

CAZENOVIA CENTRAL SCHOOL DISTRICT  
CAZENOVIA, NEW YORK 13035-1098

Annual Organizational Meeting of the Board of Education

July 12, 2021 @ 6:30 pm

Board of Education Conference Room, Cazenovia Middle School  
Open to the Public and Streamed Live on Zoom

AGENDA

MISSION STATEMENT

We nurture every student's maximum personal, intellectual, and civic potential in a safe and stimulating environment for all that fosters creativity, innovation, and readiness for a dynamic world.

**I. Call to Order, moment of silence and Pledge of Allegiance** (District Clerk)

**II. Election of President** (District Clerk)

**III. Election of Vice-President** (President)

**IV. Oath of Office to President and Vice President** (District Clerk)

**V. Annual Appointments**

	<u>Title</u>	<u>Incumbent</u>	<u>Amount Stipend/Salary</u>
A.	District Clerk	(Janet Goris)	\$ 4,852.73
B.	District Treasurer	(Donna Meyers)	\$ 69,481
C.	Deputy District Treasurer	(Janet Goris)	N/A
D.	Tax Collector	(Julie Mattina)	\$ 5,760
E.	Claims Auditor	(Helen M. Curtis)	\$ 13,725

**VI. Other Appointments**

F.	School Physician	(Heritage Family Medical)	\$ 7,900
G.	Extracurricular Activity Fund	(Donna Kiselica)	\$ 1,752.60
H.	Independent External Auditor	(D'Arcangelo & Co., LLP)	\$ 24,000
I.	Records Management Officer	(Janet Goris)	N/A
J.	Asbestos (LEA) Designee	(Geoffrey Brown)	N/A
K.	Purchasing Agent	(Thomas Finnerty)	N/A
L.	Person to Certify Payrolls	(Thomas Finnerty)	N/A
M.	School Law Firms	Trespasz & Marquardt, LLP Ferrara Fiorenza, PC	
N.	Wellness Coordinator	(Marla Reger)	N/A
O.	504 Compliant Officer	(Christopher DiFulvio)	N/A
P.	CNY Health Insurance	(Thomas Finnerty, Primary)	N/A
	Cooperative Rep to the Board of Directors	(Christopher DiFulvio, Alternate)	N/A
Q.	Title IX Officer	Christopher DiFulvio	N/A
R.	OCM Worker's Compensation Consortium Rep	(Thomas Finnerty, Primary) (Christopher DiFulvio, Alternate)	N/A
S.	Dignity Act District Coordinators		N/A
	Coordinator - Burton Street	Kara May	N/A
	Coordinator - Middle School	Amy Getman-Herringshaw	N/A
	Coordinator - High School	Molly Hagan	N/A
T.	District Clerk Pro Tem	Thomas Finnerty	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.

**VII. 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 the previous year: implied in Education Law 1709, 2503.

**B. Establish Mileage Reimbursement Rate**

RECOMMENDED ACTION:

RESOLVED that the Mileage Reimbursement Rate be the same as the Internal Revenue Service guidelines (which is currently \$ 0.58 per mile).

**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 2021-22 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 2021-2022 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 2021-2022 school year, per Education Law 1711, 2508.

**F. Designation of Signatures on Checks**

RECOMMENDED ACTION

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 up to \$35,000.**

RECOMMENDED ACTION

RESOLVED that the Superintendent of Schools be authorized to approve building project change orders up to \$35,000.

**H. Building Use Rates**

RECOMMENDED ACTION

RESOLVED that the fee for building use be \$50.00 per hour for the 2021-2022 school year.

**I. Emergency Appointments**

RECOMMENDED ACTION

RESOLVED that the Superintendent can appoint employees temporarily prior to a Board of Education Meeting.

**VIII. Authorizations**

**A. Petty Cash**

1. \$25 to Business Office, cashier: Thomas Finnerty
2. \$ 50 to Supervisor of Transportation, cashier: Karen Cowherd
3. \$500 to Coordinator of Athletics, cashier: Michael Byrnes

**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. Oneida Madison School Board Association

**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.**

**IX. Annual Designations**

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

**B. Official Depositories - (Community Bank N.A., M & T Bank, NYCLASS, Federal Home Loan Bank)**

**C. New York State School Boards Annual Meeting**

Delegate \_\_\_\_\_ Alternate: \_\_\_\_\_

**D. New York State School Boards Legislative Liaison: \_\_\_\_\_**

**X. Public Comments**

**XI. Written Communications**

**XII. Information and Reports**

**A. Reports from Board Members**

- Facilities Committee –
- Finance Committee –
- Personnel Committee –

- Policy Committee –
- Strategic Plan Alignment (SPA)

