JoAnne Race.

4. Election of President & Oath of Office

Motion made by Meghan Kelly, seconded by Jennifer Parmalee to nominate JoAnne Race for President of the Board of Education.

Motion made by Ronald Luteran, seconded by Jan Woodworth to nominate Jan Woodworth for President of the Board of Education.

➤ *Vote: 5 (for JoAnne Race) 2 (for Jan Woodworth)*

Emily Ayres administered the oath of office to re-elected President, JoAnne Race.

5. Election of Vice President & Oath of Office

Motion made by Jan Woodworth, seconded by JoAnne Race to nominate Meghan Kelly for Vice President of the Board of Education.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

Emily Ayres administered the oath of office to re-elected Vice President, Meghan Kelly.

6. Annual Appointments

Jan Woodworth asked if there were any significant changes to last year's list. Tom Finnerty said no.

Motion made by Jan Woodworth, seconded by Jennifer Parmalee to approve the annual appointments.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

7. Annual Authorizations

Motion made by Ron Luteran, seconded by Meghan Kelly to approve the annual authorizations.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

8. Annual Designations

NYSSBA Annual Meeting Delegate and Alternate: TBD

NYSSBA Advocacy (Legislative) Liaison: Jan Woodworth

Motion made by Meghan Kelly, seconded by Jan Woodworth to approve the annual designations.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

9. Other Items

A. Re-Adoption of All Policies

Motion made by Jan Woodworth, seconded by Jennifer Parmalee to approve Agenda Item 9A.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

B. Adoption of the NYSSBA Model Code of Ethics

Ron Luteran asked if this was new this year. JoAnne Race said we've always adhered to it, but never adopted it previously and this is a formality which the board would plan to do annually going forward.

Motion made by Judith Hight, seconded by Meghan Kelly to approve Agenda Item 9B.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

C. Establish Mileage Reimbursement Rate

Motion made by Jan Woodworth, seconded by Ron Luteran to approve Agenda Item 9C.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

D. Authorize the Superintendent to Approve Attendance of Staff to Conferences

Motion made by Jennifer Parmalee, seconded by Meghan Kelly to approve Agenda Item 9D.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

E. Authorize the Superintendent to Make Budget Transfers

Motion made by Jennifer Parmalee, seconded by Jan Woodworth to approve Agenda Item 9E.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

F. Authorize the Superintendent to Apply for Grants in Aid (State and Federal)

Motion made by Ron Luteran, seconded by Meghan Kelly to approve Agenda Item 9F.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

G. Designation of Signatures on Checks

Motion made by Jennifer Parmalee, seconded by Meghan Kelly to approve Agenda Item 9G.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

H. Authorize the Superintendent to Approve Building Project Change Orders up to \$35,000

Motion made by Jan Woodworth, seconded by Meghan Kelly to approve Agenda Item 9H.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

I. Building Use Rates

Motion made by Ron Luteran, seconded by Jan Woodworth to approve Agenda Item 9I.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

J. Emergency Appointments

Motion made by Ron Luteran, seconded by Jan Woodworth to approve Agenda Item 9J.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

10. Public Comments

Tucker Lounsbury, 3639 Cobb Hill Road, Cazenovia: Commented that he's an alumni of CCSD, and that it's telling to see the community vote down a budget, which doesn't happen often in Cazenovia. Applauded the board for inviting John Sipple to present to the community about reorganization/merger implications. Based on the numbers and demographics shared tonight, thinks our community is in decline, concerned our programming will become at risk. Thinks long-term planning and looking at merger opportunities is wise. Hopes the board of education will take active steps to convene and move forward, and is willing to volunteer his time to help on this topic.

Tina McMurtrie, 12 Willow Place, Cazenovia: Asked if the board of education would consider having name tags, like the town of Cazenovia's board has. Asked when monthly board of education work sessions are held, or if all board business is conducted at regular monthly meetings. JoAnne Race responded that the board of education doesn't have work sessions on a monthly basis.

11. Written Communications

None.

12. Information and Reports

A. Board Committees

- a. Facilities: has not met.
- b. Finance & Audit: has not met.
- c. Personnel: has not met.
- d. Policy: recently sent a draft version of a new policy on outstanding career recognition to the committee; once this committee agrees to the draft it'll be shared with the whole board.
- e. SPA: has not met.

- B. Board President: JoAnne Race expressed appreciation to the administration team for their updates tonight, as well as Ben Wightman (HS librarian) for his recent library report; also expressed gratitude to John Sipple for his presentation on June 20th. Commented that commencement was a success thanks to all those who planned, organized and attended. Reported that this year's printed school calendar is expected to include more student events. JoAnne is planning to attend a meet and greet

with John Mannion to discuss foundation aid reforms in NYS, hoping to ask his advice on Cazenovia's unique situation.

