

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
MONDAY, JUNE 16, 2008  
PLANETARIUM CLASSROOM**

**MINUTES**

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**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Ted Rejman called the meeting to order at 7:00 pm. All Board members were present at the start of the meeting, except Steve Morse (7:08).

**OPEN SESSION/ROLL CALL**

**Board members present:** President Ted Rejman, Vice President Michelle Dean, Leonard Jordan, Teresa Lipfert, Steve Morse, Jim Wilcox, Dean Winspear

**Board members absent:** none

**Administrators present:** Superintendent Mary Kay Worth, Martha Stevermer

**Others present:** Nynette Adams, Beverly & Wayne Buisch, Julie Burnham, Phil Donovan, Tim Mathers, Greg Otis, Alyssa Sunkin (*Citizen* reporter), Terry Underwood

**APPROVAL OF AGENDA**

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

Motion carried: Yes – 6 No – 0

Ted Rejman reviewed the calendar.

**PRESENTATIONS** – Internal Audit Report, Risk Assessment Report – Julie Burnham (report took place later in the meeting).

**VISITOR RECOGNITION** – none

**BOARD OF EDUCATION ACTION ITEMS --**

Minutes: On a motion by Michelle Dean, seconded by Dean Winspear, the Board of Education approved the minutes of the **June 9**, 2008, regular meeting.

Motion carried: Yes – 6 No – 0

CSE Recommendations: On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education approved the recommendations of the Committee on Special Education.

Motion carried: Yes – 6 No – 0

Inter-municipal Agreement: On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education approved an Inter-municipal Agreement for the Provision and Use of Community Internet Access Facilities by and between the Board of Education of Southern Cayuga Central School District, the Hazard Library Association and the Scipio, Venice, Ledyard Fire District. This is an extension of the original agreement, approved at the May 12, 2003, BOE meeting.

Motion carried: Yes – 6 No – 0

Summer Migrant Program: On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education approved the summer migrant program between the Southern Cayuga Central Schools and the Research Foundation of SUNY on behalf of and in conjunction with SUNY Cortland, who serves as legal entity for the Cortland Migrant Education Outreach Program to provide a summer migrant program. A fee of \$825 will be paid to the SCCS district in two equal installments, plus transportation expenses. The program will run from July 7 through August 8, 2008.

Motion carried: Yes – 6 No – 0

Donation: On a motion by Michelle Dean, seconded by Dean Winspear, the Board of Education accepted a donation from the Southern Cayuga Parent Teacher Organization, in the amount of \$400 to help cover expenses for Middle School end-of-year activities. They are taking field trips to the MOST in Syracuse.

Motion carried: Yes – 6 No – 0

Steve Morse arrived (7:08 pm).

Donation: On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education accepted an anonymous donation, in the amount of \$315 to cover the admission costs for second grade students on their annual field trip (to the Science Center in Ithaca).

Motion carried: Yes – 7 No – 0

SRO: On a motion by Teresa Lipfert, seconded by Michelle Dean, the Board of Education authorized the Superintendent to sign the Memorandum of Understanding between the Southern Cayuga Central School District and the Cayuga County Sheriff's Department for the services of the School Resource Officer (SRO). This is a five-year agreement, with a 30-day notice of discontinuation clause that either entity may initiate.

Motion carried: Yes – 4 No – 3 (LJ, JW, DW)

### Personnel Agenda

#### **CHANGE IN EMPLOYMENT STATUS –**

--Approval of Contractual Agreement for the Superintendent of Schools: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education approved the amendments of the contractual agreement between the Board of Education and **Mary K. Worth**, Superintendent of Schools. The amendments are a one-year extension of the contract to June 30, 2011, an increase of 2.8% in annual salary for 2008/09, to \$108,968, and one additional paid vacation day per year (22 total).

On a motion by Teresa Lipfert, seconded by Michelle Dean, the Board of Education entered executive session at 7:14 pm, to discuss the employment history of a particular person.

Motion carried: Yes – 7 No – 0

On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education returned to open session at 7:27 pm.