**B. Reports from the Administration**

1. Superintendent of Schools
2. Assistant Superintendent
- 3.

**XIII. Consent Agenda - Recommended Actions:**

**A. Routine Matters**

1. Minutes for June 21, 2021 and June 29, 2021  
*Motion for approval is recommended.*
2. Committee on Special Education Report  
*Motion for approval recommended*
3. Textbook Approvals:  
Dear Justyce, Nicole Littlepage - 11<sup>th</sup> Grade English Regents  
A Child Called It, Sara McDowell – 10-12<sup>th</sup> Grade Child Development  
*Motion for approval recommended*

**XIV. New Business**

**A. Approval of 2021-2022 Committee(s) on Special Education**

BACKGROUND INFORMATION

Annually the Board of Education appoints Committees on Special Education, as required by New York State Education Law. These committees are responsible for reviewing all referrals of handicapped children and recommending suitable placement and services to the Board of Education and to parents.

The Cazenovia Central School District operates with building level subcommittees as well as the District- wide Committees for both pre-school and school age children. The recommendations that follow in the resolution were prepared by Mr. Patrick Ruddy, CSE Chairman, and approved by the Superintendent of Schools.

ALTERNATIVE ACTION

Since the Committee is required by New York State Law, there is no alternative action in regard to its formation. The Board could reject the recommendations and ask that other names be suggested.

RECOMMENDED ACTION

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 2021-2022 school year:

**PRESCHOOL:**

**Committee on Preschool Special Education**

Patrick Ruddy, Chairperson; Victoria Galbraith, Subcommittee chairperson, Rosanne Lewis, Madison County representative

**Subcommittee on Preschool Special Education:**

Patrick Ruddy, Chairperson; Eliza Collins, Molly Tarsel 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 Kara May Chairpersons; Victoria Galbraith School Psychologist; Kristen Brink, Collette Todd, Loren Doherty and Jake Fesko, special education teacher representatives; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists; Renee Fuller, school nurse; Heritage Family Medicine, school physician.

**Grades K-4 Subcommittee on Special Education:**

Patrick Ruddy and Kara May Chairpersons; Eliza Collins, Molly Tarsel and Victoria Galbraith, Subcommittee Chairpersons; Kristen Brink, Loren Doherty, Collette Todd and Jake Fesko, special education teacher representatives; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists; Renee Fuller, school nurse, Heritage Family Medicine School Physician.

**Grades 5-7 Committee on Special Education:**

Patrick Ruddy and Amy Getman-Herringshaw, Chairperson; Eliza Collins School Psychologist, Doug LaFever, Kim Sauve and Amy Sumner, special education teacher representatives; Elizabeth Collins, school psychologist; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists; Katy Pushlar, school nurse; Heritage Family Medicine, school physician.

**Grades 5-7 Subcommittee on Special Education:**

Patrick Ruddy, Chairperson; Eliza Collins, Victoria Galbraith and Molly Tarsel Subcommittee Chairperson, Doug LaFever, Kim Sauve and Amy Sumner, special education teacher representatives; Eliza Collins, school psychologist; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists; Katy 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, Kristine Axe, Robin Costello, Tim Mascari, Todd MacIntosh special education teacher representatives; Molly Tarsel, school psychologist; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists Bob Oldfield, Britt Zumpano, 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 Molly Tarsel Subcommittee Chairpersons; Alison Cooke, Lauren Sprague, Kristine Axe, Robin Costello, Tim Mascari, Todd MacIntosh special education teacher representatives; Molly Tarsel, school psychologist; Lea Greene, Emily Stevens, Nicole Fitzpatrick, Melissa Linck, Jackie Frazee therapists; Bob Oldfield, Britt Zumpano, Susan Tresco, guidance counselors; Kathy Hudson, School nurse; Heritage Family Medicine school physician.

**B. Approval of Contract for Cooperative Educational Services**

BACKGROUND

The district is seeking board approval to enter into our annual *Contract for Cooperative Educational Services* agreement by allowing us to certify our *Initial Contract (AS-7)*. The *Initial Contract* lists ALL of the BOCES services that we have requested this year from Onondaga-Cortland-Madison BOCES as well as other BOCES via cross-contracts. The services were all budgeted for in the 2021-22 budget. This is a 1-year agreement effective from July 1, 2021 to June 30, 2022.

