

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
MONDAY, JANUARY 11, 2010
HIGH SCHOOL LIBRARY**

MINUTES

CALL TO ORDER/PLEDGE OF ALLEGIANCE

President Ted Rejman called the meeting to order at 7:01. All Board members were present at the start of the meeting except Joe Lonsky (7:05) and Bruce Kopp.

OPEN SESSION/ROLL CALL

Board members present: President Ted Rejman, Robb Jetty, Lisa Killian, Teresa Lipfert, Joe Lonsky, Dean Winspear
Board members absent: Vice President Bruce Kopp
Administrators present: Superintendent Mary Kay Worth, Martha Stevermer, Patricia Reilley, Luke Carnicelli, Mary Lou Cronin
Others present: Nynette Adams, Julie Burnham, Sandy Carter, Becky Davis, Mike Dempsey, Eileen Fitzgerald, Peg Herstine, Simone Lanning, Greg Otis, Kathy Perez, Carl Scheffler, Michelle Shaw, Joan Troiani, students

APPROVAL OF AGENDA

Motion was made by Dean Winspear, seconded by Lisa Killian, to approve the agenda, as amended. The calendar was reviewed. Everyone was encouraged to attend the student art exhibit at the Wells College String Room Gallery, described as “wonderful” and “super.”

Motion carried: Yes – 6 No – 0

Ted Rejman distributed his response to a letter from Bud Beyea. He also apologized for his questions prior to the Christmas break, for not following the agreed upon chain of communication for Board members.

PRESENTATIONS --

-- Resolution: Superintendent Worth again reviewed the reason for this resolution and also thanked Eileen Fitzgerald for her years of service on this Committee. On a motion by Robb Jetty, seconded by Dean Winspear, the Board of Education approved the following resolution, based on the agreement at the October 13, 2009, meeting, approving the donation in Mr. Kogut’s name, for serving as financial expert on the Koon Scholarship Committee for 15 years without compensation. Superintendent Worth presented a Certificate of Recognition to be sent to Mr. Kogut’s family. A donation from the Koon Scholarship account has been sent to the University of Buffalo.

Motion carried: Yes – 6 No – 0

COMMEMORATIVE RESOLUTION

Whereas the Board of Education of the Southern Cayuga Central School District wishes to acknowledge the contribution and commitment to education that **Mr. Kenneth Kogut** made to our school district and community and desires to honor him for such contribution, for his service as expert financial advisor to the Koon Scholarship Committee;

Now, therefore, be it resolved that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes that a Certificate of Recognition be provided to the family of Mr. Kogut and a \$300 donation from the Koon Scholarship account be made in his memory to the University of Buffalo, where a scholarship fund has been established.

- Department Review: Representatives from the following departments answered questions and gave more details about their curriculum and activities; Languages Other Than English, Physical Education, Science, Special Education.

- Middle School Philosophy and Configuration; the Middle School is part of the facilities planning discussion. Many of the MS teachers have been with the district since before the current grade level configuration and believe having an actual middle level configuration is beneficial for the students. It provides a bridge between the elementary grades and the high school. Some students are still struggling with math and reading. All staff and administrators seemed to agree that a K-6, 7-12 model will be detrimental to students in the 7th and 8th grades, that they may feel lost or left behind. Retaining a Middle School model is recommended. Robb Jetty asked about curriculum maps and if they are completed and available for him to review. Sandy Carter would like the district to have a position of curriculum coordinator. Superintendent Worth noted that we need to develop our own grade level assessments, rather than relying only on the state assessments.

VISITOR RECOGNITION -- none

BOARD OF EDUCATION ACTION ITEMS

Consent Agenda Action Items (*one motion*): On a motion by Teresa Lipfert, seconded by Robb Jetty, the Board of Education approved the following items.

-- Minutes, December 7: The Board of Education approved the minutes of the December 7, 2009, regular meeting.

-- CSE Recommendations: The Board of Education approved the recommendations of the Committee on Special Education.

-- Policies: The Board of Education reviewed and re-adopted the following policies, as reviewed by the Policy Committee on December 17, with no changes recommended.

