

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT
REGULAR BOARD OF EDUCATION MEETING
MONDAY, NOVEMBER 19, 2007
PLANETARIUM CLASSROOM**

MINUTES

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 Dean Winspear.

OPEN SESSION/ROLL CALL

Board members present: President Ted Rejman, Vice President Michelle Dean, Leonard Jordan, Steve Morse, Teresa Reeves, Jim Wilcox,
Board members absent: Dean Winspear
Administrators present: Superintendent Mary Kay Worth
Others present: Nynette Adams, Jaimmie Bajanen, Bernie DeGraw, Andrew Dean, Joe Doeing, Hailie Ferguson, Ryan Fessenden, Sam Giancola, Lisa Kaartinen, Sarah Kilcer, Dana Mandel, Kelsey White, Kayelyn Wilson

APPROVAL OF AGENDA

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

Motion carried: Yes – 6 No – 0

Ted Rejman reviewed the calendar.

PRESENTATIONS -- none

VISITOR RECOGNITION –

Lisa Kaartinen of King Ferry read a prepared statement regarding the policy on the Chief image.

Dana Mandel of King Ferry thanked the Board for the work they do then also read a prepared statement regarding the policy on the Chief image.

BOARD OF EDUCATION ACTION ITEMS

Approval of Minutes – October 29, 2007

On a motion by Michelle Dean, seconded by Teresa Reeves, the Board of Education approved the minutes of the BOE regular meeting October 29, 2007.

Motion carried: Yes – 5 No – 0
Abstain: 1 (LJ)

Approval of Minutes – October 30, 2007

On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education approved the minutes of the BOE special meeting October 30, 2007.

Motion carried: Yes – 5 No – 0
Abstain: 1 (MD)

CSE Recommendations: On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education approved the recommendations of the Committee on Special Education.

Motion carried: Yes – 6 No – 0

Indoor Track Program: On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education approved the cancellation of the indoor track program for the 2007/08 school year, due to the low number of participants and lack of a qualified coach.

Motion carried: Yes – 6 No – 0

Policy #3112, Second Reading: Motion made by Leonard Jordan, seconded by Michelle Dean. Jim Wilcox again noted his opinion that this decision should be postponed until a meeting when all Board members are present. Michelle Dean read a prepared statement of her view and those of others she has spoken with. On a motion by Leonard Jordan, seconded by Steve Morse, the Board of Education tabled the motion for a second reading and approval of Policy #3112, Chief Image.

Motion carried: Yes – 6 No – 0

Policy #4211, First Reading: Motion by Leonard Jordan, seconded by Michelle Dean. The Board of Education discussed the organization chart and then reviewed for a first reading Policy #4211, Line Responsibility.

Motion carried: Yes – 6 No – 0

Policy #4212, First Reading: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education reviewed for a first reading Policy #4212, Organization Chart.

Motion carried: Yes – 6 No – 0

Policy #5100, First Reading: On a motion by Michelle Dean, seconded by Steve Morse, the Board of Education reviewed for a first reading Policy #5100, Responsibility for Business Operations. It was noted that the Policy Committee has spent many hours reviewing these policies.

Motion carried: Yes – 6 No – 0

Policy #5140, First Reading: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education reviewed for a first reading Policy #5140, Administration of the Budget. The revision made to this policy is because the internal auditor and the Audit Committee are reviewing the expenditure of district funds.

Motion carried: Yes – 6 No – 0

Policy #5220, First Reading: Motion made by Michelle Dean, seconded by Leonard Jordan. The Board of Education discussed the addition being recommended for this policy. On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education tabled the first reading of Policy #5220, District Investments.

Motion carried: Yes – 6 No – 0

Policy #5240, First Reading: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education reviewed for a first reading Policy #5240, School Tax Assessment and Collection.

Motion carried: Yes – 6 No – 0

Policy #5241, First Reading: Board members discussed this policy and its meaning. On a motion made by Steve Morse, seconded by Michelle Dean, the Board of Education tabled a review of Policy #5241, Property Tax Exemption for Senior Citizens. More information will be provided at a future meeting.

Motion carried: Yes – 6 No – 0

Policy #5310, First Reading: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education reviewed for a first reading Policy #5310, Bonding of Employees and School Board Members.

Motion carried: Yes – 6 No – 0

Policy #5410, First Reading: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education reviewed for a first reading Policy #5410, Purchasing. Administrative regulations that go with this policy are being reviewed and will be presented for Board approval in the near future.

Motion carried: Yes – 6 No – 0

Policy #5510, Review: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education read and reviewed Policy #5510, Accounting of Funds.

Motion carried: Yes – 6 No – 0

Personnel Agenda: The Superintendent recommends the following.

RESIGNATIONS

-- Winter Coach & Swim Timekeeper Resignations: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved the resignation of winter coaches who were appointed at the October 15, 2007, BOE meeting: **Drew Gross**, Varsity Boys' Swim; and **Mike Festa**, 8th Grade Boys' Basketball. Employment constraints prevent them from coaching; and the resignation of **Scott Gross** as Boys' Swim Timekeeper/Announcer.

