

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
MONDAY, AUGUST 4, 2008
PLANETARIUM CLASSROOM**

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Leonard Jordan called the meeting to order. All Board members were present at the start of the meeting except Ted Rejman (7:23).

OPEN SESSION/ROLL CALL

Board members present: President Leonard Jordan, Vice President Dean Winspear, Teresa Lipfert, Joe Lonsky, Steve Morse, Ted Rejman, Jim Wilcox (left at 7:50)

Board members absent: none

Administrators present: Superintendent Mary Kay Worth, Martha Stevermer

Others present: Bernie DeGraw, Randy Lawrence, Cathy Mullarney, Alyssa Sunkin (*Citizen* reporter)

APPROVAL OF AGENDA

On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education approved the agenda, as amended.

Motion carried: Yes – 6 No – 0

Leonard Jordan reviewed the calendar.

PRESENTATIONS – none

VISITOR RECOGNITION – none

BOARD OF EDUCATION ACTION ITEMS --

Minutes: Motion made by Teresa Lipfert, seconded by Dean Winspear, to approve the minutes of the **July 14, 2008**, reorganization meeting.

Motion carried: Yes – 6 No – 0

Minutes: On a motion by Teresa Lipfert, seconded by Dean Winspear, the Board of Education approved the minutes of the **July 14, 2008**, regular meeting.

Motion carried: Yes – 6 No – 0

Policy Reading: On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education approved the first reading of **Policy #7220 Graduation Requirements**.

Motion carried: Yes – 5 No – 0

Abstain – 1 (Joe Lonsky)

Payment for Projects: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved payment of up to \$1,790 to **Betsy Donald** for the 2008/09 school year, for three special projects that benefit students that fall outside of her regular assigned duties.

Motion carried: Yes – 5 No – 0

Abstain – 1 (Joe Lonsky)

Personnel Agenda

CHANGE IN EMPLOYMENT STATUS – none

RESIGNATIONS –

-- Music Teacher: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education accepted the resignation of **Susan Slivan** as Music Teacher, for personal reasons.

Motion carried: Yes – 6 No – 0

-- Special Education Teacher: On a motion by Steve Morse, seconded by Teresa Lipfert, the Board of Education accepted the resignation of **Erin Winston** as Special Education Teacher, for personal reasons.

Motion carried: Yes – 6 No – 0

LEAVE OF ABSENCE – none

APPOINTMENTS -- Resolution: The Board of Education hereby gives notice of its intent to appoint the following individuals to the designated positions with an emergency conditional appointment in accordance with Policy #6170, subject to their submission of clearance for employment by the State Education Department Office of School Personnel Review and Accountability (OSPRA). Upon the receipt of conditional employment clearance, the appointment shall be changed to a conditional appointment and upon receipt of final clearance for employment granted by the State Education Department, the appointment shall be changed to a regular or substitute appointment as designated below.

-- Long-Term Substitute Teacher: On a motion by Teresa Lipfert, seconded by Steve Morse, the Board of Education approved the appointment of **Jennifer Dunster**, of Auburn, as long-term substitute teacher, in the Emily Howland building, (elementary teacher assigned to instructional support) from September 2, 2008, until on or about November 25, 2008, at a per diem rate of \$211. (for Rhonda Hayden's leave of absence)

Motion carried: Yes – 6 No -- 0

-- Fall Coaching Position: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved the appointment of **Joseph Sullivan**, of Scipio Center, as Varsity Cross-Country coach for the fall 2008 season, at a rate of \$2,925.

Motion carried: Yes – 6 No – 0

-- Co-Coordinator: On a motion by Steve Morse, seconded by Teresa Lipfert, the Board of Education approved the appointment of **Michael Dempsey** and **Carl Scheffler** as department co-coordinators for Science for the 2008/09 school year, splitting the stipend of \$2,828.

Motion carried: Yes – 6 No – 0

-- Summer Laborer: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved the appointment of **Elizabeth White** of Aurora as a summer laborer, at a rate of \$7.15 per hour, effective immediately.

Motion carried: Yes – 6 No – 0

-- School Psychologist: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved the appointment of **Kimberly Davis Patton**, of East Rochester, to a long-term substitute appointment as School Psychologist, effective September 2, 2008, to June 30, 2009.

