

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

Cazenovia Middle School, Room 116  
Open to the Public and Streamed Live on Zoom  
July 12, 2021  
6:30 PM

**Organizational Meeting**

**Board Members Present:** Dr. Jan Woodworth, Meghan Kelly, Katherine Hahn, David Mehlbaum, Jennifer Parmalee, JoAnne Race and Ron Luteran

**Board Members Absent:**

**Administrators Present:** Christopher DiFulvio, Thomas Finnerty

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

Janet Goris then proceeded to administer the Oath of Office to the re-elected Board of Education members, David Mehlbaum, JoAnne Race and Ronald Luteran.

**Election of President:** Janet Goris asked for nominations for President from the floor. David Mehlbaum was nominated by Jennifer Parmalee. Dave was willing to accept the nomination of Board President for the 2021-2022 school year.

**Motion made by Meghan Kelly and seconded by Ron Luteran to approve the appointment of David Mehlbaum as President of the Board of Education.**  
**The motion carried 7-0.**

Janet Goris then proceeded to administer the Oath of Office to the Board of Education President, David Mehlbaum.

**Election of Vice-President:** David Mehlbaum asked for nominations for Vice-President from the floor. Kathy Hahn was nominated by Jan Woodworth and JoAnne Race was nominated by Meghan Kelly. Both members were willing to accept the nomination of Vice-President for the 2021-2022 school year.

**A vote was taken.**

**Motion made by Ron Luteran and seconded by Jennifer Parmalee to approve the appointment of JoAnne Race as Vice-President of the Board of Education.**  
**The motion carried 7-0.**

Janet Goris then proceeded to administer the Oath of Office to the Board of Education Vice-President, JoAnne Race.

## Annual Appointments

	<u>Title</u>	<u>Incumbent</u>	<u>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

**Motion made by Jan Woodworth and seconded by Kathy Hahn to accept the Annual Appointments.  
The motion carried 7-0.**

## 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 Ins. Cooperative	(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 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 by case basis.

Tom discussed the change from the original Agenda, Item H, Independent External Auditor stipend increase to \$24,000.

**Motion made by Jan Woodworth and seconded by Jennifer Parmalee to accept the other appointments.  
The motion carried 7-0.**

**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 \$0.58 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 2021-22 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 2021-22 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 2021-22 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 \$35,000.

**H. BUILDING USE RATES**

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

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

**Motion made by Jan Woodworth and seconded by JoAnne Race to approve these other items.  
The motion carried 7-0.**

**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

**Motion made by Ron Luteran and seconded by Jan Woodworth to approve Petty Cash.  
The motion carried 7-0.**

**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. Oneida Madison School Boards Association

**Motion made by JoAnne Race and seconded by Meghan Kelly to approve the Association Memberships.**

**The motion carried 7-0.**

- 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.**

**Motion made by Jan Woodworth and seconded by Meghan Kelly to approve that the President and Vice-President of the Board, if the President is not present, are authorized to sign documents on behalf of the District.**

**The motion carried 7-0.**

**Annual Designations:**

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

**Motion made by Kathy Hahn and seconded by Jan Woodworth to approve the official newspapers.  
The motion carried 7-0.**

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

**Motion made by Jennifer Parmalee and seconded by Jan Woodworth to approve the official depositories.**

**6 yes 1 abstain**

**The motion carried 6-0.**

C. New York State School Boards Annual Meeting

**Delegate - Kathy Hahn**

**Alternate: Meghan Kelly**

**Motion made by JoAnne Race and seconded by Jan Woodworth to approve the delegates to the NYSSBA Annual Meeting.**

**The motion carried 7-0.**

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

**Motion made by Kathy Hahn and seconded by Jan Woodworth to appoint Jan Woodworth as New York State's School Boards Legislative Liaison.**

**The motion carried 7-0.**

**Public Comments:** None

**Written Communications:** Janet Goris relayed that the Superintendent and School Board received a post card from Alaska sent by the International Club. They expressed gratitude for the opportunity.

**Information and Reports:**

**Reports from Board Members**

**Board President** - Dave commented on the wonderful graduation ceremony that took place on June 26.

**Facilities Committee** - Dave Mehlbaum reported that all three school buildings are under construction.

**Personnel Committee** - Did not meet.

**Finance Committee** - Met on June 29. Budget allocations and distribution of funds were discussed.

**Policy Committee** - Did not meet. An update on the BoardDocs installation was given.

**Reports from the Administration**

**Superintendent of Schools – Christopher DiFulvio** mentioned that he received correspondence from BOCES reminding the Board that the Annual BOCES meeting will be April 6, 2022 and the Cazenovia students will be preparing a meal for them at the meeting. Save the date.

Chris gave a recap on his first few days of work in Cazenovia. He was focused on BOCES performing a website overview and recommendations for improvement. There was also an Administrative Retreat.