Motion carried: Yes – 6 No – 0

CHANGE IN EMPLOYMENT STATUS

-- School Monitor: Superintendent Worth explained this request. She noted that teachers also monitor students who are in the halls. On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education approved an increase in hours for the **High School Monitor** by ten (10) hours per week, to a total of 37.5 hours per week, effective November 20, 2007.

Motion carried: Yes – 6 No – 0

-- Winter Coaching Change: On a motion by Michelle Dean, seconded by Steve Morse, the Board of Education approved the change in appointment of **Todd Ward**, from 8th Grade Volleyball to 8th Grade Boys' Basketball Coach, \$1,505, for the 2007/08 school year.

Motion carried: Yes – 6 No – 0

-- Middle School After-School Computer Lab: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved an increase in hours for the Computer Aide by four hours per week, for supervising the Middle School after-school computer lab when needed.

Motion carried: Yes – 6 No – 0

LEAVE OF ABSENCE

-- Ann Mares: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved a leave of absence for **Ann Mares**, Middle School Nurse, for personal reasons, using accumulated available sick leave time as appropriate, from January 2, 2008, until on or about February 6, 2008.

Motion carried: Yes – 6 No – 0

-- Rebecca Scanlan: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved a leave of absence for personal (maternity) reasons for **Rebecca Scanlan**, Elementary teacher, with the use of the Family & Medical Leave Act and accumulated available sick leave time as appropriate, from on or about March 10, 2008, until on or about May 30, 2008.

Motion carried: 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.

-- Internal Claims Auditor: On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education approved the appointment of **Edward Siemiatkowski** of Locke NY, as Internal Claims Auditor, effective November 8, 2007, at a rate of \$25 per hour, for up to ten (10) hours per week, for the 2007/08 school year.

Motion carried: Yes – 6 No – 0

-- Co-Curricular: On a motion by Michelle Dean, seconded by Steve Morse, the Board of Education approved the appointment of the following winter sports positions.

Motion carried: Yes – 6 No – 0

- Cathy Murray, Boys' Varsity Swim Co-Coach, \$1,750
- Stephanie Witinski, Boys' Varsity Swim Co-Coach, \$1,400
- Kathy Sterrett, 8th Grade Volleyball Coach, \$1,505
- Peter Bakija, Musical Costumes, \$709
- Brenda Tyrrell, Boys' Swim Timer, \$47 per meet

-- Tutors: On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education approved the appointment of the following tutors for the 2007/08 school year.

Motion carried: Yes – 6 No – 0

- Laurie Gamba
- Cindy Krause
- Diane Kulas

-- Lifeguards: On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education approved the appointment of the following as lifeguards for the 2007/08 school year, at a rate of \$10 per hour.

Motion carried: Yes – 5 No – 1 (JW)

- Marissa Burns
- Spenser Lawyer
- Erin Weber

-- Student Teacher: On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved the appointment of **Sarah Allen**, of Scipio Center, thru SUNY Cortland, as a Spanish student teacher with Peg Herstine, from January 22 to March 14, 2008.

Motion carried: Yes – 6 No -- 0

-- Student Teacher: Motion made by Steve Morse, seconded by Leonard Jordan. Board members then discussed this appointment. On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education tabled the appointment of **Jacqueline Kelm**, of Yorktown Heights, NY, thru SUNY Cortland, as a Social Studies student teacher with Bonnie Spingler, from January 22 to March 14, 2008, pending further information.

Motion carried: Yes – 6 No – 0

-- Teacher in Charge/Basketball Supervisor: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education approved the appointment of **Joanne Cartner** as Basketball Supervisor (formerly "Teacher in Charge") for the 2007/08 school year, with a stipend of \$1,496. Duties will include assisting the Athletic Director for winter sports game operations, including ticket sales and securing/directing chaperones.

Motion carried: Yes – 6 No – 0

-- Medical Consultant: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education approved the appointment of **Dr. Jennifer Yolles** for medical consultation on behalf of the district, as required.

Motion carried: Yes – 6 No – 0

BUSINESS OFFICE REPORTS

-- External Audit Corrective Action Plan; copy provided to Board members; Ted to sign.

-- Office of the NYS Comptroller Audit Corrective Action Plan/Management Response; copy provided to Board members; Ted to sign.

-- Surplus Items: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education declared as surplus the following telephone items, to be disposed in accordance with policy.

Motion carried: Yes – 6 No – 0

<u>How Many</u>	<u>Item</u>	<u>Recommendation</u>
2	LG VX5200 Telephone with chargers; new, never used	Closed bid auction
1	LG VX5200 Telephone with charger & case	Closed bid auction
1	LG VX5200 Telephone with charger	Closed bid auction
2	LG VX3200 Telephones	Closed bid auction
1	LG VX5200 Telephone with car charger	Closed bid auction
3	LG VX5200 Telephones	Closed bid auction
2	LG VX5300 Telephones with one charger	Closed bid auction
1	Portable charger with four plug-in adapters	Closed bid auction
1	LG Telephone (unknown model number)	Closed bid auction
4	Kyocera telephones with carry case & chargers	Closed bid auction
1	Kyocera telephone (no case or charger)	Closed bid auction
1	Car charger	Closed bid auction
1	Charger	Closed bid auction
1	LG VX8300 Telephone with one charger & one car charger	Closed bid auction

-- Surplus Items: On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education declared as surplus the following school buses, to be disposed in accordance with policy. Bruce Culver and Martha Stevermer will put the buses out to bid.