- #5310, Bonding of Employees and School Board Members; this is done by
NYSIR (New York State Insurance Reciprocal)
- #5320, Expenditures of School District Funds
- #5340, Borrowing of Funds
- #5410, Purchasing
- #5411, Cooperative Purchasing
- #5510, Accounting of Funds
- #5520, Extra-Classroom Activities Fund
- #5540, Publication of the District's Annual Financial Statement
- #5550, Maintenance of Fiscal Effort (Title I Programs)
- #5560, Use of Federal Funds for Political Expenditures
- #5571, Allegations of Fraud; this refers to district personnel

-- Donation: The Board of Education accepted with thanks the donation to the planetarium program a **telescope** and **mount**, with an estimated value of \$1,200.

-- IRS Mileage Rate: The Board of Education revised the allowed mileage rate to **\$0.50 per mile**, to agree with the approved IRS rate effective January 1, 2010.

-- Scholarship Stipend: The Board of Education approved the \$1,000 stipend to Paula Schmitt for serving as Secretary to the Koon Scholarship Committee for the 2009/10 school year.

* * * * * end of consent action items * * * * *

-- Participation in NYSMEC: On a motion by Robb Jetty, seconded by Dean Winspear, the Board of Education approved a resolution authorizing the District's participation in the New York School and Municipal Energy Consortium (NYSMEC) for the cooperative purchase and delivery of electricity. See attached resolution.

Motion carried: Yes – 6 No – 0

-- Race To The Top Federal Grant: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education approved a resolution authorizing the Superintendent, the Board President and the teachers' union leaders to sign a Memorandum of Understanding showing support for and allowing the District's participation in the New York State application for federal funding in the Race To The Top grant. New York State must apply and be one of the 16 states to receive the grant before SCCS would ever get any of it. Only those districts that approve this resolution would be considered for any of the grant monies. See attached resolution.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education reviewed for a first reading **Policy #7616, Pre-Referral Intervention Strategies in General Education (Prior to a Referral for Special Education) Response to Intervention (RTI)**, as reviewed and revised by the Policy Committee on December 17. These revisions are being made to agree with what we are actually doing.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education reviewed for a first reading **Policy #6130, Evaluation of Personnel: Purposes**, as reviewed and revised by the Policy Committee on December 17.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education reviewed for a first reading **Policy #5530, Petty Cash Funds and Cash in School Buildings**, as reviewed and revised by the Policy Committee on December 17. This change was made because the tax collector needs cash to make change when people come in to pay their taxes.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education reviewed for a first reading **Policy #5570, Financial Accountability**, as reviewed and revised by the Policy Committee on December 17.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education reviewed for a first reading **Policy #5580, Audit Committees**, as reviewed and revised by the Policy Committee on December 17.

Motion carried: Yes – 6 No – 0

-- Policy, First Reading: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education reviewed for a first reading **Policy #5590, Internal Audit Function**, as reviewed and revised by the Policy Committee on December 17.

Motion carried: Yes – 6 No – 0

-- SCTA Contract: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education agreed to implement the Agreement by and between the Chief Executive Officer of the Southern Cayuga Central School District and the Southern Cayuga Teachers' Association. This agreement shall be applicable and shall continue in effect from July 1, 2009, to June 30, 2011.

Motion carried: Yes – 6 No – 0

Personnel Agenda: As recommended by the superintendent.

RESIGNATIONS – none

CHANGE IN EMPLOYMENT STATUS – 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.

-- Internship: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education approved an internship experience for **Amber Frost**, at the Emily Howland building, with Cathy Burns as the supervising teacher, from January 11 thru March 26, 2010.

Motion carried: Yes – 6 No – 0

-- Internship: On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education approved an internship experience for **Darrell Bullock**, at the Poplar Ridge building, with Terry Underwood as the supervising teacher, from January 12 thru February 12, 2010.

Motion carried: Yes – 6 No – 0

-- Substitutes: On a motion by Dean Winspear, seconded by Robb Jetty, the Board of Education approved the appointment of substitute teachers (non-certified) for the 2009/10 school year.

-- Linda Balk, effective December 16, 2009

-- Breeyn Bengtson, effective January 4, 2010

Motion carried: Yes – 6 No – 0

-- Co-Curricular Positions: On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education approved the appointment of **Chaperones** for the Cayuga County Holiday Tournament which took place the week of December 28, 2009, at a rate of \$49 per game.