BOCES are allowed to provide cooperative services by agreements with Boards of Education and School Trustees under the provisions of sections 1950-51 of the Education law.

ALTERNATIVE ACTION

The board could decide not to approve the *Contract for Cooperative Educational Services* agreement.

RECOMMENDED ACTION

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)*.

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

BACKGROUND

For many years our District has participated in the National School Breakfast and Lunch Programs. This Program provides reimbursement to the District for Class A lunches provided to students. This reimbursement is a major share of the revenues received by our school lunch program. Beginning in the 1995-96 school year, we were required to provide a breakfast program in the elementary school if we participated in the lunch program.

ALTERNATIVE ACTION

The Board could choose not to participate in the National School Breakfast and Lunch Programs. If so, the District would need to raise lunch prices significantly or provide funds from the General Fund if the lunch program is to continue in operation.

RECOMMENDED ACTION

WHEREAS it is the desire of the Cazenovia Central School District to participate in the National School Breakfast and Lunch Programs for the 2021-22 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.

**D. Approval of Food Service Management Company Extension**

BACKGROUND

The District currently sub-contracts their food service operations. Bids must be solicited every five years and be viewed on an annual basis for those five years in accordance with New York State law and SED regulations. At such time the District can elect to extend the contract for one year or re-bid the food service operation.

ALTERNATIVE ACTION

The board could decide not to extend the contract with Compass Group (Chartwells).

RECOMMENDED ACTION

Whereas the Cazenovia Central School District wishes to extend the existing contract with Compass Group (Chartwells) and, Whereas the per meal charges will increase 3.2 % over the 2020-2021 school year, be it Resolved that the Board Awards a contract extension for Food Service Management to Compass Group (Chartwells) for the 2021-2022 school year.

**E. RESOLUTION TO ENTER INTO A MULTI-YEAR LEASE FOR A POSTAGE MACHINE**

BACKGROUND

The District leases a postage meter, typically for a four- or five-year term to be able to print our own postage on mailings. Having the postage meter on-site, streamlines daily procedures and creates efficiencies maximizing the time of District employees. The District received proposals from two local providers and selected the most cost-effective option. The District's current provider, whose lease is ending in August 2021, is Quadient Leasing via local dealer Ed & Ed Business Technology.

**WHEREAS**, the Board of Education of the Cazenovia School District (hereafter referred to as the District) desires to enter into a 63-month lease and service contract with Quadient Leasing (hereafter referred to as Quadient) via local dealer Ed & Ed Business Technology, Inc (hereafter referred to as Ed & Ed) in order for Quadient and Ed & Ed to furnish certain services to the District pursuant to Education Law 1950(4)Gj), those services being, but not limited to, US Postage Service Scale/Meter lease, maintenance and support services.

**WHEREAS**, the Board of Education of the Cazenovia Central District acknowledges that the Equipment is, and shall at all times be and remain, the sole and exclusive property of Quadient, and the District shall not have any right, title or interest in the Equipment. The District hereby disclaims, waives and releases any right, interest, title, lien or claim in the Equipment, and acknowledges that, upon a default under the lease provided to Quadient, lessor may take possession of the Equipment.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of the Cazenovia Central School District agrees to enter into a contract with Quadient for the provision of said services to the District not to exceed in total over the life of this agreement the monthly payment of \$145.05 for equipment lease, maintenance and during the term

of this contract. Payments will be made quarterly for services. Further, this contract will be finalized by the Assistant Superintendent of the school district and is subject to the approval of the Commissioner of Education for this multi-year service agreement. This contract will be for a maximum period of 63 months commencing on or about August 15, 2021.

**F. RESOLUTION TO ENTER INTO AN ARCHITECT CONTRACT FOR BCS SERVICES**

**BACKGROUND**

Every five years, New York State law requires that school districts have a Building Conditions Survey performed by an Architect & Engineering firm. A Request For Proposals (RFP) was posted and proposals were received from ten such firms.

Upon careful review of proposals, the recommendation is that the District enter into a contract with TetraTech Architects and Engineers of Ithaca, NY.

**ALTERNATIVE**

The Board of Education could decide not to enter into a contract with TetraTech Architects and Engineers.

