

Board of Education Meeting
CAZENOVIA CENTRAL SCHOOL DISTRICT
CAZENOVIA, NY 13035-1098

Board of Education Conference Room
July 9, 2013
6:30 PM

RE-Organizational

Board Members Present Karin Marris, Cindy Bell Tobey, Pat Vogl, Leigh Baldwin, Jan Woodworth and Lisa Lounsbury

Board Members Absent: Kathy Hahn

Administrators Present: Robert Dubik, William Furlong

Call to Order: The meeting was called to order by Pat Marzeski, District Clerk at 6:33. She asked all for a moment of silence and then to stand for the pledge of allegiance.

Election of President: Pat Marzeski asks for nominees for President of the Board. There were two nominees. They were asked if they were both willing to serve. Both were willing to serve, but Cindy Bell Tobey said she did not want a face off and withdrew. Pat Vogl was elected as President 6-0.

Election of Vice President: Pat Vogl for nomination for Vice-President. Karin Marris nominated Cindy Bell Tobey. Cindy Bell Tobey was elected 6-0.

Oath of Office to President and Vice President: Pat Marzeski, District Clerk, gave the oath of office to the Pat Vogl for President and Cindy Bell Tobey for Vice-President.

Annual Appointments:

<u>Title</u>	2013/14 <u>Incumbent</u>	Amount <u>Stipend/Salary</u>	<u>Bonded</u>
A. District Clerk	(Patricia Marzeski)	\$ 193/Meeting	\$ 250,000
B. District Treasurer	(Sheryl Conley)	\$ 48,769	\$1,850,000
C. Deputy District Treasurer	(Patricia Marzeski)	N/A	\$ 100,000
D. Tax Collector	(Julie Mattina)	\$ 4,610	\$ 350,000
E. Claims Auditor	(Helen M. Curtis)	\$ 10,985	\$ 100,000

Motion was made to approve the above annual appointments by Leigh Baldwin and seconded by Jan Woodworth. The motion carried 6-0.

Other Appointments:

F.	School Physician	Heritage Family Medicine	\$ 8,250	
G.	Extracurricular Activity Fund	(Sheryl Conley)	N/A	\$ 100,000
H.	Independent External Auditor	(D'Arcangelo & Co., LLP)	\$ 20,500	
I.	Records Access Officer	(Patricia Marzeski)	N/A	
J.	Asbestos (LEA) Designee	(David Hazer)	N/A	
K.	Purchasing Agent	(William J. Furlong)	N/A	
L.	Person to Certify Payrolls	(William J. Furlong)	N/A	
M.	Internal Auditor	Questar III	\$11,000	
N.	School Attorney*	N/A		
O.	Wellness Coordinator	(Jean Regan)	N/A	
P.	Purchasing Clerk	(Sharon Czelusniak)	N/A	\$ 350,000
Q.	504 Compliant Officer	(Robert Dubik)	N/A	
R.	CNY Health Insurance	(William Furlong, Primary)	N/A	
	Cooperative Rep to the	(Robert Dubik, Alternate)	N/A	
	Board of Directors			
S.	Title IX Officer	Robert Dubik	N/A	
T.	OCM Worker's Compensation	(William Furlong, Primary)	N/A	
	Consortium Rep	(Robert Dubik, Alternate)	N/A	
U.	Dignity Act District Coordinator	Susan Vickers	N/A	
	Coordinator - Burton Street	Mary Horan	N/A	
	Coordinator - Middle School	Jennifer Glasgow	N/A	
	Coordinator - High School	Britt Zumpano	N/A	

(For Your Information: Other employees bonded - William J. Furlong, Assistant Superintendent - \$250,000, Cindy Bartlett, Payroll Coordinator - \$350,000. Also, each school employee is bonded for \$100,000 and \$900,000 per loss)

* The Superintendent has the authority to hire legal services as required on a case to case basis.

A motion was made by Cindy Bell Tobey and seconded by Jan Woodworth to approve the above appointments. The motion carried 6-0.

Other Items:

- A. Re-adoption of All Policies

RECOMMENDED ACTION:

RESOLVED that the Board of Education re-adopt all policies and codes of ethics in effect during previous year: implied in Education Law 1709, 2503.

- B. Establish Mileage Reimbursement Rate

RECOMMENDED ACTION:

RESOLVED that the Mileage Reimbursement Rate be one-half (½) Internal Revenue Service guidelines (which is currently \$.565 or .2825 per mile) unless different in Collective Bargaining Agreement.

