

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
MONDAY, NOVEMBER 10, 2008  
HIGH SCHOOL LIBRARY**

**MINUTES**

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**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Leonard Jordan called the meeting to order at 7:04 pm. All Board members were present at the start of the meeting except Steve Morse (8:00).

**OPEN SESSION/ROLL CALL**

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

**Board members absent:** none

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

**Others present:** Nynette Adams, Julie Burnham, Mary Burns, Phil Donovan, Doug Elser, Robb Jetty, Brett Johnson, Matt Kessler, Ann LaFave, Stephen Lonsky, Rick McKane, Greg Otis, Morgan Pierce, Alyssa Sunkin (*Citizen reporter*), Ann Teeter, Terry Underwood, Megan Wheeler

**APPROVAL OF AGENDA**

On a motion by Ted Rejman, seconded by Teresa Lipfert, the Board of Education approved the agenda.

Motion carried: Yes – 6 No – 0

The calendar was reviewed.

**PRESENTATIONS –**

-- Pat Brennan and FFA members Matt Kessler, Morgan Pierce and Megan Wheeler reported on their recent trip to Indianapolis for the FFA National Convention. They thanked the Board for allowing them to go.

-- Internal Auditor Julie Burnham gave a quick overview of areas of high risk from last year, payroll, purchasing and inventory; she will have a formal report at a future meeting

**VISITOR RECOGNITION –**

-- Doug Elser noted that he applied for the temporary groundskeeper/bus driver position; it is on the agenda to appoint a less-senior person; he will be filing a grievance.

-- Steve Lonsky asked the Board to keep private sector taxpayers in mind as they renegotiate union contracts this year; 4 percent per year is too much.

-- Phil Donovan questioned an item about extra money (excess cost aid) and hopes to hear more tonight. He also asked what the Board is targeting for the 2009/10 budget.

**BOARD OF EDUCATION ACTION ITEMS --**

**Consent Agenda Action Items:** Teresa Lipfert commented that a consent agenda is a good idea. On a motion made by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the following items.

Motion carried: Yes – 6 No – 0

Minutes

– BOE Regular Meeting, October 27, 2008

The Board of Education approved the minutes of the BOE regular meeting of October 27, 2008.

– BOE Special Meeting, November 3, 2008

The Board of Education approved the minutes of the BOE special meeting of November 3, 2008.

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

**Policies:** All policies being discussed are attached to the agenda, so everyone can see them.

Policy, Second Reading: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education reviewed for a second reading, and approved, **Policy #5720 Bus Scheduling and Routing.**

Motion carried: Yes – 6 No -- 0

Policy, Second Reading: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education reviewed for a second reading, and approved, **Policy #6550 Leaves of Absence.**

Motion carried: Yes – 6 No -- 0

Policy, Second Reading: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education reviewed for a second reading, and approved, **Policy #6551 Family and Medical Leave Act.**

Motion carried: Yes – 6 No -- 0

Policy Review: On two motions, one by Ted Rejman, seconded by Dean Winspear (Policy #5510), the other by Ted Rejman, seconded by Teresa Lipfert (the remaining policies on the list), the Board of Education reviewed and readopted the following policies which have been thoroughly reviewed by the Policy Committee with no revisions recommended.

Motion carried: Yes – 6 No – 0

- Policy #5510 Accounting of Funds
- Policy #5520 Extra-Classroom Activities Fund
- Policy #5620 Inventories
- Policy #5621 Accounting of Fixed Assets

#### Personnel Agenda

**RESIGNATIONS** – none

#### **CHANGE IN EMPLOYMENT STATUS --**

-- Bus Driver: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the permanent appointment of **Christopher Keller** as School Bus Driver, effective November 27, 2008, at the completion of his 52-week probationary period.

