

CAZENOVIA CENTRAL SCHOOL DISTRICT

CAZENOVIA, NEW YORK 13035-1098

**Regular Meeting of the Board of Education**

via Zoom on the District Website

May 19, 2020 at 6:30 pm

**AGENDA**

- I. Call to Order, moment of silence and Pledge of Allegiance
- II. Written Communication
- III. Educational Highlights
- IV. 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 -
- V. Consent Agenda - Recommended Actions:
  - Routine Matters
    - 1. Minutes for April 20, 2020 and May 14, 2020 Work Session  
*Motion for approval is recommended*
    - 2. Committee on Special Education Report  
*Motion for approval is recommended*
- VI. New Business
  - A. **Authorization for Publication of the Notice of Annual School District Vote – COVID-19**

**WHEREAS**, in light of the situation that has been created by the COVID-19 pandemic, New York State Governor Andrew Cuomo has issued Executive Order No. 202.13 (“Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency”) on March 30, 2020 (the “Order”); and

**WHEREAS**, the Order provides, in relevant part, that any school board election scheduled to take place in April or May of 2020 is postponed until at least June 1, 2020, subject to further directive as to the timing, location or manner of voting for such election; and

**WHEREAS**, the New York State School Boards Association has obtained informal guidance from the Deputy Secretary for Education in New York that the Order was intended to cover not just school board “elections” but also school board “votes” in general (such as the District’s annual vote that had been scheduled to occur on May 19, 2020); and

**WHEREAS**, the Board of Education of the District (the “Board”) wishes to empower the District Clerk to monitor the situation and to defer the pending initial publication of the District’s annual vote notice (or cease further publication of such notice, to the extent possible), until such time as further guidance is provided in accordance with the Order, and then to proceed as directed;

**NOW, THEREFORE**, be it resolved that the District Clerk be, and hereby is, authorized and directed to monitor the events that are the subject of the Order, and to keep abreast of the future guidance that is anticipated to be delivered pursuant to the Order; and be it further

**RESOLVED**, that the District Clerk shall, in the meantime, defer initial publication (or any further publication) of the District’s annual vote notice until such time as a date for the District’s annual vote has been established pursuant to the Order (or has otherwise been established by law or by another Executive Order), and then to proceed with such publication arrangements (including timing and frequency) as may be directed (without further action of the Board being necessary); and be it further

**RESOLVED**, that this resolution shall take effect immediately. Dated: May 19, 2020

## **B. Approval of Proposed 2020-2021 School Budget**

Due to the COVID-19 virus, the uniform statewide voting day and school board elections established by Chapter 436 of the Laws of 1997 required a change. This year, all schools will now have their annual meeting and election Tuesday June 9, 2020, with a budget hearing to be held not less than seven nor more than fourteen days prior to the annual District meeting (June 9<sup>th</sup>). The proposed budget is to be completed at least seven days before the budget hearing (June 2<sup>nd</sup>). Thus, the proposed budget needs to be voted upon at this meeting so all State deadlines are met and budget information may be presented in common language and format in a popularized budget brochure mailed to each household in the District. The purpose of the June 2<sup>nd</sup> Budget Hearing is for members of the public to ask questions and receive information about the Proposed Budget and election.

Since it is the responsibility of the Board of Education to present a budget proposal to District residents, there is no alternative action other than determining the amount of the proposed budget.

BE IT RESOLVED that the Board of Education does hereby adopt a proposed 2020-21 School Budget to expend the sum of \$31,052,000 as General Fund appropriations for the school year 2020-121 and levy the necessary tax therefore, and

FURTHER RESOLVED that the following resolutions shall also appear on the ballot:

Shall the Board of Education purchase, and at the option of the Board, finance three (3) student transport vehicles at an estimated cost not to exceed \$304,738, including necessary furnishings, fixtures and equipment and all other costs incidental thereto and to expend a total sum not to exceed \$304,738, which is estimated to be the total maximum cost thereof, and levy a tax which is hereby voted foregoing in the amount of \$304,738, which shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds and notes are hereby authorized to be issued at one time, or from time to time, in the principal amount not to exceed \$304,738, and a tax is hereby voted to pay the interest on said obligations when due.