- C. Authorize Superintendent to Approve Attendance of Staff to Conferences

RECOMMENDED ACTION

RESOLVED that the Superintendent of Schools be authorized to approve attendance of staff to conferences during the 2013-14 school year, per General Municipal Law 77-b.

- D. Authorize Superintendent to Make Budget Transfers

RECOMMENDED ACTION

RESOLVED that the Superintendent of Schools be authorized to approve budget transfers up to and including \$10,000 during the 2013-14 school year, per Commissioner's Regulation 170.2.

- E. Authorize Superintendent to Apply for Grants in Aid (State and Federal)

RECOMMENDED ACTION

RESOLVED that the Superintendent of Schools be authorized to apply for Grants in Aid (State and Federal) during the 2013-14 school year, per Education Law 1711, 2508.

- F. Designation of Signatures on Checks

RECOMMENDED ACTION

RESOLVED that William J. Furlong, Sheryl Conley and Patricia Marzeski be authorized to sign checks for the District, per Education Law 1720, 2523.

- G. Non-Residential Tuition Rate

RECOMMENDED ACTION

RESOLVED that the tuition rate for non-resident students be as follows for the 2013-2014 school year: Grades K-6 and Grades 7-12, to be determined later at re-org meeting.

- H. Building Use Rates

RECOMMENDED ACTION

RESOLVED that the fee or building use per hour be \$40.00 per hour for the 2013-2014 school year.

A motion was made by Jan Woodworth and seconded by Leigh Baldwin to approve the other items listed above. The motion carried 6-0.

VIII. Annual Designations

- A. Official Newspapers - (Oneida Daily Dispatch, Cazenovia Republican)
- B. Official Depositories - (Key Bank of Central New York, N.A., Citibank, M & T Bank, JP Morgan/Chase, MBIA-CLASS, Alliance Bank, Citizens Bank, First Niagra Bank, State Bank of Chittenango)
- C. New York State School Boards Annual Meeting

Delegate Lisa Lounsbury Alternate: Leigh Baldwin

D. New York State School Boards Legislative Liaison: Jan Woodworth

A motion was made by Karin Marris and seconded by Jan Woodworth to approve the above designations. The motion carried 6-0

Authorizations:

A. Petty Cash

1. \$100 to Accounts Payable/Purchasing Clerk
2. \$ 50 to Supervisor of Transportation
3. \$500 to Coordinator of Athletics
4. \$ 50 to Burton Street Life Skills Class
5. \$ 50 to Middle School Life Skills Class
6. \$ 100 to High School Life Skills Class

B. Association Memberships

1. New York State School Boards Association
2. NYS Rural Schools
3. Central New York School Boards Association
4. Statewide School Finance Consortium

C. Board President to sign documents on behalf of the District and in the absence of the President, the Vice-President is authorized to sign.

A motion was made by Jan Woodworth and seconded by Karin Marris to approve the above authorizations: The motion carried 6-0.

Public Communications: Jim Longo, Head Lacrosse Coach, presented a petition concerning the positions of Varsity and Junior Varsity Assistant coaches no longer being paid coaching positions. He said that Cazenovia's Lacrosse Team is one of the most respected programs in the country. We are ranked 6th in the country. He said his main issue is safety. One coach cannot attend to 20 Lacrosse players. They are asking for the return of the paid coaches.

Mike Sullivan spoke next concerning the lacrosse. Both of his kids have played sports. Some kids have come from other sports that were discipline problems and the lacrosse coaches turned them around. These kids are being mentored by coaches that have a passion for the game. To only pay two coaches is a mistake.

Rick Race, Co-President of the Athletic Association presented an invoice for two Daktronic Score Boards and a check for \$20, 554 to pay for them.

Mary Jo LaFever - will be a third grade parent, wanted to know if a decision had been made concerning adding another section of third grade. Mr. Dubik said that there has not be a determination yet. He had heard of a high school teacher who might be leaving and if he left it was a possibility that they could use the funds from that but that is certainly not definite. He will monitor the situation closely.

Barb Axelson spoke about her frustration concerning the Academic Decathlon team. She wanted to know why

of 8 out of 9 years it had been totally funded. It used to be 100% and then nothing. She felt the community should know. Mr. Dubik told her that they have always funded the advisors, paid for the materials and transportation for the states. Last year the Board determined that they should also do fund raising like all of the other groups to raise money for the nationals. We will still pay for the materials and the advisors. But they will have to fund raise during the year. We can not pay to send students to Hawaii and Alaska. At our June meeting the two advisors resigned. So first we have to have advisor. Then we have three choices. The state doesn't allow for pay for play. We can ask for participation donations, each student donate money and fund raisers. The first order of business is advisors. The positions have been posted.