Motion carried: Yes – 7 No – 0

Original motion carried: Yes – 7 No – 0

-- Salary Adjustment: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved a 4.0% salary increase adjustment over the 2007/08 rates for the **Non-Affiliated** Employees, effective July 1, 2008.

Motion carried: Yes – 7 No – 0

#### **RESIGNATIONS –**

-- Charlotte Bancroft: On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education approved the resignation of **Charlotte Bancroft**, as Food Service Helper, for retirement purposes, effective August 31, 2008.

Motion carried: Yes – 7 No – 0

**LEAVE OF ABSENCE –**

- Rhonda Hayden: On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education approved an unpaid leave of absence for **Rhonda Hayden** as Instructional Support teacher in the Emily Howland building, from September 2, 2008, until December 1, 2008, for personal reasons.

Motion carried: Yes – 7 No – 0

- Patricia Hamlin: On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education approved a one year unpaid leave of absence for **Patricia Hamlin** as School Psychologist, from September 2, 2008, until June 30, 2009, for personal reasons.

Motion carried: Yes – 7 No – 0

- Emilie Bertram: On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education approved an unpaid leave of absence for **Emilie Bertram** as Music teacher, from September 2, 2008, until January 30, 2009, for personal reasons.

Motion carried: Yes – 7 No – 0

**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.

- CBO Clerk: On a motion by Leonard Jordan, seconded by Steve Morse, the Board of Education appointed **Carol Piechuta** to the provisional Civil Service position of Central Business Office Clerk, effective June 17, 2008, at a rate of \$12.59 per hour, with a 52-week probationary period.

Motion carried: Yes – 7 No – 0

- Long-Term Substitute Math Teacher: On a motion by Leonard Jordan, seconded by Dean Winspear, the Board of Education granted **Stephanie Witinski** a long-term substitute appointment as **Secondary Mathematics teacher**, effective September 1, 2008, through June 30, 2009.

Motion carried: Yes – 7 No – 0

Math appointment, continued

Name:	Stephanie Witinski
Assignment:	long-term substitute math teacher
Academic Tenure Area:	Secondary Mathematics
Date of Commencement of Appointment:	September 1, 2008
Anticipated Expiration of Appointment:	June 30, 2009
Certification Area(s):	Mathematics 7-12, initial
Contract Salary:	Step 2; \$42,706
Educational Background:	BS, SUNY Cortland, 2006
Experience:	LTS at Southern Cayuga, 2007/08
Reason:	long-term substitute for Jennifer Furnia

**BOE MEETING DATES, 2008/09**

-- Reorganization Meeting Date: On a motion by Teresa Lipfert, seconded by Leonard Jordan, the Board of Education set the date for the 2008/09 school year Reorganization Meeting as **Monday, July 14, 2008**.

Motion carried: Yes – 7 No – 0

-- Meeting Dates: After some discussion, on a motion by Steve Morse, seconded by Teresa Lipfert, the Board of Education adopted the dates for their meetings for the 2008/09 school year, as listed.

Motion carried: Yes – 7 No – 0

**Southern Cayuga CSD, Board of Education Meetings 2008-2009, Mondays** *(except as noted), 7:00 pm, Planetarium Classroom*

July 14, 2008 ( <i>Reorganization Meeting</i> )	
August 4, 2008	February 23, 2009
August 18, 2008	March 9, 2009
September 8, 2008	April 22, 2009 (Wednesday)
September 22, 2008	March 23, 2009
October 14, 2008 (Tuesday)	April 6, 2009
October 27, 2008	(regular meeting & BOCES vote)
November 10, 2008	May 11, 2009 (budget hearing)
November 24, 2008	May 19, 2009 ( <i>Budget Vote</i> )
December 8, 2008	May 26, 2009 (Tuesday)
December 22, 2008	June 8, 2009
January 12, 2009	(BOE work session/goal setting)
January 26, 2009	June 22, 2009
February 9, 2009	

**INTERNAL AUDIT REPORT**

At this time, Internal Auditor Julie Burnham presented the Risk Assessment Report. She explained the new assessment tool she used for this report. It will be done once a year. Ms. Burnham read the definition of an audit committee and suggested that the committee will be changing direction, becoming more of an audit committee and not attempting to be a finance committee. They will no longer be reviewing all the financial documents. A process will be put in place to keep track of the district's inventory, beginning with the formulation of a Board policy.