-- Joanne Cartner

-- Julie Netti

-- Bernie DeGraw

-- Paula Schmitt

-- Mary Ferro

-- Lori Shurtleff

Motion carried: Yes – 6 No – 0

-- Senior Typist: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education approved the classified Civil Service appointment of **Carol Hill** as Senior Typist, effective January 19, 2010, with a 52-week probationary period, at a rate of \$14 per hour. She will be assigned to the office in the Emily Howland building.

Motion carried: Yes – 6 No – 0

-- Memorandum of Agreement: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education authorized the Superintendent and BOE President to sign a Memorandum of Agreement to establish a temporary **Sick Leave Bank** at the request of employee **Rebecca Batty**.

Motion carried: Yes – 6 No – 0

-- Memorandum of Agreement: On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education authorized the Superintendent and BOE President to sign a Memorandum of Agreement to establish a temporary **Sick Leave Bank** at the request of employee **Jeannette Curkendall**.

Motion carried: Yes – 6 No – 0

BUSINESS OFFICE REPORTS/INFORMATIONAL ITEMS

-- Mandated Audit Response letters; these are done annually and will be mailed tomorrow.

-- Claims Auditor Quarterly Activity Summary, October 1 to December 31, 2009; provided for BOE information.

-- Responses to Questions on Financial Report; Dean Winspear also received a copy of the vouchers he requested; Superintendent Worth suggested that any future voucher questions be given to the internal and/or claims auditor to address; all agreed. On a motion by Robb Jetty, seconded by Teresa Lipfert, the Board of Education agreed to utilize the internal and/or claims auditor to answer future questions on vouchers.

Motion carried: Yes – 6 No – 0

-- Financial Report: On a motion by Dean Winspear, seconded by Joe Lonsky, the Board of Education acknowledged receipt of the Financial Report.

Motion carried: Yes – 6 No – 0

-- Budget Transfers: On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education approved the budget transfers as listed in the financial report.

Motion carried: Yes – 6 No – 0

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
\$2,031	Operation of Plant, Summer Salary	Operation of Plant, Substitute Salary	Coverage for paid sick leave
\$10,000	Operation of Plant, Overtime	Operation of Plant, Substitute Salary	
\$1,058	Nurse Substitute Salary	Nurse Salary	Summer RPN school equals \$1,200 less \$140 already transferred
\$1,374	Transportation Supervisor Salary	Transportation Clerical Salary	Additional training on TransFinder software
\$1,227	Bus Drivers' Salary	Mechanics' Salary	Overtime due to shortage of regular sub bus drivers
\$44,176	Health Benefits	Tuition	2008/09 Cay Comm College fall & spring tuition due
\$57,894	Employee Retirement	Special Ed, Other Professional	Private placement; tuition & 20% room & Board and aide
\$10,000	Community Service, Planetarium Salary	Community Service, Planetarium Contractual	Reclass salary to contract basis; savings of FICA to district
\$37,100	Health Benefits	Serial Bond Principal	July 2009 bond principal due December 15 not included in budget
\$48,913	Health Benefits	Serial Bond Interest	

SUPERINTENDENT'S REPORT/INFORMATIONAL ITEMS

- Copy of Letter to Carl Thurnau, NYSED, provided to BOE; this updates information sent in the past.

- January 15 Staff Development Day; agenda provided to BOE; preliminary discussions of the 2010/11 calendar also include half days for staff development.

- NYSCOSS Mid-Winter Conference; outstanding conference; information will be provided.

- Employee Assistance Plan, December Activity Report provided to BOE; this benefit continues to be important for employees.

- Finger Lakes Museum; no further information has been received; Superintendent Worth will check on it.

BOARD OF EDUCATION REPORT

- Information was provided on two CNYSBA Legislative Breakfasts, to be held from 8:00 to 11:00 am.
 - Saturday, January 30, Homer High School; Dean Winspear, Ted Rejman and Joe Lonsky will attend.
 - Saturday, February 6, West Genesee High School; Robb Jetty will attend.