Written Communications: None

Information and Reports:

- Reports from Board Members

Committees were organized for the 2013-2014 school year as follows:

Finance and Audit Committee - Chair, Leigh Baldwin; Pat Vogl; Lisa Lounsbury

Facilities - Chair, Cindy Bell Tobey; Karin Marris; Kathy Hahn

Personnel - Chair, Jan Woodworth; Leigh Baldwin; Karin Marris; alternate Cindy Bell Tobey

There was a brief discussion concerning the hiring of a new superintendent. They have three options. They can have BOCES do a search, a private firm to do the search or promote within. The committee to appoint a new superintendent will include the entire board. Bob will try to set up BOCES and a private firm to come and speak to the board as soon as possible.

- Reports from Administrators

- **Robert Dubik** - Bob asked the board members to let him know if they will be attending the school boards convention. He spoke about the enrollment numbers. We expect to lose 136 students within the next three years. He gave tours to three class reunion groups. They were very impressed with all of the changes. We will wait to see what happens with Boys volleyball and with basketball at our next meeting. Mr. Nichols cannot coach unless no one in the CUE wants the position.

- **William Furlong** - Bill Furlong reported that they are in the process of closing the books for 2012 - 2013. There are no surprises and they will be closed by August 12.

Bill reported that for the first time in the last 15 or 16 years the lunch program ended with a deficit. We had 23% less participants this year. This was due to the new federal guidelines on nutrition and amount of serving. The government relaxed some of their regulations but we still lost \$19,000. Typically we have a \$12,000 surplus.

With no construction going on this summer, the maintenance staff is busy catching up with numerous projects this summer.

Consent Agenda:

- Routine Matters
 1. Minutes of June 17, 2013 were approved
 2. Special Education Reports

A motion was made by Jan Woodworth and seconded by Cindy Bell Tobey to approve the consent agenda. The motion carried 6-0.

New Business:

A. Approval of 2012-2013 Committee(s) on Special Education

WHEREAS New York State Education Law requires the appointment of a Committee on Special Education, be it RESOLVED that the following appointments be made for the 2013-2014 school year:

PRESCHOOL:

Committee on Preschool Special Education:

Joanne Dunkle, Chairperson; Rosanne Lewis, Madison County representative; Nicki Donlan, parent member representative.

Subcommittee on Preschool Special Education:

Joanne Dunkle, Chairperson; Rosanne Lewis, Madison County representative.

SCHOOL AGE:*

Please Note: All general education teachers are recognized as committee members when one of their students is being discussed at a committee meeting. State law requires attendance by a general education teacher.

Grades K-4 Committee on Special Education:

Joanne Dunkle, Chairperson; Christine Tillman, School Psychologist; Stacy Fowler, Linda Martin, Jennifer Arcuri, Collette Todd, special education teacher representatives; Nancy Saya, Nettie Goeler, Nancy Novak, Deb Donaghue, therapists; Cindy Hirt, school nurse; Heritage Family Medicine, school physician.

Grades K-4 Subcommittee on Special Education:

Joanne Dunkle, Chairperson; Stacy Fowler, Linda Martin, Jennifer Arcuri, Collette Todd, special education teacher representatives; Nancy Saya, Nettie Goeler, Nancy Novak, Deb Donaghue, therapists.

Grades 5-7 Committee on Special Education:

Joanne Dunkle, Chairperson; Jennifer Glasgow, guidance counselor; Doug LaFever, Kim Sauve, Jill Hotchkiss, special education teacher representatives; Elizabeth Sovocool, school psychologist; Diane Belton, school nurse; Heritage Family Medicine, school physician.

Grades 5-7 Subcommittee on Special Education:

Joanne Dunkle, Chairperson; Jennifer Glasgow, guidance counselor; Doug LaFever, Kim Sauve, Jill Hotchkiss special education teacher representatives.

Grades 8-12 Committee on Special Education:

Joanne Dunkle Chairperson: Alison Pringle, Lauren McClurg, Kristin Axe, Robin Costello, Guy Linton, special education teacher representatives; Elizabeth Sovocool, school psychologist; Bob Oldfield, Britt Zumpano, Susan Tresco, guidance counselors; Linda Siracuse, school nurse; Heritage Family Medicine, school physician

Grades 8-12 Subcommittee on Special Education:

Joanne Dunkle, Chairperson: Alison Pringle, Lauren McClurg, Kristin Axe, Robin Costello, Guy Linton, special education teacher representatives; Bob Oldfield, Britt Zumpano, Susan Tresco, guidance counselors

A motion was made by Jan Woodworth and seconded by Cindy Bell Tobey to approve the Special Education Subcommittees. The motion carried 6-0.