Motion carried: Yes – 6 No – 0

#### **LEAVE OF ABSENCE/CHANGE IN EMPLOYMENT STATUS --**

-- Groundskeeper/Bus Driver: Motion made by Teresa Lipfert, seconded by Ted Rejman, to approve the leave of absence of **Raymond Buisch** as Bus Driver (3.3 hours per day) for the duration of the leave of absence of Joel Meade AND approve the appointment of **Raymond Buisch** to the Full Time Temporary position of Groundskeeper/Bus Driver to replace Joel Meade, at a rate of \$13.11 per hour.

Executive Session: On a motion by Ted Rejman, seconded by Jim Wilcox, the Board of Education entered executive session at 7:26 pm to discuss a personnel issue.

Motion carried: Yes – 6 No – 0

Return to Open Session: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education returned to open session at 7:31 pm.

Motion carried: Yes – 6 No -- 0

The original motion was approved, Yes – 6 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.

**Consent Agenda Personnel Items:** On a motion made by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the following personnel items.

Motion carried: Yes – 7 No – 0

-- Occasional Drivers: The Board of Education approved the appointment of **Barb Casper, Carl Scheffler** and **Cheryl Jackson** as occasional drivers for the 2008/09 school year.

-- Extra-Curricular: The Board of Education approved appointments for the 2008/09 school year.

-- Dave Hewitt, boys' basketball scorekeeper	\$49 per game
-- Sam Lincoln, boys' JV basketball coach	\$2,625
-- Joel Meade, substitute timekeeper/scorekeeper	\$49 per game
-- Dana Shapiro, choreographer (Musical)	\$1,435
-- Jacqueline Webster, elementary yearbook advisor	\$600

-- Substitutes: The Board of Education approved the appointment of substitutes for the 2008/09 school year, at the approved substitute rates.

- Joseph Calabrese, substitute school bus driver
- Cindy Hamilton, substitute teacher
- Mary Littlejohn, substitute teacher
- Andy Miller, substitute school bus driver
- Ida Rafferty, substitute cleaner

-- Volunteer Athletic Assistant: The Board of Education approved the appointment of **Zachary Hargett** as volunteer athletic assistant for the 2008/09 school year, working with the boys' basketball coach.

-- Volunteers: The Board of Education approved Wells College students as volunteers for an after-school program for the 2008/09 school year, supervised by Tanya Thompson, as listed.

- |                        |                      |
|------------------------|----------------------|
| -- Nick Accordino      | -- Stephanie Miller  |
| -- Cody Ash            | -- Nicole Montgomery |
| -- Liz Barclay         | -- Sharmilee Nuli    |
| -- Beverly Bauman      | -- Beth Raymond      |
| -- Beth Cereo          | -- Bryant Sanders    |
| -- Matt Condy          | -- Kelsey Stafford   |
| -- Matt Crandall       | -- Derek Wheeler     |
| -- Jamie-Leigh Cszimar | -- Michaela Wilson   |
| -- Dave Easton         | -- Ryan Zaleski      |
| -- Caitlyn Kabinski    |                      |

#### **BUSINESS OFFICE REPORTS --**

-- 403b Plan; Board members received a copy of a memo distributed to staff members; the district's plan must be in place by January 1, 2009.

-- 2007 & 2008 Audit Management Letter & Response; Business Administrator Stevermer reviewed the 2008 report item by item and answered Board questions. It will be prepared for submission to the State Education Department.

-- Budget Status Report; this new report was reviewed in detail; Ted Rejman requested a comparison between the old and new systems; Steve Morse arrived during this discussion.

-- EXCEL Budget Report; this capital project is about completed, well within budget; approximately \$17,775 is still available; Ted Rejman requested information on amount of interest accrued on this account.

-- Excessed Items; Board members reviewed and discussed the list of bids received on excessed items. After removing items #43 & #81 from the list, on a motion by Steve Morse, seconded by Ted Rejman, the Board of Education accepted the remaining bids received on excessed items, as attached.