- C. Superintendent of Schools: Chris DiFulvio also expressed appreciation for Ben Wightman's library report, and reported that both Deb McHugh (MS librarian) and Katie McGinnis (BS librarian) also write similar reports, which he will plan to forward to the board once complete. Updated website with FAQs from John Sipple event. Since this topic comes down to budget/funding, Chris recommends we continue to hold educational sessions for the community as we prepare for next year's budget season. New state aid formula: has been cautioned that there will be winners and losers, looking at enrollment. Plans to send out a message to the Cazenovia community about this and work to post a sample advocacy letter to help get our community involved. Chris thanked Dan Kuper and Cazenovia Hampton Inn for providing our admin team a meeting space free of charge for their retreat earlier today; the majority of which was spent on the strategic plan (vision and mission statement). Emily Ayres will add this document to BoardDocs after tonight's meeting.
- D. Assistant Superintendent for Business Administration: Tom Finnerty reported that the business office as well as the maintenance & facilities department are preparing for the next academic year. Continuing to see great progress with the on-going capital improvement (turf) project; thinks it'll be ready for use this fall as projected.
- E. Assistant Superintendent of Instruction, Equity and Personnel: having already presented at the start of the meeting, Kevin Linck reported that summer school started today.
- F. Director of Special Education: Written report was submitted in advance.
- G. Elementary School Principal: Written report was submitted in advance.
- H. Middle School Principal: Written report was submitted in advance.
- I. High School Principal: Written report was submitted in advance.

13. Consent Agenda - Routine Matters

- A. Minutes for June 17, 2024 Regular Meeting
- B. Committee on Special Education Report for July 2024

Motion made by Jan Woodworth, seconded by Meghan Kelly to approve the Consent Agenda.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

14. New Business

- A. Resolution to Approve the 2024-25 Board of Education Regular Meeting Schedule

Motion made by Jan Woodworth, seconded by Meghan Kelly to approve Agenda Item 7A.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

- B. Resolution to Approve the 2024-25 Committee(s) on Special Education

Motion made by Jennifer Parmalee, seconded by Jan Woodworth to approve Agenda Item 7B.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

- C. Resolution to Approve the Participation in the National School Breakfast and Lunch Programs

Motion made by Jennifer Parmalee, seconded by Ron Luteran to approve Agenda Item 7C.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

- D. Resolution to Approve the Food Service Management Company Extension

- Motion made by Jennifer Parmalee, seconded by Meghan Kelly to approve Agenda Item 7D.*
- *Vote: 7 (in favor) 0 (opposed) Motion passed.*
- E. Resolution to Approve the Special Patrol Officer (SPO) MOU with Madison County July 2024
- Motion made by Jan Woodworth, seconded by Ron Luteran to approve Agenda Item 7E.*
- *Vote: 7 (in favor) 0 (opposed) Motion passed.*
- F. Resolution to Approve the Contract for Cooperative Educational Services (AS-7)
- Motion made by Ron Luteran, seconded by Jan Woodworth to approve Agenda Item 7F.*
- *Vote: 7 (in favor) 0 (opposed) Motion passed.*
- G. Resolution to Approve the RFP for a Shared Highway Garage and EV Charging Facility Feasibility Study
- Motion made by Jan Woodworth, seconded by Meghan Kelly to approve Agenda Item 7G.*
- *Vote: 7 (in favor) 0 (opposed) Motion passed.*
- H. Review of the District Safety Plan SAVE
- Will be added to the August 12, 2024 agenda (resolution to approve after 30 day public comment period).*
- I. Review of the Code of Conduct
- Will be added to the August 12, 2024 agenda (waive second reading and resolution to approve).*

15. Discussion Items

- A. Formation of 2024-25 Board of Education Sub-Committees:
- Facilities: This committee is not required. The board discussed dissolving the board committee and restructuring it into a district committee with a board member (Ron Luteran) serving as co-chair with the director of facilities (Eric Benedict). The structure of this committee is intended to include a broad selection of community members, administrators, staff members and students.
 - Finance & Audit: This committee is required. Jan Woodworth (chair), Judith Hight, and Ron Luteran agreed to serve.
 - Personnel: This committee is not required, and the board agreed to dissolve it.
 - Policy: This committee is required. JoAnne Race (chair), Judith Hight, and Meghan Kelly agreed to serve.
 - Strategic Plan Alignment (SPA): This committee is not required, and the board agreed to dissolve it.

Board Representatives/Co-Chairs for District Committees in 2024-25:

- Communications Committee: Travis Barr
- Diversity, Equity & Inclusion (DEI) Committee: Travis Barr and Meghan Kelly
- Facilities Committee: Ron Luteran, co-chair with Eric Benedict
- High School Action (HAT) Committee: Jan Woodworth (Ron Luteran as back-up)

- B. NYSSBA 2024 Annual Conference & Education Expo

Registration opens on July 30th. Jan Woodworth and Jennifer Parmalee would like to attend. If anyone else is interested, please let Emily Ayres know by July 29th.

- C. Rockefeller Institute Advocacy Letter

JoAnne Race spoke about the importance of articulating a clear, concise request of NYS, and the challenges of this process. Recommends the district provide a sample advocacy letter which parents, students, and community members could customize and send to Albany (the board would have a different version of the letter to send on their behalf). We have until September 6th and should try to push to communicate to NYS that enrollment is not a perfect metric for state funding. We had a great turnout of community engagement with letters sent to NYS during the budget season, hoping the same will happen again this time.

