

**CAZENOVIA CENTRAL SCHOOL DISTRICT  
CAZENOVIA, NEW YORK 13035-1098**

**Regular Meeting of the Board of Education**

October 21, 2019

Board of Education Conference Room

6:30 pm

**AGENDA**

I. Call to Order, moment of silence and Pledge of Allegiance

II. Public Comments

*Guidelines:*

- *Each Speaker is permitted three minutes for comment. They must state their name and address for the record and be recognized by the Board President.*
- *All comments must be directed to the Board President.*
- *The Board will listen to comments but not debate or discuss items.*
- *The Board is not permitted to address personnel or individual student matters.*
- *The Board will limit repetitive comments in order to give time to others wishing to speak.*

III. Written Communication

IV. Educational Highlights - Courtney Pearsall, D'Arcangelo & Co. (Annual Audit Review)  
Stacia Nourse - Department Leader Presentation

V. Information and Reports

A. Reports from Board Members

1. Board Committees
2. Board President - Dr. Jan Woodworth

B. Reports from Administration

1. Superintendent of Schools - Matthew Reilly
2. Assistant Superintendent - Thomas Finnerty

VI. Consent Agenda - Recommended Actions:

A. Routine Matters

1. Minutes for September 16, 2019  
*Motion for approval is recommended*
2. Committee on Special Education Report  
*Motion for approval is recommended*
3. Overnight Field Trip - Caz Aggies/FFA - Mandi Millen  
National Convention - Indianapolis, IN.

*Motion for approval is recommended*

4. Textbook Approval for Wendy Everard, English Grade 12  
*Motion for approval is recommended*
5. Budget Transfer #1 - \$19,650  
*Motion for approval is recommended*

VII. New Business

**A. Adoption of District Policy Numbers 7243-Student Data Breaches, 7511-Immunization of Students and 5660-Meal Charging and Prohibition Against Meal Shaming in the District Draft Policy Manual.**

*BACKGROUND*

After receipt of the draft Policy Manual from Erie 1 BOCES in October of 2019, and after the first reading of policy numbers 7243, 7511 and 5660 at the Board of Education Meeting on September 16, 2019, the Policy Committee recommends that the Board adopt the reviewed/revised policy numbers 7243, 7511 and 5660 in the draft policy manual and to replace these policies with the policies that have been previously adopted.

*ALTERNATIVE ACTION*

The Board of Education could decide not to adopt these new district policies.

*RECOMMENDED ACTION*

Whereas, the Cazenovia Central School District administration and Board of Education sought to revise the current policy manual used by the District and,

Whereas, the District contracted with Erie 1 BOCES Policy Service, and,

Whereas, the administration and the Policy Committee of the Board of Education extensively reviewed the draft policy manual and,

Whereas, after reviewing and making the necessary revisions to policy numbers 7243-Student Data Breaches, 7511-Immunization of Students and 5660-Meal Charging and Prohibition Against Meal Shaming in the draft policy manual, the Policy Committee recommends adoption of these new policies in the manual,

Therefore, Be It Resolved, the recommended revised policies be adopted for use in the Cazenovia Central School District.

**B. Acceptance of Annual Audit**

*BACKGROUND*

The School District is required to have an annual independent audit conducted. The District's auditor, D'Arcangelo & Company, LLP, performed the audit and has now completed all reports, including the Management Letters which were given to each of the Board members as required.

Courtney Pearsall from D'Arcangelo & Company, LLP met with the board members with their findings and recommendations.

ALTERNATIVE ACTION

There is no alternative action, as the annual audit is mandated by the State.

RECOMMENDED ACTION

WHEREAS D'Arcangelo & Company has completed the annual audit for the school year ending June 30, 2019, and

WHEREAS the Management Letters and audit have been given directly to each Board Member, be it

RESOLVED that the Board of Education accept the report of the District's independent auditor, D'Arcangelo & Company, LLP, for the school year ending June 30, 2019, and be it

FURTHER RESOLVED that the Assistant Superintendent is authorized to file the aforementioned reports with all appropriate agencies.