Motion carried: Yes – 7 No – 0

On a motion by Dean Winspear, seconded by Ted Rejman, the Board of Education awarded the bids for the excessed items, as listed, excepting items #43 and #81.

Motion carried: Yes – 7 No – 0

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

-- NYS Commissioner of Education is resigning by June 30, 2009; a transition team is being put in place to find a replacement.

-- Head Start Transportation; a memo was given to Board members explaining the budget situation for Head Start transportation for the 2008/09 school year. A letter will be sent to state and federal representatives asking for assistance.

- Employee Recognition; these employees have been thanked for recent actions.
  - Warren Burchim
  - Mark Johnson

## **BOARD OF EDUCATION REPORT –**

-- BOCES Minutes, October 16, 2008; provided to Board members

-- Emily Howland Bridge, November 2008; provided to Board members

-- Policies for Discussion: As part of their goals for this year, the Board of Education reviewed the following By-Laws policies for possible revision; copies were provided to BOE in October 31 update. Each one was reviewed; no revisions suggested. These will be on the November 24 agenda for a review and approval.

- Policy #1140 Organization of the BOE; Purpose & Role of the Board
- Policy #1210 Nomination & Election of BOE Members; BOE Member Qualifications
- Policy #1240 Nomination & Election of BOE Members; Vacancy on the Board
- Policy #1310 The Role of the BOE; Powers & Duties of the Board
- Policy #1410 Board Policy; Policy
- Policy #1420 Board Policy; Execution of Policy – Administrative Regulations
- Policy #1530 Meetings of the BOE; Broadcasting & Taping of Board Meetings
- Policy #1710 Rules of Meetings; Quorum of the Board
- Policy #1730 Rules of Meetings; Executive Sessions

-- BOE Committee Reports

-- Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; Leonard Jordan gave an oral report from the November 3 meeting; it was an interesting training session provided by Union Springs CSD. Next meeting is in January and a spring training session to be held at the Springside Inn.

-- District Audit Committee; Joe Lonsky, Dean Winspear; no report

- Long-Range Education Planning Committee; Teresa Lipfert, Ted Rejman, Len Jordan; subcommittees are working to be ready for next Monday's meeting.
  - **Meeting Dates:** Monday, November 17, 8:00 to 4:00 pm  
Wednesday, November 19, 4:45 to 9:30 pm
- Long-Range Facilities Planning Committee; Ted Rejman, Dean Winspear; committee members are being solicited.
- Policy Committee; Ted Rejman, Dean Winspear; next meeting is November 18.
- Wellness Core Committee or SubCommittees; Teresa Lipfert; Dean Winspear; no report.
- Transportation Committee; Jim Wilcox, Dean Winspear; next meeting is November 20.
- Athletics; Steve Morse; the winter sports season has begun.
- SCCS/Union Springs Merged Sports Committee; Ted Rejman, Jim Wilcox, Dean Winspear; participation in these sports is shrinking; our middle school population is low; we may have to merge more sports or offer fewer.
- SCCS/Wells Partnership; Dean Winspear; minutes from November 3 meeting were provided; subcommittees continue working.
- Ted Rejman apologized for being unable to attend the Veterans' Day activities at Emily Howland, as he has done in the past. Superintendent Worth noted that it was a good program, with representatives from the Army, Navy, Coast Guard, Marines and Air Force.
- Superintendent Worth asked about an event happening on Friday. Patrick Brennan noted that the Ag Advisory Board and Boosters are hosting a fun evening called Farmers' Challenge. All are invited to form a team to compete.

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

- Greg Otis asked for clarification on the 403b plan changes.
- Robb Jetty asked if local representatives have any input on the replacement for a Commissioner of Education.
- Mary Burns voiced concerns about the state budget; more will be known about mid-year cuts after next week's special legislative session.

-- Phil Donovan asked about next year's budget; if state aid is flat, will the district plan to have a zero increase in their budget? He also asked if last week's special BOE meeting was posted.