Motion carried: Yes – 5 No – 1 (JL)

Name: **Kimberly Davis Patton**

Assignment: School Psychologist

Academic Tenure Area: School Psychologist

Date of Commencement of Appointment: September 2, 2008

Anticipated Expiration of Appointment: June 30, 2009

Certification Area(s): School Psychology (initial, pending)

Annual Contract Salary: Step 1, \$48,500

Educational Background: SUNY Geneseo, BA, 2005; RIT, MS/CAS, 2008

Experience: Practicum, Honeoye CSD, Webster NY; Internship, Palmyra Macedon CSD

Reason: Long-term substitute for Patricia Hamlin

-- Recall Staff (Teaching Assistant) From Layoff: On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education recalled **Laurene Waldron**, of Union Springs, as the next-most-senior person in this position to be laid off at the June 2, 2003, BOE meeting, to a full-time permanent (granted tenure effective October 29, 2001, in the special subject tenure area of Teaching Assistant) 1.0 FTE Teaching Assistant position, effective September 1, 2008, at a rate of \$10.06 per hour.

Motion carried: Yes – 6 No – 0

-- Recall Teaching Staff (Special Education Teacher) From Layoff: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education recalled **Meghan Mason**, of Fairport, as the next-most-senior person in this position to be laid off at the June 18, 2007, BOE meeting, to a full-time probationary 1.0 FTE Special Education Teacher position, effective September 1, 2008, \$45,855, Step 3. (Eligible for tenure August 31, 2009; tenure area is Education of children with handicapping conditions; general special education tenure area {education of emotionally disturbed children; mentally retarded children; physically handicapped children; multiply handicapped children; children with specifically defined learning disabilities}). (to fill vacancy by Erin Winston's resignation)

Motion carried: Yes – 6 No – 0

-- Music Teacher: On a motion by Teresa Lipfert, seconded by Steve Morse, the Board of Education approved the appointment of **Megan Wadhams** as long-term substitute music teacher, from September 2, 2008, until on or about January 30, 2009, at a per diem rate of \$211.

Motion carried: Yes – 6 No – 0

Name: **Megan Wadhams**
Assignment: Music Teacher
Academic Tenure Area: Music
Date of Commencement of Appointment: September 2, 2008
Anticipated Expiration of Appointment: on or about January 30, 2009
Certification Area(s): Music (initial)
Annual Contract Salary: Step 1, \$211 per diem
Educational Background: Nazareth College, BME 2004
Experience: LTS: Geneva, Gananda, Brighton & Waterloo Schools
Reason: Long-term substitute for Emilie Bertram

Ted Rejman arrived, 7:23 pm.

-- Music Teacher: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education approved the probationary appointment of **Gregory Harris**, in the special subject tenure area of Music, assigned to the High School and the Middle School, effective September 1, 2008, at a beginning salary of \$43,406.

Name: **Gregory Harris**
Assignment: Music Teacher
Academic Tenure Area: Music
Date of Commencement of Probationary Appointment: September 1, 2008
Anticipated Expiration of Probationary Appointment: August 31, 2011
Certification Area(s): Music (initial)
Annual Contract Salary: Step 1, \$43,406
Educational Background: Ithaca College, Bachelor's of Music, 2007
Ithaca College, working on Master's
Experience: Student teaching Johnson City CSD & Ithaca CSD
Reason: To fill resignation by Bob Kalweit

Joe Lonsky began a discussion of the number of band teachers required in the SCCS instrumental curriculum and if both positions on the agenda are required in the current financial climate. Several other Board members reminded him that the discussion on the music program was completed during the budget season and the money was put into the budget for all the music positions. This seems to be the community's directive. It was also noted by the Superintendent that leadership had brought forward a plan to reduce music staffing by a 0.5 FTE vocal position and this proposed cut was reinstated into the budget that passed.

Motion carried: Yes – 7 No – 0

-- Music Teacher: On a motion by Steve Morse, seconded by Ted Rejman, the Board of Education approved the probationary appointment of **Alexandre Veiga**, of Mexico NY, in the special subject tenure area of Music, effective September 1, 2008, at a beginning salary of \$42,206.

Motion carried: Yes – 7 No – 0

Name: **Alexandre Veiga**
Assignment: Music Teacher
Academic Tenure Area: Music
Date of Commencement of Probationary Appointment: September 1, 2008
Anticipated Expiration of Probationary Appointment: August 31, 2011
Certification Area(s): Music (initial)
Annual Contract Salary: Step 1, \$42,206
Educational Background: SUNY Potsdam, Bachelor's of Music, 2008
Experience: Student teaching Altmar-Parish-Williamstown CSD
Reason: To fill resignation by Sue Slivan

BUSINESS OFFICE REPORTS -- none

SUPERINTENDENT'S REPORT/INFORMATIONAL ITEMS -- none

BOARD OF EDUCATION REPORT –

-- BOE Committee Reports

Leonard Jordan commented that at future Board meetings, there should be reports by those Board members who are assigned to the committees and representatives to associations.

- Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; Leonard Jordan
 - District Audit Committee; Jim Wilcox, Dean Winspear
 - Long-Range Education Planning Committee; Teresa Lipfert, Ted Rejman
 - Long-Range Facilities Planning Committee; Ted Rejman, Dean Winspear
- BOE members received memo “Preliminary Analysis/Prioritization from 2005 Building Conditions Survey” and the updated 2005 Five-Year Building Conditions Survey prepared by King & King, who will be at the August 18 BOE meeting to review.
- Policy Committee; Ted Rejman, Dean Winspear
 - Ted Rejman commented that the Committee has been working on reviewing policies that had not been looked at in years.
 - Wellness Core Committee or SubCommittees; Teresa Lipfert; Dean Winspear
 - Transportation Committee; Jim Wilcox, Dean Winspear

Dean Winspear suggested that the four soccer fields be named for the four towns in our school district. The Superintendent said she has requested that Terry Underwood coordinate this effort.

The Board adjourned for a break at 7:45 pm before beginning their work session; reconvened at 7:50. Jim Wilcox left the meeting at 7:50 pm.

-- **BOE Work Session**

-- Becky Kaune, BOCES Assistant Superintendent for Curriculum and Instruction, reviewed and led the discussion with the Board for ground rules previously set up by an SCCS BOE.

Ground Rules were gone through one by one and discussed in terms of setting the tone and direction for the district through the Board's actions. The ground rules were revised as follows:

- **Remember why we are here (kids!)**

-- Respect and follow the chain of command, policies and procedures, recognizing the Superintendent as a member of the Board of Education and its chief advisor.

Comments and discussion revolved around the Board setting policy with the Superintendent working on the day-to-day issues and management of the District. There was further comment on having staff and students follow the proper chain of command for all issues.

-- Respect the perspective and opinions of all Board of Education members and community members, even when in disagreement.

There was much discussion regarding the passion that comes with the issues that are part of some Board discussions and that the expressions can be very emotional, but are not personal but rather an indication of the intensity of the issue.

The other idea discussed was the responsibility of each Board member to communicate, rather than to sit silently by with other members interpreting the silence as consensus on an issue.

-- Don't take it personally. (This was added as a ground rule during the discussion of the prior ground rule.)

The issues that were discussed revolved around the idea that all the Board members came from different parts of the community and were not necessarily supposed to agree. They were to bring the issues to the table so the community as a whole was heard.

-- The decisions of the Board of Education are made at the table and will be supported publicly.

The discussion regarding this issue revolved around a Board member's responsibility to bring questions and information about issues to the Board meeting to make sure all aspects were heard. But when the vote was finalized, each Board member was responsible to represent the Board decision – even though their vote may not have been in the majority.

-- Avoid surprises by communicating openly and honestly with the Superintendent.

The Board members agreed that there had been a big improvement with the current administration and the quality of information that was available. There was discussion that it is always better to ask questions so information could be available at the meeting for a complete discussion to take place.

-- Be prepared for all Board meetings and stay focused on agenda topics.

There was little comment beyond the idea that this is the responsibility of each member.

-- Respect confidential issues. This is a legal requirement.

Ground Rules Review: On a motion by Ted Rejman, seconded by Teresa Lipfert, the Board of Education approved the ground rules as revised. (attached)

Motion carried: Yes – 6 No – 0

Review of District Priorities/ Mission statement: On a motion by Ted Rejman, seconded by Steve Morse, the Board of Education approved the District Mission Statement and the District Priorities.

Motion carried: Yes – 6 No – 0

The Superintendent's Goals were presented as they aligned with the Board of Education approved District Mission Statement and the District Priorities.

BOE Goal Setting: On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education adopted Board of Education goals (attached).

Motion carried: Yes – 6 No – 0

QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS –

Bernie DeGraw and Cathy Mullarney spoke to the use of space discussed at the meeting. There are several rooms to be closed this year in an effort to become more energy efficient. There was specific interest in the results of closing Emily Howland's two temporary classrooms and the impact on teachers and instruction. There was also a statement that there are 21 full classrooms currently at Emily Howland and that moving to the Poplar Ridge school without a lot of renovations and possible extra space was not a realistic expectation. The thought was also expressed about the name of Emily Howland as a community, as well as a business. Additional thought should be given to the person Emily Howland and her place in history.

Bernie DeGraw also expressed concern about the concept of the Middle School being disregarded (with changes and shared spaces in the High School).

There was mention that the next BOE meeting would meet at 6:00 pm to conduct a thorough walk-thru of the bus garage and the Poplar Ridge facility.

Steve Morse left the meeting at 9:34 pm.