**RECOMMENDED ACTION**

**WHEREAS**, the Board of Education of the Cazenovia School District desires to enter into a contract with TetraTech Architects and Engineers to complete the New York State mandated Building Conditions Survey, and be it

**FURTHER RESOLVED**, that the Superintendent of Schools be authorized to enter into a contract with TetraTech Architects and Engineers for the purpose of completing the required Building Conditions Survey and related architectural services, up to the NYS maximum reimbursement rate per square foot.

**G. Approval of Onondaga-Cortland-Madison BOCES Equivalent of Attendance Agreement for the 2021-22 School Year**

BE IT RESOLVED that the Board of Education agrees that for the 2021-2022 school year, the OCM BOCES shall provide the Equivalent of Attendance Program for residents of the District who are:

- 18-20 years old and attend instruction at sites throughout the counties; and
- attend the program as approved by the District's EOA designated contact person;

The training is in the High School Equivalency Program, Basic Education Instruction, and English as a Second Language.

FURTHER RESOLVED that this agreement will be null and void if the OCM BOCES fails to have the program approved by the NYS Education Department, and be it

FURTHER RESOLVED that the billing for this program will be once a year in the amount equal to the District's EOA contact hours at \$7.00 per hour, and be it

FURTHER RESOLVED that OCM BOCES shall assume responsibility for the attendance of the students and any inaccuracies or penalties the District may suffer shall be paid by the OCM BOCES, and be it

FURTHER RESOLVED that this agreement will remain in force unless a request is submitted by the District to terminate the agreement thirty (30) days from the date of notification.



**H. Approval of Reserve Funds**

BACKGROUND

Under New York State law, school districts are allowed to establish reserve funds to finance the cost of future or potential liabilities. Reserve funds can be thought of as self-imposed savings accounts for particular purposes. Reserve funds can be established by Board of Education action and certain reserve funds must have voter approval as well. The reserve funds approved for under the following resolution only require Board of Education approval.

The recommended increases in the following reserves are based upon new information and current economic conditions or estimated calculations of the potential future liabilities in several different reserve categories. The following is a summary of each reserve fund along with the current fund balance and the recommended increase:

	Balance as of 6/30/20	Recommended (Not to Exceed) Effective 6/30/21
Workers' Compensation Reserve	\$ 400,000	\$ 500,000
Unemployment Insurance Reserve	\$ 210,000	\$ 200,000
Reserve for Employee Benefits	\$ 888,370	\$ 1,000,000
Tax Certiorari Reserve	\$ 25,000	\$ 0
Retirement Contribution Reserve (ERS)	\$ 1,500,000	\$ 1,600,000
Insurance Reserve (new July 2018)	\$ 500,000	\$ 1,500,000
Reserve for Capital Projects (new Dec. 2018)	\$ 1,234,208	\$ 2,500,000
Retirement Contribution Reserves (TRS)	\$ 101,126	\$ 350,000

ALTERNATIVE ACTION

The Board of Education could elect to establish reserve funds at a different level than what is recommended.

RECOMMENDED ACTION

Whereas the Cazenovia Central Board of Education seeks to establish reserve funds in accordance with New York State Education law at levels that will cover future and potential liabilities, and

Whereas these reserve funds are intended to minimize the potential negative financial impact upon the district, be it

Resolved that the Board of Education hereby approves the reserve fund balances, as recommended, and

Be it further resolved that the Board of Education directs the assistant superintendent to make all required accounting transactions to fund these reserves.

**XV. Personnel Report**

**XVI. 2<sup>ND</sup> Public Comments**

**XVII. Discussion Items –**

**The Formation of Five BOE Sub-Committees:**

- **Facilities Committee**
- **Personnel Committee**
- **Policy Committee**
- **Finance Committee**
- **SPA Committee**

UPK

Finance Committee – Update from their meeting.

**Advanced Planning**

A. Items for Future Agenda

B. Future Meeting Dates

1. **Regular and Special Board Meeting Dates -**  
July 12, 2021 (Annual Organizational Meeting)  
August 16, 2021  
September 20, 2021  
October 18, 2021  
November 15, 2021  
December 20, 2021  
January 24, 2022  
February 28, 2022  
March 21, 2022  
April 25, 2022  
May 10, 2022 (**Note: Tues - Budget Hearing**)  
May 17, 2022 (**Note: 3rd Tuesday - Annual Vote**)  
June 13, 2022

**XVIII. Possible Executive Session**

**XIX. Adjournment**