**EXECUTIVE SESSION –**

On a motion by Steve Morse, seconded by Dean Winspear, the Board entered executive session at 9:12 pm for discussion of a personnel matter.

Motion carried: Yes – 7 No – 0

**RETURN TO OPEN SESSION**

On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education returned to open session at 9:55 pm.

**ADJOURNMENT**

On a motion by Dean Winspear, seconded by Ted Rejman, the Board of Education adjourned at 9:56 pm.

Respectfully submitted,  
Nynette Adams  
District Clerk

Attachment, BOE Minutes  
November 10, 2008  
Accept and award bids for excessed items

<u>Item #</u>	<u>Bidder</u>	<u>Bid Amount</u>	<u>Awarded</u>
<b>1 Dentist Cabinet</b>	Beverly Buisch	\$55	
	Susan Gloss	\$10	
	Cheryl Jackson	\$25	
	John Nedza	\$31.82	
	Frank Radcliffe	\$303.78	\$303.78
	Bill Sampson	\$80	
	Fred Schumacher	\$5	
	Martha Stevermer	\$30	
<b>2 – Dentist Cabinet/Drill Accessories</b>	Fred Schumacher	\$1	\$1
<b>3 – Air Hose Reel</b>	Roger Dewitt	\$5	

	Wayne Krueger	\$5	
	Milton Moon	\$40	\$40
	Fred Schumacher	\$3	
<b>4 – Magazine Rack</b>	Fred Schumacher	\$10	\$10
<b>5 – File Cabinet</b>	Beverly Buisch	\$2	\$2
<b>6 – File Cabinet</b>	John Nedza	\$6.69	
	Jon Ryan	\$16.77	\$16.77
<b>7 – File Cabinet</b>	Wayne Krueger	\$5	
	John Nedza	\$6.68	\$6.68
<b>9 – File Cabinet</b>	John Nedza	\$6.71	\$6.71
<b>10 – ScoreBoard</b>	Chris Keller	\$5	
	Chris Keller	\$30	\$30
	John Nedza	\$26.83	
<b>11 – Overhead Projector</b>	Art Myers	\$5	\$5
<b>12 – Overhead Projector</b>	Art Myers	\$6	\$6
<b>13 – Typewriter</b>	Ken Nelson	\$1.25	\$1.25
<b>18 – Turntable</b>	Beverly Buisch	\$1	
	Scott Purdy	\$8	\$8
<b>21, 22, 23 24 – Bus Parts</b>	Wayne Buisch; “each”	\$0.25	
	Lutz Bus Co; all bus parts	\$39	\$39
<b>25 – VCR</b>	Lindsay Stevens for King Ferry Winery	\$10	\$10
<b>27 – Pump</b>	Ed Vernon	\$26	\$26
<b>44 – Chair</b>	Lindsay Stevens for King Ferry Winery	\$5	\$5
<b>45 – Chair</b>	Beverly Buisch	\$5	\$5
	Jill Dugan	\$3	
<b>46 – Chair</b>	Ed Vernon	\$2.50	\$2.50
<b>47 – Chair</b>	Ed Vernon	\$2.50	\$2.50
<b>48 – Chair</b>	Fred Schumacher	\$5	\$5
<b>49 – Chair</b>	Fred Schumacher	\$5	\$5
<b>50 -- Chair</b>	Jon Ryan	\$10.77	\$10.77
<b>51 – Chair</b>	Gary Smith	\$2	
	Ed Vernon	\$2.50	\$2.50
<b>52 – Chair</b>	Beverly Buisch	\$5	
	Jon Ryan	\$10.77	\$10.77
	Gary Smith	\$2	
	Mary Tripp	\$1	
	Ed Vernon	\$2.50	
<b>53 – Desk</b>	Beverly Buisch	\$5	\$5
<b>56 – Table</b>	Wayne Buisch	\$1	
	Wayne Krueger	\$5	
	John Nedza	\$11.38	\$11.38
	Bill Sampson	\$5	
<b>59 – Soap Dispenser</b>	Mary Tripp	\$2	\$2
<b>63 – TV</b>	Cliff Doyle	\$1	\$1
<b>68 – Table</b>	Wayne Buisch	\$1	\$1
<b>69 – Scanner</b>	Roger Dewitt	\$20	
	Lutz Bus Sales	\$89	\$89
<b>70 – Scanner</b>	Ed Vernon	\$101	\$101
	Terry Wheeler	\$15	
<b>77 – Microscope</b>	Ed Vernon	\$10.25	\$10.25
	Terry Wheeler	\$10	
<b>82 – Microscope</b>	Kathy Arnold	\$5	
	Lindsay Stevens for King Ferry Winery	\$20	\$20
	King Ferry Winery		