Motion carried: Yes – 6 No – 0

<u>Bus #</u>	<u>Year</u>	<u>Mileage</u>	<u>#Passenger</u>	<u>Transmission</u>	<u>Fuel</u>	<u>VIN #</u>
114	1995	164,552	53	Auto 545	Diesel	1HVBDAB96SH672686
118	1997	176,160	65	Auto 545	Diesel	1HVBBABNYVH458371
119	1997	183,506	65	Auto 545	Diesel	1HVBBABN6VH458372
122	1998	174,948	65	Auto 545	Diesel	4UZ6CJAA7XCB05916

-- Financial Report: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education accepted the Financial Report of October 2007; the report was sent to audit committee members on November 13.

Motion carried: Yes – 6 No – 0

-- Budget Transfers: On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education approved the budget transfers, as listed in the October 2007 Financial Report; they were also sent to audit committee members on November 13.

Motion carried: Yes – 6 No – 0

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
\$7,000	Finance Clerical Salary	Claims Auditor	BOE authorized position & salary thru June 30, 2008
\$2,500	Teaching Tuition	Supervision Clerical	Additional hours approved for Hall Monitor
\$1,800	Sub Teacher Aide	Aides Salary K-12	Previous budget transfer overestimated
\$4,245	Occ Ed BOCES Services	Computer Assisted Instruction BOCES Service	Under-budgeted for internet services
\$40,000	Teaching Substitutes	Teaching Salaries 5-8	Previous budget transfer overestimated
\$25,000	Teaching Long-Term Substitute	Teaching Salaries 5-8	Previous budget transfer overestimated
\$49,750	Other Benefits	Teaching Salaries 5-8	SCTA contractual salary increase
\$41,500	Other Benefits	Teaching Salaries 9-12	SCTA contractual salary increase
\$46,000	Teaching—Home Teaching Salary	Teaching Salaries 9-12	Opening budget figure underestimated
\$1,675	Transfer to Federal Fund	Teaching Instructional Supplies	Additional copy paper purchased for elementary building
\$1,700	Guidance Clerical Salary	Guidance Sub Clerical Salary	Additional transfer needed due to reclassification of guidance sub clerical from guidance clerical
\$8,500	Teachers' Retirement	BOCES Administrative Charges	GASB 45 requirement; actuarial study

SUPERINTENDENT'S REPORT/INFORMATIONAL ITEMS

-- Unified Sports Meeting: A meeting has been set for Monday, December 10, 2:00 pm, in Union Springs; Jim Wilcox, Dean Winspear and Ted Rejman are on the committee.

-- Wellness Committee minutes; copy provided to Board members.

-- Sportsmanship, fall 2007; summary was provided to Board members; Southern Cayuga ranked first in the IAC in overall sportsmanship for the fall of 2007. The Southern Springs teams ranked third. Congratulations!

-- Yearbook Recommendation; results of the survey were discussed. The recommendation is to fulfill the third year of the contractual obligation with Josten's, staying with the three separate yearbooks for the 2007/08 school year and assess at the end of the year. Mr. Carnicelli will assist with oversight of the Yearbook Club, working with the two new co-advisors. Fundraising procedures will also be reviewed. A notice will be included in the December *Rambling Reporter*, encouraging students to place an early order for their copy of the yearbook, at a lower cost than later in the year.

-- Master Minds; information was provided to the Board about this new academic club.

-- Chesapeake Energy; information was provided to Board members in the November 9 update. A representative will be invited to the December 3 Board meeting, to discuss their request. Superintendent Worth will also invite our science and agriculture departments.

-- Door plaques; a sample of new door plaques being made by the technology students was shown to Board members.

BOARD OF EDUCATION REPORT –

-- Memorial Service; Ted Rejman noted the Sunday service for Cindy Sharshon.

-- Health Insurance: Ted Rejman suggested that Southern Cayuga begin the process of exploring other options for employee health insurance. It was the consensus of Board members to solicit input and support from other neighboring school districts.

QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS –

-- Bernie DeGraw asked about the addendum that was approved.

EXECUTIVE SESSION

On a motion by Steve Morse, seconded by Leonard Jordan, the Board of Education entered executive session at 9:10 pm for the purpose of discussing 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 – 6 No – 0

RETURN TO OPEN SESSION

On a motion by Steve Morse, seconded by Michelle Dean, the Board of Education returned to open session at 9:46 pm.

Motion carried: Yes – 6 No – 0

ADJOURNMENT

On a motion by Teresa Reeves, seconded by Leonard Jordan, the Board of Education adjourned the meeting at 9:47 pm.

Motion carried: Yes -- 6 No -- 0

Respectfully submitted,
Nynette Adams, District Clerk