FURTHER RESOLVED that the following resolution shall also appear on the ballot:

Shall the Board of Education of the Cazenovia Central School District be authorized to levy the necessary tax for the support of the New Woodstock Free Library in the amount of \$171,213 and the Cazenovia Public Library in the amount of \$426,688 for a total of

\$597,901.

**C. Approval of the Middle School Handbook**

BACKGROUND

A committee of Middle School faculty and administrators have updated the Middle School Student Handbook.

ALTERNATIVE ACTION

The Board of Education could choose not to approve the changes to the handbook.

RECOMMENDED ACTION

**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 2020-2021 Middle School Student Handbook.

**D. Abolishment of One Teaching Position**

BACKGROUND

Matt Reilly, Superintendent, has recommended the abolishment of one teaching position, High School Science.

ALTERNATIVE ACTION

The board could decide not to approve the Superintendent's recommendation.

RECOMMENDED ACTION

Whereas the Superintendent has recommended the abolishment of one teaching position, due to a retirement and the changes in student enrollment and/or a shift in the needs of students, be it

Resolved that the abolishment of one teaching position, High School Science, be approved.

**E. Approval of 5-Year Agreement with BOCES to Provide a Lit-Fiber Network Connection**

**WHEREAS**, the Board of Education of the Cazenovia Central School District (hereinafter referred to as the "District") desires to enter into a five-year service agreement with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereinafter referred to as OCM BOCES) in order for the OCM BOCES to furnish certain services to the District pursuant to New York State Education Law §1950(4)(jj), those services being lit fiber for high speed communications services in Co-Ser 601.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of Cazenovia Central School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District and not to exceed in total over the life of this agreement the annual amount of \$14,592 and associated CNYRIC charges

with such amount to include annual OCM BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the OCM BOCES budget or mandated by any federal, state or local authority.

This amount may be amended with the approval of both parties. The District will be liable to OCM BOCES for early cancellation or withdrawal from this agreement to the same extent that OCM BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the District will also be liable for costs and expenses, including reasonable attorneys' fees and disbursements, incurred by OCM BOCES as consequence of any such early cancellation or withdrawal. Payment will be made as part of a regular annual OCM BOCES contract for services. Further, this agreement is subject to the approval of the Board of Education of OCM BOCES. This contract will be for a maximum period of five years commencing on or about September 22, 2020.

#### **F. Approval of Election Officials**

##### **BACKGROUND**

In order to properly conduct the Proposition Vote for the Annual Budget, the Board of Education needs to appoint a Meeting Chairman and other election officials.

##### **ALTERNATIVE ACTION**

The Board of Education may appoint other individuals to the election positions.

##### **RECOMMENDED ACTION**

**Be It Resolved** that Mr. Matthew Reilly be appointed as Chairman of the Proposition (Vote) to be held June 9, 2020, and be it

**Further Resolved** that Mrs. Janet Goris be appointed Chief Election Inspector, and be it

**Further Resolved** that the following be appointed Election Inspectors/Poll Clerks: Kari Zeller, Cindy Hirt, Mary Blanchard, Katrina Pushlar, Kathy Hudson, Julie Mattina, Amy Haube, Deborah Richer and Maggie Marsch and be it

**Further Resolved** that the following be appointed Alternate Election Inspectors/Assistant Poll Clerks: Cindy Bartlett, Donna Kiselica, Donna Meyers, and be it

**Further Resolved** that the District Clerk is authorized to appoint additional Election Inspectors/Assistant Poll Clerks as necessary.

#### **G. Adoption of Revised 2019-2020 School Calendar**

##### **BACKGROUND**

After consultation between the Superintendent of Schools and the Cazenovia United Educator's, the official 2019-2020 School Calendar was adopted by the Board of Education in March of 2019. Due to the COVID-19 Pandemic, the last day of instruction for the school year will need to be amended and adopted by the Board of Education.

##### **ALTERNATIVE ACTION**

The Board of Education could decide not to alter the 2019-2020 calendar.