<b>85 – Microscope</b>	Ed Vernon	\$10.50	\$10.50
<b>87 – Microscope</b>	Jon Ryan	\$12.77	\$12.77
<b>89 – Scale</b>	Ed Vernon	\$10.10	\$10.10
<b>94 – Scale</b>	Kris Becker	\$5	\$5
<b>96 – Scale</b>	Jon Ryan	\$9.77	
	Ed Vernon	\$10.25	\$10.25
<b>97 – Microscope</b>	Ed Vernon	\$10.25	\$10.25
<b>98 – Scale</b>	Scott Purdy	\$5	
	Jon Ryan	\$10.77	\$10.77
<b>100 &amp; 101 – Doors; “each”</b>	Wayne Buisch	\$1 each	\$2
<b>102 – Air Louver</b>	Chris Keller	\$2	\$2
<b>104 – Misc; flashlight/tin/old tools/etc</b>	Wayne Buisch	\$0.25	
	Ed Vernon	\$5.50	\$5.50
<b>109 – Air Tank</b>	Chris Keller	\$5	
	Ed Vernon	\$6	\$6
<b>112 – Floor Jack</b>	Wayne Krueger	\$5	\$5
<b>113 – Bumper Jacks</b>	Milton Moon	\$40	
	Fred Schumacher	\$98	\$98
	Wood LLC	\$25	
<b>114 – Bumper Jacks</b>	Milton Moon	\$40	\$40
	Fred Schumacher	\$25	
	Wood LLC	\$25	
<b>131 – Backhoe Attachment w/bucket</b>	Theodore Alnutt	\$1,100	
	Dave Bell	\$856	
	Wayne Buisch	\$375	
	Lutz Bus Sales	\$289	
	Rich McKane	\$1,752	\$1,752
	Bob Vernon	\$557	
	Terry Wheeler	\$100	
<b>132 – Bus 121</b>	Lutz Bus Sales	\$2,189	\$2,189
	Matthews Buses	\$2,000	
	Rick McKane	\$1,102	
<b>133 – Bus 123</b>	Lutz Bus Sales	\$1,589	
	Matthews Buses	\$2,000	\$2,000
<b>134 – Bus 120</b>	Lutz Bus Sales	\$1,889	
	Matthews Buses	\$2,000	\$2,000
<b>135 – Post Hole Digger</b>	Rick McKane	\$207	\$207
<b>136 – Books</b>	Robin Nolan	\$1	\$1
<b>137 – Toy Holiday House</b>	Mary Tripp	\$0.25	
	Ed Vernon	\$7.25	\$7.25
<b>138 – Valve Spring Tool</b>	Roger Dewitt	\$10	\$10
<b>140 – Book; Dracula</b>	Jill Dugan	\$0.50	\$0.50
<b>142 – ChalkBoard</b>	Susan Gloss	\$10	\$10
<b>150 – Chair</b>	Ed Vernon	\$7.50	\$7.50
<b>151 – Chair</b>	Kevin Nolan	\$5	\$5
<b>152 – Chair</b>	Kevin Nolan	\$5	\$5
			<b><u>\$9,224.25</u></b>