**C. Boys Ice Hockey Combination 2019-2020**

BACKGROUND

During the past several years we have allowed other schools' sports teams to combine with our teams and in a few cases, such as swimming & diving, allowed our students to participate on another schools' teams. When schools combine with us, we charge the other school a nominal fee based on cost.

We are asking the Board for approval of a Section III Combination Boys' Ice Hockey Program. Cazenovia CSD is the host school; Canastota, Hamilton, Morrisville-Eaton, Chittenango, Sherburne-Earlville, and Norwich will be the included outside school districts. Cazenovia CSD will collect from the outside school districts, \$1,100 per player to offset our costs. We do not charge, nor collect from individual students or families "pay to play" monies, which is prohibited through NYSED Commissioner's Ruling. We are expecting between 22-26 players from these schools trying out with Cazenovia rostering 11-13 players.

ALTERNATIVE ACTION

The Board could decide to not approve any more sports team combinations or some and not others.

RECOMMENDED ACTION

**Whereas** in past years we have allowed sports teams to combine with ours, be it

**Resolved** that the Board approve the Section III Combination Boys' Ice Hockey Program hosted by Cazenovia Central Schools.

**D. Audit Recommendations from NYS Comptroller on Information Technology**

BACKGROUND

During the summer and fall of 2018, the Cazenovia Central School District was subject of a regular audit by the New York State Comptroller's office. They had no topic in mind upon arrival. Upon reviewing the financials of the District and finding them satisfactory, they decided to focus on Information Technology policy, training, security and protection of Personal, Private and Sensitive Information (PPSI).

We received a preliminary report of their findings along with recommended actions on May 30, 2019 with an exit interview on June 7, 2019. In July, we received the official audit report and

recommendations. We began taking corrective actions *during* the audit process, and continue to do so as needed. As is required by State Law, we have prepared a Corrective Action Plan (CAP) to address their findings. The CAP describes what we've done and what we still plan to do in response. Also required by law is Board of Education approval of the CAP.

ALTERNATIVE ACTION

The board could ask the administrative and technology teams to edit the plan.

RECOMMENDED ACTION

Whereas the Cazenovia Central School District was audited by the New York State Comptroller's Office with regard to information technology policy, training, security and protection of Personal, Private and Sensitive Information, and

Whereas the Cazenovia Central School District has received the audit findings and recommendations from the comptroller's office, and

Whereas the Cazenovia Central School District has prepared a Corrective Action Plan (CAP) to address the Comptroller's audit recommendations, be it

Resolved that the Board of Education approve this Corrective Action Plan.

**E. Ratification of Agreement with Cazenovia Central School District and the Cazenovia Support Staff Union**

BACKGROUND

The current agreement between the Cazenovia Central School District and the Cazenovia Support Staff Union expired on June 30, 2019. The District and the Support Staff Union entered into negotiations for a successor agreement. A successor agreement for four years, 7/01/19 - 06/30/23, was voted on and approved by the Support Staff Union on October 16, 2019.

ALTERNATIVE ACTION

The Board could reject the proposed agreement and return to the bargaining table with the Union.

RECOMMENDED ACTION

**Whereas**, after good faith bargaining, an agreement has been reached by representatives of the District and the Support Staff Union regarding the terms and conditions for a successor Agreement to one that expired on June 30, 2019, be it

**Resolved** that the Board of Education of the Cazenovia Central School District ratifies an Agreement with the Cazenovia Support Staff Union, and be it

**Further Resolved** that the Superintendent of Schools be authorized to approve such Agreement's form and content and to execute such document on behalf of the District.

**F. Retirement Contribution Reserve Sub-Fund Resolution**

BACKGROUND

The administration of the Cazenovia Central School District wishes to establish, as now allowed by State Law, a Teachers' Retirement System (TRS) Reserve. The reserve can be established and used to mitigate increases in the District's annual TRS Contribution expense.

The reserve may be established as a sub-fund of the District's current RESERVE FOR RETIREMENT CONTRIBUTIONS which, itself, may only be used for the District's annual ERS Contribution expense.

ALTERNATIVE ACTION

The Board may disallow the creation of the TRS Reserve.