RECOMMENDED ACTION

**WHEREAS**, on March 19, 2019, the Board of Education approved a calendar for the 2019-2020 school year; and

**WHEREAS**, pursuant to a declaration of a statewide emergency, the Governor issued Executive Orders requiring school districts throughout New York State to provide continuity of instruction during previously scheduled recess periods, including in the Cazenovia Central School District the scheduled Spring Recess/Good Friday; and

**WHEREAS**, due to the Governor's Executive Orders, the District will have provided the 180 days of instruction required by the New York State Education Law prior to the previously scheduled last day of the 2019-2020 school year; and

**WHEREAS**, the collective bargaining agreement between the District and the Cazenovia United Educators includes a limit on the number of work days in a school year; and

**WHEREAS**, in order to comply with this contractual obligation, it is necessary to adjust the previously adopted 2019-2020 school calendar;

**NOW, THEREFORE**, be it resolved that the 2019-2020 school calendar is hereby revised to provide that the last day of student instruction will be Friday, June 12, 2020 and the last day of the work year for 10-month instructional staff will be Monday, June 15, 2020. This is subject to adjustment if necessary to comply with any further direction from the State.

**H. Approval of Award of Building Project Roofing Contract**

BACKGROUND

The voters approved a \$15M building project in December 2018. This represents Phase I of a long-term facilities improvement plan developed by the district. This project is currently in the construction phase.

The district wishes to establish a contract for roofing services from the Dewald Roofing Company.

Cazenovia Central School District, Tetra Tech Architects & Engineers and Campus Construction Management Group received bids on April 28, 2020 at 2:00PM (EST) for the Cazenovia Central School District Reconstruction to Emory Avenue Complex and Burton Street Elementary School Roofing Contractor. Bids were opened on April 30, 2020 and read aloud via Skype video conference.

Campus Construction Management and Tetra Tech have reviewed the bid, confirmed the bidder's submission is in conformance with the project manual and have met with the apparent low bidder to review their bid is in accordance with the contract documents.

Based upon the attached bid results and project team's input, it is recommended the Board of Education approve and award the lowest responsible bidder including the acceptance of Alternate 1A.

**Contract No. 206 – Roofing Construction**

DeWald Roofing Co., Inc.  
85 Corporate Park Drive  
Central Square, NY 13036

<b>Total Base Bid:</b>	<b>\$ 589,300.00</b>
Alternate No. 1A – 30 Year Roofing Warranty	\$ 49,900.00
<b>Total Proposed Contract Amount:</b>	<b>\$ 638,300.00</b>

ALTERNATIVE ACTION

The board could decide not to approve the award of the contract with DeWald Roofing Co., Inc.

RECOMMENDED ACTION

WHEREAS, the Cazenovia Central School District (the “District”) issued a Request for Proposals for Roofing Services (the “RFP”) for its 2018-19 Capital Improvement Project (the “Project”); and

WHEREAS, the District and its representatives have conducted a thorough review of the proposals submitted in response to the RFP; and

WHEREAS, the District has selected DeWald Roofing Co., Inc., as its Roofing Contractor for the Project upon review of proposal submitted; and

NOW, THEREFORE, be it resolved as follows:

1. The Board of Education approves the retention of DeWald Roofing Co., Inc., to provide roofing services and proceed with the 2018-19 Capital Improvement Project in accordance with the terms and conditions of the Request For Proposals.
2. The Board of Education hereby authorizes the Superintendent of Schools, or his designee, to enter into a contract with DeWald Roofing Co., Inc., on behalf of the Board and take all steps necessary or convenient to proceed to establish a contract in connection with the 2018-19 Capital Improvement Project.

**I. Approval of Educational Advisory Committee (EAC) Recommended Summer Grants**

BACKGROUND

Approximately thirty-five years ago the Cazenovia Central School District negotiated to replace paid teacher sabbaticals with a Summer Grant Program. This made a pool of money available for teachers to write curriculum, develop teaching units, do research, construct classroom teaching materials or design new instructional activities.

A committee of six administrators chosen by the Superintendent and six teachers chosen by the CUE reviews all the grant applications and makes recommendations on which proposals should be funded. This committee is called the Educational Advisory Committee (EAC).

A total of 15 proposals that followed the EAC written protocols were submitted. The contractual amount for funding for the Summer of 2020 is \$19,462. The EAC has reviewed each proposal and is recommending to the Board of Education that the grants listed on the attached form be approved for funding.