**BUSINESS OFFICE REPORTS --**

- Purchasing Update; information provided to Board members; reviewed by Martha Stevermer
- Spill Prevention Control & Countermeasure Plan; information provided to Board members; reviewed; Ted Rejman believes this topic was brought to the Board three to five years ago; some research will be done before any action is taken.
- Summer Maintenance; information provided to Board members; reviewed; Ted Rejman asked if any of this could be done as community service; BOE policies will be reviewed.
- Bond Resolution: On a motion by Michelle Dean, seconded by Steve Morse, the Board of Education approved, by roll call vote, a bond resolution for the **bus replacement plan** in the amount of **\$389,118**, to give our bond counsel and financial advisor the authority to sell the bonds.

Motion carried: Yes – 7 No – 0

Dean Winspear voted yes  
Leonard Jordan voted yes  
Teresa Lipfert voted yes  
Steve Morse voted yes  
Ted Rejman voted yes  
Michelle Dean voted yes  
Jim Wilcox voted yes

- Accept Insurance Request For Proposals (RFP): On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education accepted the RFPs received for 2008/09 insurance. Martha Stevermer reviewed, explained and answered questions.

Motion carried: Yes – 7 No – 0

-- RG Wright (Utica Mutual)	\$50,166
-- Eastern Shore Associates (NYSIR)	\$49,020
-- Tanner-Ibbotson (AIG)	no bid provided

- Award Insurance RFP: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education awarded the insurance RFP to **Eastern Shore Associates** (New York State Insurance Reciprocal, NYSIR) for the 2008/09 school year, in the amount of \$49,020.  
Motion carried: Yes – 7 No – 0
  
- Agreement with Cayuga/Seneca Community Action Agency: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved the agreement between the Southern Cayuga Central School District and the Cayuga/Seneca Community Action Agency Inc, of Auburn NY, which will allow the use of the Emily Howland Elementary School (two classrooms) for the purpose of operating a **Head Start/UPK** program for the 2008/09 school year. There will be 18 students in each group, for full day programs. No mid-day bus run will take place. There are 8-10 children on a waiting list.  
Motion carried: Yes – 7 No – 0

#### **SUPERINTENDENT’S REPORT/INFORMATIONAL ITEMS --**

- EXCEL meeting minutes/report, May 23; copy was provided to Board members; Superintendent Worth noted that the group is meeting every two weeks; Todd LaBar and Tim Yetter are very responsive and are doing a good job; a change is being made to the security feature at the main high school entrance, moving the window to the opposite wall and relocating receptionist. Board members supported the rationale.
  
- Hazard Library to tour Planetarium; the Hazard Library Board met tonight in the planetarium at 6:30 for a tour and to discuss the possibility of using the classroom. Further discussions will take place.
  
- State aid prior year correspondence; provided to Board members; we have received the letter from the State Education Department giving reasonable assurance of receiving \$150,000 in prior year aid payments for the 2008/09 school year; we also received by fax a copy of Senate Bill #8515 regarding the six-year repayment of money owed to the state for years 2002/03 and 2003/04.
  
- Prism Decision Systems; long-range educational planning
  - Motion made by Teresa Lipfert, seconded by Michelle Dean, to authorize the Superintendent to sign a letter of agreement to contract with **Prism Decision Systems** of Binghamton NY to provide long-range education planning, at an amount not to exceed \$8,100. Discussion then followed; this is a tool to help with creating and maintaining a long-range education plan, using a core committee with representatives from a wide group; helping determine the district’s strengths and weaknesses in an efficient but thorough way. A representative will be invited to the June 30 BOE meeting.

