

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

Board of Education Conference Room
July 8, 2019
6:30 PM

Organizational Meeting

Board Members Present: Jan Woodworth, Leigh Baldwin, Katherine Hahn, David Mehlbaum, Jennifer Parmalee (6:43), JoAnne Race and Ron Luteran

Board Members Absent:

Administrators Present: Matthew Reilly, Thomas Finnerty, Matthew Erwin, Jean Regan, Molly Hagan, Michael Byrnes and Benjamin New

Call to Order: The meeting was called to order by Janet Goris, District Clerk, at 6:30. She asked all for a moment of silence and then to stand for the pledge of allegiance.

Janet Goris then proceeded to swear in the new Board of Education member, Katherine Hahn.

Election of President: Janet Goris asked for nominations for President from the floor. Jan Woodworth was once again nominated. Jan was willing to accept the nomination of Board President for the 2019-2020 school year.

**A motion was made by Ron Luteran and seconded by JoAnne Race to approve the appointment of Jan Woodworth as President of the Board of Education.
The motion carried 6-0.**

Janet Goris then proceeded to swear in the new Board of Education President, Jan Woodworth.

Election of Vice-President: Jan Woodworth asked for nominations for Vice-President from the floor. David Mehlbaum was once again nominated. David was willing to accept the nomination of Vice-President for the 2019-2020 school year.

**A motion was made by JoAnne Race and seconded by Ron Luteran to approve the appointment of David Mehlbaum as Vice-President of the Board of Education.
The motion carried 6-0.**

Janet Goris then proceeded to swear in the new Board of Education Vice-President, David Mehlbaum.

Educational Highlights: None.

Annual Appointments

	<u>Title</u>	<u>2018/19 Incumbent</u>	<u>Amount Stipend/Salary</u>
A.	District Clerk	(Janet Goris)	\$ 3,614
B.	District Treasurer	(Donna Meyers)	\$ 64,000
C.	Deputy District Treasurer	(Janet Goris)	N/A
D.	Tax Collector	(Julie Mattina)	\$ 5,403
E.	Claims Auditor	(Helen M. Curtis)	\$ 12,875

A motion was made by Leigh Baldwin and seconded by Kathy Hahn to accept the Annual Appointments. The motion carried 6-0.

Other Appointments

F.	School Physician	(Heritage Family Medical)	\$ 7,700
G.	Extracurricular Activity Fund	(Donna Kiselica)	\$ 1,644
H.	Independent External Auditor	(D'Arcangelo & Co., LLP)	\$ 20,200
I.	Records Access Officer	(Janet Goris)	N/A
J.	Asbestos (LEA) Designee	(Matthew Erwin)	N/A
K.	Purchasing Agent	(Thomas Finnerty)	N/A
L.	Person to Certify Payrolls	(Thomas Finnerty)	N/A
M.	School Attorney*	N/A	
N.	Wellness Coordinator	(Marla Reger)	N/A
O.	504 Compliant Officer	(Matthew Reilly)	N/A
P.	CNY Health Ins. Cooperative	(Thomas Finnerty, Primary)	N/A
	Rep to the Board of Directors	(Matthew Reilly, Alternate)	N/A
Q.	Title IX Officer	Matthew Reilly	N/A
R.	OCM Worker's Compensation	(Thomas Finnerty, Primary)	N/A
	Consortium Rep	(Matthew Reilly, Alternate)	N/A
S.	Dignity Act District Coordinator	(Patrick Ruddy)	N/A
	Coordinator - Burton Street	Mary Horan	N/A
	Coordinator - Middle School	Elizabeth Collins	N/A
	Coordinator - High School	Britt Zumpano	N/A

(Employee bonding information: The District has elected the \$5,000,000 blanket limit option. Changing this policy to a \$5 million blanket policy for example, would allow any and all employees \$5 million of coverage. In addition, it would provide a separate \$5 million limit for computer fraud and a separate \$5 million limit for funds transfer instead of this being only one combined limit.)

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

A motion was made by Kathy Hahn and seconded by Leigh Baldwin to accept the other appointments. The motion carried 6-0.

Other Items:

A. RE-ADOPTION OF ALL POLICIES

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

RESOLVED that the Mileage Reimbursement Rate be the same as the Internal Revenue Service guidelines (which is currently \$.58 per mile).

C. AUTHORIZE SUPERINTENDENT TO APPROVE ATTENDANCE OF STAFF TO CONFERENCES

RESOLVED that the Superintendent of Schools be authorized to approve attendance of staff to conferences during the 2019-20 school year, per General Municipal Law 77-b.