- BOE Review of Department Bios and Preparation of Questions; these are the final four departments to provide their information. Board members asked questions that will be answered for the next meeting.
 - Career & Technical Education (CTE); Ag, Business, Technology
 - Guidance
 - Music
 - Social Studies

- Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; Robb Jetty
 - Next meeting January 12; Larry Cummings is expected to attend; time will be spent preparing questions for the CNYSBA legislative breakfasts.

- District Audit Committee; Teresa Lipfert, Dean Winspear, Bruce Kopp
 - **Minutes** December 21, provided; a proposal was presented from Julie Burnham, setting up two options for an audit review cycle, over a 12-year period or over a six-year period. On a motion by Robb Jetty, seconded by Teresa Lipfert, the Board of Education agreed to implement a six-year cycle for the internal auditor, which includes 200 to 250 hours of her time each year. Other districts researched do not have an audit cycle. Robb Jetty would like to make this a full-time position, with a three-year cycle. On a motion by Robb Jetty, seconded by Dean Winspear, the Board of Education agreed to implement this audit cycle immediately.
- Both motions carried: Yes – 6 No – 0

- Policy Committee; Ted Rejman, Dean Winspear, Lisa Killian
 - **Next Meeting** February 4

- Wellness Core Committee or Sub-Committees; Joe Lonsky; Dean Winspear
 - **Next Meeting** January 19, 7:45 am

- Transportation Committee; Dean Winspear, Joe Lonsky
 - **Next Meeting** January 26, 9:30 am

- SCCS/Union Springs Merged Sports Committee; Bruce Kopp, Dean Winspear, Lisa Killian
 - **Report** from January 5 meeting; SCCS reps will meet soon.

- SCCS/Wells Partnership; Ted Rejman
 - **Next Meeting** February 25 at Wells

- Athletics; Lisa Killian; good attendance at the recent Cayuga County Basketball Tournament; girls' varsity and junior varsity were team champions; swim and wrestling teams are doing well.

- Long-Range Education Planning Committee: Teresa Lipfert, Ted Rejman; *this committee is done for the year*
- Safety Committee: Robb Jetty; *this committee is done for the year*

- **Long-Range Facilities Planning Committee**; Ted Rejman, Dean Winspear
 - Board members began a review of questions asked at the last meeting, with options provided for their input.

1. **Home Economics Room Renovations:** All concurred that renovations should be in the project, including replacement of cabinets & appliances, ADA compliance and removal of asbestos. These renovations will allow continued sharing of the space by the foreign language and the home & careers teachers.
2. **Middle School Gym Renovations/Additions:** Discussion took place regarding the size of the current middle school and high school gyms, seating and storage. All eventually agreed that two $\frac{3}{4}$ -size gyms should be available at the middle school end, with adequate seating and storage. It was noted again that the state may approve options even when they are not aidable. The renovation of current MS locker rooms into a small stage area will not provide the needed locker room space, and alternatives were discussed.
3. **Elementary Pool Locker Room Addition:** All agreed that a locker room space should be provided for elementary students, which could also be used by the community. The location of the locker room would be across the hallway from where it is shown in the Option 6 drawing of the space from King & King.
4. **Mini-Stage Area for Elementary:** Following discussion on various options, it was agreed to add to the current locker room space and modify the current MS cafeteria, adding a raised floor to part of the room that could be used as a stage but still be available for tables.
5. **Library Renovations with AV Area:** All agreed that renovations to the AV areas next to the current Poplar Ridge library should be included in the project. Mr. Rejman suggested a raised reading area in the elementary library. Library space could be changed with grade-level realignment.
6. **Educational Spaces in Option 6:** No decision was made on any of the questions. Some BOE members still want to revise the grade level configuration to a K-6, 7-12 model. This would eliminate the need for one principal and one administrative office space. The method of instructional delivery would not need to change; perhaps there could be more shared services with BOCES or another district. They would like the superintendent to review administrators' duties and research how they might be able to be reassigned. Superintendent Worth noted SCCS is not overstaffed administratively.
7. **Technology/IT Server Rooms and Office Renovations:** All agreed this should be part of the project. Robb Jetty suggested having a consultant come look at the space and equipment and provide a recommendation before a final decision is made. All agreed with this suggestion.
8. **Vote Date and Draft Timeline:** Although all agree they want a public vote on the project prior to the end of the 2009/10 school year, no decision was made.

Superintendent Worth will provide more information on these issues, as well as on the administrative alignment, for the January 25 meeting.

QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS

-- Cathy Mullarney commented on the administrators' knowledge of what is going on in their building, the need for storage for the elementary music program and the communal spaces, needed to keep the "community" feel of the elementary school.

-- Greg Otis commented on the interaction of students of different ages during outside recess and athletic fields. Playgrounds were briefly discussed.

-- Phil Donovan asked how many new classrooms are being considered, if everything will fit, how much bond debt the closing of Emily Howland will actually pay for and if the Board is still going forward with fiscal restraint; it seems to him as if the plan is expanding, with focus on gym facilities rather than classroom instruction needs.

PROPOSED EXECUTIVE SESSION --

On a motion by Dean Winspear, seconded by Lisa Killian, the Board of Education entered executive session at 11:10 pm to discuss personnel.

Motion carried: Yes – 6 No – 0

Teresa Lipfert left the meeting at 11:10 pm.

RETURN TO OPEN SESSION

On a motion by Robb Jetty, seconded by Joe Lonsky, the Board of Education returned to open session at 11:31 pm.

Motion carried: Yes – 5 No – 0

ADJOURNMENT

On a motion by Lisa Killian, seconded by Dean Winspear, the Board of Education adjourned at 11:34 pm.

Motion carried: Yes – 5 No – 0

Respectfully submitted,
Nynette Adams, District Clerk

RESOLUTION AUTHORIZING PARTICIPATION IN NYSMEC

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other,

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a Board of cooperative educational services, a fire district or a school district;

WHEREAS, the **Southern Cayuga Central School District** is a "municipal corporation" as defined above;

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005, (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer for natural gas and/or electricity as specified below.

NOW THEREFORE, BE IT RESOLVED that the Board hereby determines that it is in the interests of the Southern Cayuga Central School District (hereinafter "Participant") to participate in the NYSMEC, and authorizes and directs **Mary K. Worth, Superintendent of Schools** to sign the Agreement/and or the Billing Schedule for **electricity** pursuant to the Agreement for the term ending April 30, 2012, for all natural gas participants; and April 30, 2012, for all electric participants on its behalf and further authorizes its officers and employees to execute such other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution; and

BE IT FURTHER RESOLVED that the Participant agrees to participate in the future municipal cooperative bids for the purchase and delivery of **electricity** pursuant to the Agreement and subject to subsequent approval by this Board.

BE IT FURTHER RESOLVED that the Participant authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids and to award contracts for the purchase and delivery of electricity on behalf of the Participant, subject to subsequent approval by this Board in accordance with such bid specification, to the lowest responsible bidder as is determined by the Administrative Participant or to reject any or all such bids; and

BE IT FURTHER RESOLVED that the Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED that the officers and employees of Participant are authorized to execute such other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

I certify that the foregoing resolution was duly adopted by the governing body named herein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows: Date of Meeting: January 11, 2010; Vote: Yes: 6; No: 0; Abstaining/Absent: 1

Signed by Superintendent Mary K. Worth

N. Adams, Clerk of governing body of Municipal Participant Dated January 12, 2010

RESOLUTION

BE IT RESOLVED THAT the Board of Education of the Southern Cayuga Central School District, having reviewed the materials relating to the Memorandum of Understanding for Districts to Participate in the RTTT Plan, including the letter from the Honorable David M. Steiner, Commissioner of Education, the New York State Race to the Top Grant Proposal: Public Communication and Policy Recommendations Summary and the Memorandum and its attachments and hereby approves participation in the New York State RTTT Plan; and

BE IT FURTHER RESOLVED THAT the Board of Education authorizes and directs the President of the Board and the Superintendent of Schools to execute the Memorandum of Understanding and to take further actions consistent with this resolution to implement the grant where appropriate; and

BE IT FURTHER RESOLVED THAT this resolution shall take effect immediately and the Board of Education hereby ratifies prior actions taken to express support for the application of New York State, including the conditional execution of the Memorandum.

I certify that the foregoing resolution was duly adopted by the Southern Cayuga Central School District at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: January 11, 2010

Vote: Yes: 6 No: 0 Absent: 1

Signed by Superintendent Mary K. Worth

Nynette Adams
District Clerk

Dated January 12, 2010