B. Approval of Participation in the National School Breakfast and Lunch Programs

WHEREAS it is the desire of the Cazenovia Central School District to participate in the National School Breakfast and Lunch Programs for the 2013-14 school year, be it

RESOLVED that the Board of Education authorize participation in the National School Breakfast and Lunch Programs, and be it

FURTHER RESOLVED that the Assistant Superintendent be authorized to sign an agreement for such and make all necessary arrangements for the District's participation.

A motion was made by Karin Marris and seconded by Jan Woodworth to approve participation in the National School Breakfast and Lunch Program. Motion carried 6-0.

C. Non-Resident Tuition Rates Established

Whereas the board has decided to continue their policy of allowing non-resident tuition paying students, and the superintendent has recommended that the tuition rate be K-6, \$3200 and 7-12, \$4200 with the payment schedule in two installments with 50% in September 1st and 50% on February 1st, be it

Resolved that the tuition rate and payment schedule be approved.

A motion was made by Karin Marris and seconded by Leigh Baldwin to approve the non-resident tuition rates. A short discussion ensued. The board did not want to put the superintendent in the position as bill collector. Therefore some members of the board suggested that the payment of tuition occur by September 1st or before enrollment begins. **A motion was made by Jan Woodworth and seconded by Karin Marris to amend the motion to state that full payment is due by September 1st and immediately upon enrollment during the school year. Motion carried 6-0. The amended motion also carried 6-0.**

D. Acceptance of Donation

Whereas the Cazenovia Athletic Association (CAA) would like to donate over \$20,555 to the school district to purchase two Daktronics Scoreboards to replacement scoreboards on Field 1 at Fenner Fields and the athletic field at Burton Street Elementary, be it

Resolved that the Board of Education accept the donation for two Daktronics Scoreboards.

A motion was made by Jan Woodworth and seconded by Lisa Lounsbury to accept the donation from the CAA. The motion carried 6-0.

Personnel Report: A motion was made by Jan Woodworth and seconded by Karin Marris to accept the Personnel Report. After a brief discussion concerning the extra curricular appointments and the department chair's the motion carried 5-1 with Leigh Baldwin voting no.

Discussion Items: The board retreat was discussed. This would be a discussion on how to manage meetings, duties of the board, etc. Pat Vogl asked everyone to give him dates that were not good. There were no common dates for the retreat. Bob Dubik will try to arrange for BOCES and an outside consultant to discuss the Superintendent search.

Other Board Concerns: None

Second Session Public Communication: Mike Sullivan spoke to the board asking the board point blank for an issue to be addressed. He wanted to review his concerns at what had transpired for the last nine months. He stated that we had great coaches but we have a flaw. He brought these issues to Mike Byrnes and they were not addressed. One specific kid was treated unfairly and this has gone on with this particular coach for two decades. It is time something is done about it. His son is no longer at Cazenovia but this issue still needs to be resolved.

Jason Emerson, editor of the Cazenovia Republican, said that he was happy that the board was going to discuss the open meeting laws in their retreat because he felt the Personnel Report should be distributed to the community members during the board meetings so that they know what is being discussed. Bob Dubik said that we will look into this matter.

Catharine Taylor said she thought it used to be a separate item.

Jim Longo spoke again in regards to coaching position being cut and said that he still does not have a clear reason for why the Lacrosse Assistant coaches were cut, how it came to be and why they were taken away.

Advanced Planning :

- A. Items for Future Agendas - Class Size Policy, Academic Decathlon, and Discipline/Suspension Procedures and consistent security procedures
- B. Future Meeting Dates
 - 1. **Regular Board Meeting Dates** - July 9, 2013, August 26, 2013, September 16, 2013, October 21, 2013, November 18, 2013, December 16, 2013, January 27, 2014, February 24, 2014, March 24, 2014, April 14, 2014, May 20, 2014 (**Note: 3rd Tuesday - Annual Vote**), and June 16, 2014
 - 2. **Meeting Dates for Work Sessions** - August 12, 2013, January 6, 2014 (Work Session and Public Forum), March 10, 2014, May 13, 2014 (Work Session and Budget Hearing).

Executive Session: A motion was made by Jan Woodworth and seconded by Karin Marris to move into Executive Session to discuss a student discipline issue, personnel issue and an athletic concern. The board went into Executive Session at 9:20.

Return to Public Session and Adjournment: Meeting was adjourned at 10:10.

Respectfully

Pat Marzeski
District Office