D. AUTHORIZE SUPERINTENDENT TO MAKE BUDGET TRANSFERS

RESOLVED that the Superintendent of Schools be authorized to approve budget transfers up to and including \$10,000 during the 2019-20 school year, per Commissioner's Regulation 170.2.

E. AUTHORIZE SUPERINTENDENT TO APPLY FOR GRANTS IN AID (STATE AND FEDERAL)

RESOLVED that the Superintendent of Schools be authorized to apply for Grants in Aid (State and Federal) during the 2019-20 school year, per Education Law 1711, 2508.

F. DESIGNATION OF SIGNATURES ON CHECKS

RESOLVED that Thomas Finnerty, Donna Meyers and Janet Goris be authorized to sign checks for the District, per Education Law 1720, 2523.

G. AUTHORIZE SUPERINTENDENT TO APPROVE BUILDING PROJECT CHANGE ORDERS

RESOLVED to authorize the superintendent to approve building project change orders up to \$20,000.

H. BUILDING USE RATES

RESOLVED that the fee or building use per hour be \$47.00 per hour for the 2019-2020 school year.

Authorizations:

- A. Petty Cash
 - 1. \$100 to Business Office
 - 2. \$ 50 to Supervisor of Transportation
 - 3. \$500 to Coordinator of Athletics

A motion was made by David Mehlbaum and seconded by Kathy Hahn to approve Petty Cash. The motion carried 6-0.

- 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
 - 5. Onondaga Madison School Board Association

A motion was made by Kathy Hahn and seconded by Ron Luteran to approve Association Memberships. The motion carried 6-0.

Matt quickly mentioned each membership and what services they provide the District.

- 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 by Leigh Baldwin and seconded by Kathy Hahn to approve that the President and Vice-President, if the President is not present, are authorized to sign documents on behalf of the District. The motion carried 6-0.

Annual Designations:

- A. Official Newspapers - (Cazenovia Republican, Oneida Daily Dispatch)

A motion was made by David Mehlbaum and seconded by JoAnne Race to approve the official newspapers. The motion carried 6-0.

- B. Official Depositories - (Community Bank N.A., M & T Bank, Key Bank of Central New York, N.A., BNY Mellon, NY CLASS)

A motion was made by Leigh Baldwin and seconded by Kathy Hahn to approve the official depositories. The motion carried 6-0.

C. New York State School Boards Annual Meeting

Delegate - Kathy Hahn

Alternate: David Mehlbaum

A motion was made by JoAnne Race and seconded by Ron Luteran to approve the delegates to the NYSSBA Annual Meeting. The motion carried 6-0.

D. New York State School Boards Legislative Liaison: **JoAnne Race**.

A motion was made by Ron Luteran and seconded by Leigh Baldwin to appoint New York State's School Boards Legislative Liaison. The motion carried 6-0.

Public Comments: None

Written Communications: Matt announced that Johanna Neugebauer sent the District a thank you note for all the support she was given during her employment with CCS.

Information and Reports:

Reports from Board Members

Facilities Committee - Dave Mehlbaum reported that this committee met and discussed the next phase of the plan for athletic field improvements. No bids have been accepted but a recommendation was made to the Board to have LA Group prepare the master plan and designs.

Ron Luteran reported that his group met with a sound and lighting company to make improvements to the District's stage.

Jan Woodworth mentioned she attended the 2019 Graduation Ceremony and it was a wonderful Commencement.

Reports from the Administration

Superintendent of Schools - Matt stated that the 2019 Graduation Ceremony was terrific. 154 students graduated this year. He received great feedback about the event.

The NYS Regents results are completed. They are embargoed right now but the results are fantastic. It reflects the hard work of the students, teachers and parents.

The Administrative Retreat starts on Tuesday. This year, the District Administrators will be in Hamilton and they will meet with Kevin Baughman.

Assistant Superintendent - Tom reported that he received a Notice of the District Audit conducted by the Comptroller's Office. The Notice will be posted by Janet in our newspapers and on outside doors of all school buildings.

Tom thanked Matt Erwin and the Buildings and Grounds Crew for all the hard work they have accomplished over the last month in preparation of the District's end-of-year events.

Tom mentioned that on the Personnel Report this month there is a Treasurer who has been offered employment in the District. She has 20 years' experience in this field.

Tom stated that he received a grant to purchase a new micro phish machine. The machine the District owns now is out of date.

Consent Agenda:

Routine Matters

- A. Minutes of June 17, 2019 Regular Meeting
- B. Committee on Special Education Report

A motion was made by Ron Luteran and seconded by JoAnne Race to approve the consent agenda. The motion carried 7-0.