On a motion by Leonard Jordan, seconded by Dean Winspear, the Board of Education tabled the decision.

Motion carried: Yes – 7 No – 0

**BOARD OF EDUCATION REPORT –**

- COSBA Minutes, June 9; copy provided to Board members; and a reminder that SCCS needs regular representation in this organization.
- BOE Graduation Ceremony Participation; Board members who plan to attend are Ted Rejman, Michelle Dean, Dean Winspear, Steve Morse and Teresa Lipfert; Senator Nozzolio will be in attendance.
- Superintendent Worth noted that the Central New York School Boards Association has an unexpected vacancy and a vote will be taken to fill it. She also would like our Board members to consider serving with this group in the future.
- Teresa Lipfert asked if Board members are interested in Board member training. There was agreement by Board members. Superintendent Worth noted time on June 30 will be for goal setting and this would fit nicely there.

**QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS –**

- Phil Donovan asked how much each year's payment would be if the money owed to SED can be spread over six years instead of three.

**EXECUTIVE SESSION**

On a motion by Dean Winspear, seconded by Teresa Lipfert, the Board of Education entered executive session at 9:27 pm to discuss the medical, financial, credit or employment history of a particular person, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.

Motion carried: Yes – 7 No – 0

**RETURN TO OPEN SESSION**

On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education returned to open session at 10:25 pm.

Motion carried: Yes – 7 No – 0

**ADJOURNMENT**

On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education adjourned the meeting at 10:26 pm.

Motion carried: Yes -- 7 No -- 0

Respectfully submitted,  
Nynette Adams, District Clerk

## **BOND RESOLUTION – SCHOOL BUSES**

At a regular meeting of the Board of Education of the Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, held at the Planetarium Classroom, Poplar Ridge High School building, in Aurora, New York, in said School District, on the 16th day of June, 2008, at 7:00 pm, prevailing time.

The meeting was called to order by President Ted Rejman, and upon roll being called, the following were PRESENT: All Board members; ABSENT: none.

The following resolution was offered by Michelle Dean, who moved its adoption, seconded by Steve Morse, to-wit:

BOND RESOLUTION DATED JUNE 16, 2008.

A RESOLUTION AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$389,118 BONDS OF SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT, CAYUGA AND TOMPKINS COUNTIES, NEW YORK, TO PAY THE COST OF THE PURCHASE OF SCHOOL BUSES FOR SAID SCHOOL DISTRICT.

WHEREAS, at the Annual District Meeting of the qualified voters of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, held on May 20, 2008, a proposition was duly adopted authorizing the Board of Education of said School District to purchase school buses, for at a maximum estimated cost of \$389,118, and providing for the levy of a tax therefor to be collected in installments, with obligations of said School District to be issued in anticipation thereof; and

WHEREAS, it is now desired to provide for such purchase of school buses and the financing thereof; NOW, THEREFORE, BE IT

RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Education of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, as follows:

Section 1. The purchase of school buses for Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, including incidental expenses in connection therewith, is hereby authorized at a maximum estimated cost of \$389,118.

Section 2. The plan for the financing of the aforesaid maximum estimated cost shall consist of the issuance of \$389,118 bonds of said School District, hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law. Such bonds are to be payable from amounts which shall annually be levied on all the taxable real property in said School District, and the faith and credit of said Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, are hereby pledged for the payment of said bonds and the interest thereon.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five years, pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President of the Board of Education, consistent with the provisions of the Local Finance Law.

Section 5. All other matters except as provided herein relating to the serial bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue serial bonds with substantially level or declining annual debt service, shall be determined by the President of the Board of Education, the chief fiscal officer of such School District. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President of the Board of Education shall determine consistent with the provisions of the Local Finance Law.

Section 6. The validity of such bonds and bond anticipation notes may be contested only if:

a) Such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or

b) The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication, or

c) Such obligations are authorized in violation of the provisions of the Constitution.

Section 7. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 8. This resolution, which takes effect immediately, shall be published in summary in *The Citizen*, which is the official newspaper of said School District for such purpose, together with a notice of the School District Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.