RECOMMENDED ACTION

WHEREAS, the Cazenovia Central School District participates in the New York State Teachers' Retirement System ("TRS"); and

WHEREAS, on October 21, 2019, the Board of Education of the Cazenovia Central School District by resolution established a Retirement Contribution Reserve Fund known as the RESERVE FOR RETIREMENT CONTRIBUTIONS pursuant to Section 6-r of the General Municipal Law; and

WHEREAS, the Board of Education has determined it is also appropriate to establish a sub-fund within said Retirement Contribution Reserve Fund pursuant to Section 6-r of the General Municipal Law.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Cazenovia Central School District, pursuant to Section 6-r of the General Municipal Law, as follows:

1. The Board hereby establishes a sub-fund within the RESERVE FOR RETIREMENT CONTRIBUTIONS to be known as the Cazenovia Central School District Retirement Contribution Reserve Sub-Fund;
2. The source of funds for this Reserve Sub-Fund shall be:
  - a. such amounts as may be provided therefore by budgetary appropriation or raised by tax therefore;
  - b. such revenues as are not required by law to be paid into any other fund or account;
  - c. such other funds as may be legally appropriated; and
  - d. notwithstanding any law to the contrary, such amounts as may be transferred from a reserve fund established pursuant to Section 6-c, 6-d, 6-e, 6-f or 6-g of Article 2 of the General Municipal Law, comprised of moneys raised from the same tax base as the moneys in the retirement contribution reserve fund, or a reserve fund established pursuant to Education Law Section 3651, provided that any such transfer shall only be made by Board resolution adopted after a public hearing held on at least 15 days prior notice published in at least one newspaper having general circulation in the District.
3. By resolution, the Board of Education may authorize expenditures from this Reserve Sub-Fund. Except as otherwise provided by law, moneys in this Reserve Sub-Fund may only be appropriated to finance retirement contributions to the New York State Teachers' Retirement System, and/or to offset all or a portion of the amount deducted from the moneys apportioned to the District from the State for the support of schools pursuant to Section 521 of the Education Law.
4. No member of the Board of Education or employee of the District shall:
  - a. authorize a withdrawal from this Reserve Sub-Fund for any purpose except as provided in Section 6-r of the General Municipal Law; or
  - b. expend any money withdrawn from this Reserve Sub-Fund for a purpose other than as provided in Section 6-r of the General Municipal Law.
5. The moneys contributed annually to the Reserve Sub-Fund shall not exceed 2% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid

during the immediately preceding fiscal year.

6. The balance of the Reserve Sub-Fund shall not exceed 10% of the total compensation or salaries of all teachers employed by the District who are members of TRS paid during the immediately preceding fiscal year.
7. The moneys in this Reserve Sub-Fund shall be deposited and secured in the manner provided by Section 10 of the General Municipal Law. The Board of Education or its authorized designee may invest the moneys in this Reserve Sub-Fund in the manner provided by Section 11 of the General Municipal Law. Any interest earned or capital gain realized on the money so deposited or invested shall accrue to and become part of this Reserve Sub-Fund.
8. The chief fiscal officer shall account for this Reserve Sub-Fund separate and apart from all other funds of the District. Such accounting shall show: the source, date and amount of each sum paid into the sub-fund; the interest earned by such sub-fund; capital gains or losses resulting from the sale of investments of this sub-fund; the order, purpose thereof, date and amount of each payment from this sub-fund; the assets of the sub-fund, indicating cash balance and a schedule of investments. The chief fiscal officer, within sixty (60) days of the end of each fiscal year, shall furnish a detailed report of the operation and condition of this sub-fund to the Board of Education.
9. This Resolution shall take effect immediately.

VIII. Personnel Report

*Recommended for Approval*

IX. Discussion Items - *First* Reading of Policy Numbers:

- 5674 - Data Networks and Security Access (add BOCES Security Service to next year's budget)
- 7330 - Searches and Interrogations of Students
- Board Goals

X. 2<sup>ND</sup> Public Comments

XI. Advance Planning

- A. Items for Future Agendas
- B. Future Meeting Dates

XII. Other Board Concerns

XIII. What Did We Do for Kids?

XIV. Possible Executive Session

XV. Adjournment