New Business:

A. Approval of 2019-2020 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 2019-2020 school year:

PRESCHOOL:

Committee on Preschool Special Education:

Patrick Ruddy, Chairperson; Victoria Galbraith, Subcommittee chairperson, Rosanne Lewis, Madison County representative; Nicki Donlin, parent member representative.

Subcommittee on Preschool Special Education:

Patrick Ruddy, Chairperson; Eliza Collins, Kara May and Victoria Galbraith Subcommittee Chairpersons, 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:

Patrick Ruddy and Mary-Ann MacIntosh Chairpersons; Victoria Galbraith School Psychologist; Kristen Brink, Collette Todd, Loren Doherty, Jake Fesko, special education teacher representatives; Lea Greene, Emily Stevens, Nicole Russo, Melissa Linck, therapists; Cindy Hirt, school nurse; Heritage Family Medicine, school physician.

Grades K-4 Subcommittee on Special Education:

Patrick Ruddy and Mary-Ann MacIntosh Chairpersons; Eliza Collins, Kara May, and Victoria Galbraith, Subcommittee Chairpersons; Kristen Brink, Loren Doherty, Collette Todd, Jake Fesko, special education teacher representatives; Lea Greene, Emily Stevens, Nicole Russo, Melissa Linck, therapists; Cindy Hirt, school nurse, Heritage Family Medicine School Physician.

Grades 5-7 Committee on Special Education:

Patrick Ruddy, Chairperson; Eliza Collins School Psychologist, Doug LaFever, Kim Sauve and Amy Sumner, special education teacher representatives; Elizabeth Collins, school psychologist; Katie Pushlar, school nurse; Heritage Family Medicine, school physician.

Grades 5-7 Subcommittee on Special Education:

Patrick Ruddy, Chairperson; Eliza Collins, Victoria Galbraith and Kara May Subcommittee Chairperson, Doug LaFever, Kim Sauve and Amy Sumner, special education teacher representatives; Eliza Collins, school psychologist; Katie Pushlar, school nurse; Heritage Family Medicine, school physician.

Grades 8-12 Committee on Special Education:

Patrick Ruddy and Molly Hagan Chairpersons; Alison Cooke, Lauren Sprague, Kristin Axe, Robin Costello, Tim Mascari, special education teacher representatives; Kara May, school psychologist; Bob Oldfield, Britt Zumpano and Susan Tresco, guidance counselors; Kathy Hudson, school nurse; Heritage Family Medicine, school physician

Grades 8-12 Subcommittee on Special Education:

Patrick Ruddy and Molly Hagan Chairpersons; Eliza Collins, Victoria Galbraith and Kara May Subcommittee Chairpersons; Alison Cooke, Lauren Sprague, Kristin Axe, Robin Costello and Tim Mascari, special education teacher representatives; Kara May, school psychologist; Bob Oldfield, Britt Zumpano and Susan Tresco, guidance counselors; Kathy Hudson, School nurse; Heritage Family Medicine school physician.

A motion was made by Jennifer Parmalee and seconded by Leigh Baldwin to approve the 2019-2020 Committee(s) on Special Education. The motion carried 7-0.

B. Approval of Contract for Cooperative Educational Services

WHEREAS the district is seeking board approval to enter into our annual *Contract for Cooperative Educational Services* agreement, be it

RESOLVED the board approves entry into an annual *Contract for Cooperative Educational Services Agreement* by allowing us to certify our Initial Contract (AS-7).

Discussion regarding this Agreement ensued.

A motion was made by Kathy Hahn and seconded by JoAnne Race to approve the contract for Cooperative Educational Services. The motion carried 7-0.

C. Approval of the Middle School Handbook

WHEREAS the administration and faculty of the Middle School have updated the Middle School Student Handbook, and

WHEREAS the Board of Education has reviewed the changes in the handbook and must approve student handbooks distributed by the District, be it

RESOLVED that the Board approve the 2019-2020 Middle School Student Handbook.

A motion was made by Jennifer Parmalee and seconded by Ron Luteran to approve the 2019-2020 Middle School Student Handbook. The motion carried 7-0.

D. Approval of the High School Handbook

WHEREAS the administration and faculty of the High School have updated the High School Student Handbook, and

WHEREAS the Board of Education has reviewed the changes in the handbook and must approve student handbooks distributed by the District, be it

RESOLVED that the Board approve the 2019-2020 High School Student Handbook.

A motion was made by Kathy Hahn and seconded by JoAnne Race to approve the 2019-2020 High School Student Handbook. The motion carried 7-0.