D. Reorganization Discussion - John Sipple

Timeline and next steps: Jan Woodworth proposed we move ahead and look into a study, as well as funding for the study. JoAnne Race asked what are the next steps. Chris DiFulvio said a board resolution, which could be ready for the August board meeting. He will get more information about next steps. Albany is incentivizing districts to merge, so perhaps Albany would pay for the study, though pursuing NYS for funding of the study would take more than one month and not be ready in August. Meghan Kelly asked what is the cost of a study? Chris said there are very few groups who are qualified and taking on these studies, despite it being a requirement to move forward. Albany is trying to shift this work regionally to BOCES. Judith Hight asked what a study would tell us. Meghan asked if potential partner Morrisville-Eaton would share the cost, to which Chris said he thinks that is likely. Jan Woodworth suggested we have a presentation at a board meeting (larger location, advertised) or find an alternate date to explain the study process, timeline, costs to the community. Jenn Parmalee suggested we put everything up on the website all up in one place. Meghan asked if everyone is on the same page about proceeding with next steps, all were in favor.

E. Bus Garage and Zero-Emissions Buses

Chris DiFulvio reported that he spoke with Mike Johnson (Johnson Bros. Lumber) who is working on an appraisal for the property on Ballina & Stone Quarry Roads, he hopes to have that soon. Chris is still in talks with other districts to find out what sharing options are available with hopes to avoid a tax increase for the transportation center project.

The conversation progressed to include the legislation for classroom temps that exceed 82 and 88 degrees. This spring there were a few days when classrooms at Burton Street, where most spaces do not have air conditioning, exceeded 82 degrees and the district took corrective action. Chris DiFulvio said Central New York anticipates approximately seven days a year, primarily in the spring, when this could be an issue, going forward.

Another topic the board touched upon was the recent demand for voter identification to be checked. JoAnne Race suggested the FAQ that was uploaded to the Voting Information page on the district's website be updated to communicate that the board discussed this but has decided not to change the current policy. JoAnne will draft language for this addition and send it to the board for their review.

16. Advance Planning

- A. Future Agenda Items: keep Bus Garage & Zero-Emissions Buses; Reorganization Discussion; and the Rockefeller Institute Advocacy Letter on the future agendas as Discussion Items.
- B. Future Meeting Dates: Board of Education Retreat/Workshop; Emily Ayres will reach out to secure a facilitator and circle back to the board for consensus on a date/time/location.

17. Executive Session

Motion made by Ron Luteran, seconded by Jan Woodworth to move into Executive Session.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

The Board moved into Executive Session at 8:02 pm.

Motion made by Ron Luteran, seconded by Jan Woodworth to return to Public Session.

- *Vote: 7 (in favor) 0 (opposed) Motion passed.*

The Board returned to Public Session at 8:08 pm.

18. Personnel Report

The board discussed class sizes (specifically at Burton Street, where the current target is a max of 23 students per class), cutting a teacher position and subsequently increasing class sizes. Meghan Kelly reported she's heard BS teachers are already concerned about class sizes next year. Ron Luteran expressed the difficulty of retaining small class sizes when the budget keeps getting tighter; feels that merging with a neighboring district solely for financial reasons is the wrong decision; nobody wants class sizes to go up; instructional coaches are nice but a luxury; and asked "what can we afford?" Believes that every time someone leaves the district must ask if it can afford to rehire for that position; and that communication with voters during the budget season is vital. Ron expressed his reluctance to not take advantage of attrition to save money. Kevin Linck said some grades have a higher level need ratio than other grades, which affects the decisions on class sizes, to which Meghan said that needs to be communicated year-round and especially leading into next year's budget season. The board wants voters to not be surprised come budget season as to why they recommend the budget they put forth to the voters. She suggested teachers specifically attend board meetings and speak during the public comment period on what they are experiencing in the classroom. Jan Woodworth reminded the board that during last year's budget season they received pushback from the community to retain the programming the district offers. Jennifer Parmalee asked what the district anticipates the deficit will be. Chris DiFulvio said he's waiting to see how the spending freeze impacts the budget, but agreed we're at a breaking point where it's becoming more difficult to sustain small class sizes. JoAnne Race suggested we look into developing a long-range financial plan like some other districts have.

Motion made by Jan Woodworth, seconded by Jenn Parmalee to approve the Personnel Report.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

Motion made by Jan Woodworth, seconded by Jennifer Parmalee to approve the Supplemental Personnel Report.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

19. Executive Session

Motion made by Ron Luteran, seconded by Jan Woodworth to move into Executive Session.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

The Board moved into Executive Session at 8:42 pm.

Motion made by Jan Woodworth, seconded by Ron Luteran to return to Public Session.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

The Board returned to Public Session at 9:53 pm.

20. Adjournment

Motion made by Jan Woodworth, seconded by Ron Luteran to adjourn the meeting.

➤ *Vote: 7 (in favor) 0 (opposed) Motion passed.*

JoAnne Race adjourned the meeting at 9:54 pm.

Emily Ayres, District Clerk