ALTERNATIVE ACTION

The Board of Education could decide not to approve any individual grants and request additional information.

RECOMMENDED ACTION

Whereas the Educational Advisory Committee has received 15 EAC Proposals with a dollar amount of \$16,914.50 and the EAC Committee reviewed and recommends the attached proposals for the funding of summer grants as agreed to in the contract with CUE, and

Whereas the Cazenovia Central School District is obligated to allocate and spend \$19,462 for the funding of summer grants as agreed to in the contract with CUE, be it

Resolved that each summer grant on the attached list recommended by the Educational Advisory Committee be approved and that the funds remaining will be used towards tuition reimbursement.

### 2020 EAC Grant Money

A.Sumner and K. Henneberry - Choice boards and Hyperdocs	\$1,450
B. Wightman - Micro-Credentials and Online Learning Through Badgelist	\$338.22
C. LaRochelle Fey and P. Leavitt Lenning -Early Literacy Lending Resources	\$1,450
C. Brenneck, J. Hyatt and A. Cooke - CHS Wellness Activities	\$2,175
J. Schettine and R. Costello - US History Curriculum	\$1,450
K. Henneberry - 6th Grade ELA - Dystopian Book Unit	\$1,000
K. Henneberry - 6th Grade ELA - Social Issues Book Study	\$1,000
K. McGinnis - STEM/Makerspace Instructional Tools	\$1,000
K. Stauffer - Flipping the Geometry Classroom	\$601.28
M. Kelly - NYS Geography Engagement Activity	\$1,000
R. Kleiner - CMS French/Spanish Curriculum Update	\$1,000
S. McDowell - Family Consumer Science Courses	\$1,000
S. Nourse - Online NYS Living Env. Labs	\$1,000
V. Gilliland and B. Miner - 5th Math Student Driven Instruction	\$1,450
V. Johnson - BSE Character Ed. Update	\$1,000

#### J. **Approval of SEQRA Determination for 2020-2021 \$100k Capital Outlay Project**

##### BACKGROUND

Cazenovia Central School has determined a need for a \$100k Capital Outlay Building Project during the 2020-21 school year. Planned work will be selected from one of three topics: concrete repair, OR physical safety: cameras and access controls, OR pandemic prevention/response devices.

To address safety and aesthetic needs, a multitude of concrete repairs have been identified at Emory Avenue and Burton Street sites.

Physical safety needs identified include: Security camera and intercom installation at the main entrances of each educational building, the receiving areas at Emory Avenue and Burton Street, and the back gym entrance at Burton Street. Additional access controls at various doors throughout the District would be added with remaining available funds.

Further, the district is researching improvements that can address health and safety needs presented by pandemics such as COVID-19. The District is gathering information on devices

that scan people entering the buildings for fever/illness. Placement of these devices at each building's main security entrance is being considered.

Approval for the aforementioned projects will be sought from voters during the budget vote to be held on June 9, 2020. Approval is attained by successful approval of the operating budget as the \$100k project is a line-item of said budget. A listing of the proposed projects will appear in the budget newsletter.

A review of 6NYCRR Part 617, Section 617.5 has been completed and the aforementioned projects have been determined to have no significant impact on the environment thereby resulting in a Type II Action. As such, no further review under the State Environmental Quality Review Act (SEQRA) is required.

ALTERNATIVE ACTION

None. We must make this declaration if we wish to proceed with the 2020-21 capital outlay project.

RECOMMENDED ACTION

Whereas all public school capital projects are subject to SEQRA review and

Whereas, pursuant to the Commissioner's Regulations 115.9, effective November 15, 2000, the local school district must act as the Lead Agency in the State Environmental Quality Review Act (SEQRA). A board action is now required for submittal of Final Plans and Specs for approval, be it

Resolved that the Cazenovia Central School is designated as the Lead Agency and in accordance with 6NYCRR Part 617, Section 617.5 it has been determined that this is a Type II Action and therefore requires no further review under SEQRA. This resolution shall be effective immediately.

- VII. Personnel Report  
*Recommended for Approval*
- VIII. Discussion Items
- IX. Advance Planning
  - A. Items for Future Agendas
  - B. Future Meeting Dates
- X. What Did We Do for Kids?
- XI. Possible Executive Session
- XII. Adjournment