Chris reported that summer school is underway. There are twelve students attending in the high school, nineteen students attending at a BOCES program and thirty-three attending a reading program.

The District has been working on updating the student handbooks. The schools are waiting for feedback.

**Assistant Superintendent - Tom Finnerty** reported that it has been very busy in the Business Office.

Tom mentioned that audit work is underway. The District auditors, D'Arcangelo and Company will be here at the end of the month. NYS Transparency and State Aid reporting is being conducted. There is currently building projects going on in all three school buildings. The middle school office and burton street office have been relocated temporarily. Work to begin soon on a selective tax cap review.

**Consent Agenda:**

Routine Matters

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

**Motion made by Ron Luteran and seconded by Jan Woodworth to approve the Consent Agenda.**

Jennifer Parmalee recommended that Marla Reger be in partnership with Sara McDowell when the students begin to read, *A Child Called It*. The subject matter in the book could be complex.

**The motion carried 7-0.**

**New Business:**

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

**Motion made by Jan Woodworth and seconded by Kathy Hahn to approve the 2021-2022 Committee(s) on Special Education.**

**The motion carried 7-0.**

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

**Motion made by JoAnne Race and seconded by Jan Woodworth to approve the Contract for Cooperative Educational Services.**

Tom explained the Resolution.

**The motion carried 7-0.**

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

**Motion made by Jan Woodworth and seconded by Meghan Kelly to approve the participation in the National School Breakfast and Lunch Programs.**

Tom explained the Resolution.

**The motion carried 7-0.**

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

**Motion made by Jan Woodworth and seconded by Ron Luteran to approve the Food Service Management Company Extension.**

Tom explained the Resolution.

**The motion carried 7-0.**

**E. Resolution to Enter into a Multi-Year Lease for a Postage Machine**

**Motion made by Jan Woodworth and seconded by Kathy Hahn to approve the District's multi-year lease for a postage machine.**

Tom explained the Resolution.

**The motion carried 7-0.**

**F. Resolution to Enter into an Architect Contract for BCS Services**

**Motion made by JoAnne Race and seconded by Ron Luteran to approve the Resolution to Enter into an Architect Contract for BCS Services.**

Tom Finnerty and Dave Mehlbaum explained a few details of the Contract.

**The motion carried 7-0.**

**G. Approval of OCM BOCES Equivalent of Attendance Agreement for the 2021-2022 School Year**

**Motion made by Jan Woodworth and seconded by JoAnne Race to approve the OCM BOCES Equivalent of Attendance Agreement for the 2021-2022 School Year.**

Tom explained the Resolution. Tom also noted that the billing for the program will be \$7.00 per hour, not \$6.00 an hour as previously noted.

**The motion carried 7-0.**

**H. Approval of Reserve Funds**

**Motion made by Jan Woodworth and seconded by Ron Luteran to approve the Reserve Funds.**

Tom explained the Resolution.

**Questions asked and answered.**

**The motion carried 7-0.**

**Personnel Report:**

**Motion made by Jan Woodworth and seconded by Meghan Kelly to approve the Personnel Report.**

Chris mentioned that the Board was invited to the New Teacher Orientation and summer employees picnic on August 24 at noon in front of the middle school.

**The motion carried 7-0.**

2<sup>nd</sup> Public Comments - None.

**Discussion Items:**

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

Facilities Committee: David Mehlbaum, Chairperson; Kathy Hahn and Ron Luteran  
Personnel Committee: Jan Woodworth, Chairperson; Meghan Kelly and Dave Mehlbaum  
Policy Committee: JoAnne Race, Chairperson; Meghan Kelly and Jennifer Parmalee  
Finance Committee: Kathy Hahn, Chairperson; Jan Woodworth and Jennifer Parmalee  
Strategic Plan Alignment (SPA): Meghan Kelly, Chairperson; Ron Luteran and JoAnne Race

**Universal Pre-Kindergarten Program (UPK)**

A survey will be sent to the community for input.

**Discussion ensued.**

**Advanced Planning:**

**A. Items for Future Agendas**

Universal Pre-Kindergarten Program (UPK)

**B. Future Meeting Dates**

**Regular and Special Board Meeting Dates:**

July 12, 2021 (Annual Organizational Meeting)  
July 21, 2021 – BOE Retreat with Matt Cook  
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 and Election)  
June 13, 2022

**POSSIBLE EXECUTIVE SESSION:**

**Motion made by Dave Mehlbaum and seconded by Jan Woodworth to move into Executive Session at 8:05 pm to discuss the matters involving the CUE Contract.**

**The motion carried 7-0.**

**Motion made by Jan Woodworth and seconded by Meghan Kelly to move back into Public Session at 8:34 pm.**

**The motion carried 7-0.**



**ADJOURNMENT:**

**Motion made by Ron Luteran to adjourn the meeting at 8:35 pm.**

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Janet Goris, District Clerk