EXECUTIVE SESSION –

On a motion by Ted Rejman, seconded by Teresa Lipfert, the Board entered executive session at 9:35 pm for discussion of a personnel matter.

Motion carried: Yes – 5 No – 0

RETURN TO OPEN SESSION

On a motion by Ted Rejman, seconded by Dean Winspear, the Board returned to open session at 9:39 pm.

Motion carried: Yes – 5 No – 0

ADJOURNMENT

On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education adjourned the meeting at 9:40 pm.

Motion carried: Yes -- 5 No -- 0

Respectfully submitted,
Martha Stevermer,
Acting District Clerk

SOUTHERN CAYUGA SCHOOL DISTRICT BOARD OF EDUCATION GROUND RULES

Remember why we are here (kids!).

Respect and follow the chain of command, policies and procedures, recognizing the superintendent as a member of the Board of Education and its chief advisor.

Respect the perspective and opinions of all Board of Education members and community members, even when in disagreement.

Don't take things personally.

The decisions of the Board of Education are made at the table and will be supported publicly.

Avoid surprises by communicating openly and honestly with the superintendent.

Be prepared for all Board meetings and stay focused on agenda topics.

Respect confidential issues.

SCCS BOE Approved, February 27, 2006
(not necessarily in order of importance)
Revised and approved, August 4, 2008

SCCS BOE Goals 2008-09

Adopted August 4, 2008

Goal setting process: should be reachable, limited, measurable, reflecting roles, timeline and an evaluation process.

GOALS / Action Steps	Implementation Plan			Resources	Evaluation
	DATE(S)	PEOPLE	Measurement		
#1. Complete Long Range Education Plan : a) Fulfill NYSED requirement and have a plan b) Establish an annual evaluation process.	July/Nov '08	BOE Superintendent Stakeholder Committee	Minutes of plan development meetings, plan in hand	Time Outside Facilitator	Initial Plan created, published, and evaluation process defined
	June '09				
#2. Complete Long Range Facilities Plan : a) Complete EXCEL Project b) Assess / Prioritize / Update Required Five Year Building Conditions Plan done in 2005 c) Use King & King Architect services to assist with options & timelines <ul style="list-style-type: none"> • Smaller project bundled with lift? • Larger project – Emily Howland? Planetarium? 	May/Sept 08	BOE, Supt, Watchdog & Core EXCEL Committee	EXCEL minutes	Watchdog / Clerk of the Works, Architect, SED Approvals	Completed project Long Range Facilities Plan(s) initiated, published, and evaluation process defined
	Jun/Aug 08	BOE, Supt, King & King	2005 Building Cond Survey updated	Architect	
	Oct 08 – May 09	BOE, Supt Stakeholder Committee	Minutes of planning meetings, proposed timelines, facility options, public hearing, referendum(s) Etc.	Architect Clerk of the Works or Construction Manager	

<p>#3. Identify and Explore Short and Long Range Cost Saving Measures</p> <p>a) BOE study initiatives – Health Insurance Consortium, BOCES Services, Alternative Energy Sources</p>	<p>Aug 08 – June 09</p>	<p>BOE, Committees, Superintendent Consultants</p>	<p>Minutes, Record of prioritization, plans</p>	<p>Time Consultants Architects</p>	<p>Review of Action steps and timelines for specific initiatives</p>
<p>#4. Assess and Prioritize District Resources</p> <p>a) Begin Budget Process in October</p> <ul style="list-style-type: none"> • Multiple Year Planning • Plan to rebuild fund balance and reserves 	<p>Oct 08 – July 09</p>	<p>BOE / Supt. / Business Administrator</p>	<p>Minutes</p>	<p>Time Consultants</p>	<p>Review of Action steps and timelines for specific initiatives</p>
<p>#5. Study Best Practices for BOE</p> <p>a) Establish priorities (i.e. communication, consensus building, “table rules or ground rules”)</p> <p>b) Review BOE By-Laws and Internal Operations Policies</p> <p>c) Participate in Rural Schools, COSBA, CNYSBA and other applicable training opportunities</p> <p>d) Establish BOE self-evaluation process (Aug / Jan / May)</p>	<p>July/ Aug 08</p> <p>Sept/Dec 08</p> <p>Oct 08 / June 09</p> <p>Aug 08 – June 09</p>	<p>BOE / Supt.</p> <p>BOE / Supt.</p> <p>BOE / Supt.</p> <p>BOE / Supt.</p>	<p>Minutes</p> <p>Minutes</p> <p>Minutes</p> <p>Minutes</p>	<p>Time Facilitator COSBA CNYSBA Rural Schools Assoc.</p>	<p>Review of written records, memos, training descriptions, minutes</p>

Adopted August 4, 2008