E. 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 2019-20 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.

Discussion ensued.

A motion was made by Jennifer Parmalee and seconded by Ron Luteran to approve the District's participation in the National School Breakfast and Lunch Programs. The motion carried 7-0.

F. Approval of Food Service Management Company Extension

WHEREAS the Cazenovia Central School District wishes to extend the existing contract with Compass Group (Chartwells) and,

WHEREAS the per meal charges will increase 1.5 % over the 2018-2019 school year, be it

RESOLVED that the Board Awards a contract extension for Food Service Management to Compass Group (Chartwells) for the 2019-2020 school year.

Discussion ensued.

A motion was made by Jennifer Parmalee and seconded by Ron Luteran to approve the Contract Extension for Food Service Management to Compass Group (Chartwells) for the 2019-2020 school year. The motion carried 7-0.

G. Approval of Blinds Replacement Contract

WHEREAS the district is seeking board approval to enter into a contract for installation of blinds, and

WHEREAS the district has issued a Request for Proposals (RFP), and is recommending the lowest proposal submitted by Sonic Technologies of Marietta, NY, therefore

Be it RESOLVED that the Cazenovia Central School District Board of Education hereby approves the award of the blinds replacement contract to Sonic Technologies of Marietta, NY at a cost of \$58,547.

Discussion ensued.

A motion was made by Leigh Baldwin and seconded by JoAnne Race to approve the award of the blinds replacement Contract to Sonic Technologies. The motion carried 7-0.

H. Approval of Removal of Standardization of Controls

WHEREAS the district is seeking board approval to repeal of the *standardization of energy management and control system components* enacted by the Board at the January 5, 2015 meeting, therefore

Be it RESOLVED that the Cazenovia Central School District Board of Education hereby approves repeal of the *standardization of energy management and control system components*.

An Explanation of standardization of energy management and control systems components was given by Tom Finnerty and Matt Erwin.

Discussion ensued.

A motion was made by Jennifer Parmalee and seconded by Ron Luteran to approve the removal of standardization of controls. The motion carried 7-0.

Personnel Report:

Tom Finnerty stated that a probationary period of one year for the District Treasurer position needs to be added to the Personnel Report.

Explanations were given for a few entries on the Personnel Report.

A motion was made by Ron Luteran and seconded by Jennifer Parmalee to approve the Personnel Report. The motion carried 7-0.

Discussion Items - Non-Resident Students - Policy #7132

Matt gave details of the changes that are proposed. Discussion ensued. This policy will be reviewed at the next Policy Committee meeting and added to the next agenda to discuss again

Night Football Game

Mike Byrnes gave details of the event and asked for Board approval to continue.

Commitment from Board Members on the NYSSBA Conference in Rochester, October 24 -26, 2019. Reservations will be made on July 15.

Matt Reilly, Jan Woodworth, Kathy Hahn, Leigh Baldwin, Jennifer Parmalee and Dave Mehlbaum all committed to attending this event. JoAnne Race needs a few more days to make a decision.

The Formation of Four BOE Sub-Committees:

Buildings and Grounds: David Mehlbaum, Chairperson Joanne Race and Ron Luteran
Personnel: Jan Woodworth, Chairperson, Leigh Baldwin and Kathy Hahn
Policy: JoAnne Race, Chairperson, David Mehlbaum and Jennifer Parmalee
Finance: Leigh Baldwin, Chairperson, Jennifer Parmalee and Kathy Hahn

Advanced Planning

A. Items for Future Agendas

Policy #7132 - Non-Resident Students. It was proposed that the policy will be amended and there will be a first reading at the next Board of Education meeting.

Review of Strategic Plan that followed the Administrative Retreat.

B. Future Meeting Dates

Regular and Special Board Meeting Dates:

July 8, 2019 (Annual Organizational Meeting)

July 29 ??? to approve two appointments

August 19, 2019

September 16, 2019

October 21, 2019

November 18, 2019

December 16, 2019

January 13, 2020

February 10, 2020

March 16, 2020

April 20, 2020

May 12, 2020 (Note: Tues - Budget Hearing)

May 19, 2020 (Note: 3rd Tuesday - Annual Vote)

June 15, 2020

Policy Committee Meeting - July 29 at 7:30 am

What Did We Do for Kids?

Approved Coaches and Advisors

Approved the Student Handbooks

Approved a Night Football Game

Adjournment: A motion was made by Ron Luteran to adjourn the meeting. The meeting was adjourned at 7:35.

Respectfully submitted,

Janet Goris
District Clerk