

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING  
MONDAY, OCTOBER 27, 2008  
HIGH SCHOOL LIBRARY**

**MINUTES**

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**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

President Leonard Jordan called the meeting to order at 7:01 pm. All Board members were present at the start of the meeting except Joe Lonsky (7:40) and Ted Rejman (7:03).

**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, Kim Burke, Julie Burnham, Trudy Buxenbaum, Bernie DeGraw, Phil Donovan, Susan Gloss, Sandra Groth, Robb Jetty, Brett Johnson, Doug Killian, Denise Littlejohn, Jeremy Marsh, Christina Morse, Stephanie Morse, Meghen Nasholts, Alyssa Sunkin (*Citizen reporter*), Matt Swan, Ann Teeter, Terry Underwood, Curtis VanNostrand

**APPROVAL OF AGENDA**

On a motion by Dean Winspear, seconded by Steve Morse, the Board of Education approved the agenda.

Motion carried: Yes – 5 No – 0

The calendar was reviewed. Ted Rejman arrived.

**PRESENTATIONS – Appreciation Reception**

Superintendent Worth announced a ten minute recess to celebrate and recognize the work of Board members and the support of their families, in honor of last week's School Board Appreciation Week. Spouses and families were invited to attend, to be thanked for their time and commitment to the district and students. Some Board members were able to visit classrooms.

**VISITOR RECOGNITION –**

-- Robb Jetty addressed the Board regarding the policies on tonight's agenda. He would like to hear the rationale for the changes being proposed to policies 2110, 5710, 5720 and 5730.

-- Bernie DeGraw spoke about the bookkeeping to be done by extra- and co-curricular advisors; all should receive training and have bookkeeping duties spelled out in a job description.

**BOARD OF EDUCATION ACTION ITEMS --**

Minutes: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the minutes of the **October 14**, 2008, regular meeting.

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

Superintendent Worth noted that all policies being discussed are attached to agendas, so all can see them, per a suggestion at the last meeting.

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 #2110 Orienting New Board Members**.

Motion carried: Yes – 6 No -- 0

Policy, Second Reading: On a motion by Ted Rejman, seconded by Steve Morse, the Board of Education reviewed for a second reading, and approved, **Policy #2330 Compensation and Expenses**. No change was made to the policy; just a reference notation added.

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 #2340 Board Self-Evaluation and Goal Setting**.

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 #5710 Transportation Programs**.

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 #5730 Transportation of Students.**

Motion carried: Yes – 6 No – 0

Policy, First Reading: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education reviewed for a first reading **Policy #5720 Bus Scheduling and Routing.** Additional revisions were made after this policy was brought for a first reading on October 14; therefore, it is being reviewed again for a first reading.

Motion carried: Yes – 6 No – 0

Joe Lonsky arrived.

Policy, First Reading: On a motion by Ted Rejman, seconded by Steve Morse, the Board of Education reviewed for a first reading **Policy #6550 Leaves of Absence.**

Motion carried: Yes – 7 No – 0

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

Motion carried: Yes – 7 No – 0

Bus Lift: Motion made by Steve Morse, seconded by Ted Rejman, the Board of Education adopted the following resolution. This expense was not built into this year's budget. If it is started and completed in one school year, it is aidable at 81% the following year. It is expected to be finished by June 30, 2009.

Motion carried: Yes – 7 No – 0

**BUS LIFT REPLACEMENT  
ORDINARY CONTINGENT EXPENSE DECLARATION AND  
APPROPRIATION**

WHEREAS, one of the District's two bus lifts is not operable and the other is of equal age and questionable remaining service life;

WHEREAS, functional and safe bus lifts are necessary to maintain the District's bus fleet and to protect the safety and health of students and staff; the constant availability of two lifts is essential to the safe operation of the bus fleet;

WHEREAS the District has obtained the advice of its Architect, King & King that the inoperable bus lift should be replaced now;

NOW THEREFORE BE IT RESOLVED as follows:

1. The Board of Education hereby finds pursuant to the Education Law that the replacement of the inoperable bus lift (the "Project") is essential for protection of the health and safety of the students and staff, for protection of the District's property and for the safe and efficient operation of the bus fleet, and hereby declares the Project to be an ordinary contingent expense.
2. The Project is hereby approved at a maximum estimated cost of \$100,000 and the necessary funds are hereby appropriated, to be funded from the unreserved, unappropriated fund balance. The Project shall be subject to the requirements of the General Municipal Law and the Education Law with respect to public bidding and with respect to approval of the plans and specifications by the Commissioner of Education.
3. The Superintendent of Schools and all officers and employees of the District are hereby authorized and directed to take all steps reasonably necessary or appropriate to complete the Project and to carry out the intent of this resolution.
4. This resolution shall take effect immediately.

Workers' Comp Insurance Provider: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education accepted the bids received to provide workers' compensation insurance coverage for SCCS, effective January 1, 2009. SCCS has been part of a group with Cayuga County; the County has now contracted with New York Municipal Workers' Compensation Alliance, for municipalities only and we cannot belong.

Motion carried: Yes – 7 No – 0

-- Utica National Insurance Company	\$79,161
-- The Hartford Insurance Company	\$80,636
-- New York State Public Schools Trust	\$89,523
-- New York State Insurance Fund, Group 491	\$92,468

Workers' Comp Provider: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education awarded the bid for workers' compensation insurance coverage to **Utica National Insurance Company**, effective January 1, 2009, in the amount of \$79,161. Ted Rejman asked how long it would be before this contract will be reviewed again. Superintendent Worth noted that it will be assessed annually, with a formal bid process added to a schedule. Utica National insures many school districts for this coverage.

Motion carried: Yes – 7 No – 0

Enrollment Projections; Accept Proposals: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education accepted the three proposals received for gathering enrollment projection information as part of our long-range facilities planning process. Extended discussion took place.

As part of the district's long-range facilities planning and possible future capital project, the responsible thing to do is have a formal review done by an outside organization to look at enrollment projections, building use, space usage, demographics. Ted Rejman noted that enrollment projections from the past few years have shown a downward spiral; now things are changing; much public perception depends on the Board of Education, as a group; we need to project a positive attitude; don't focus on only one topic; the first meeting of the long-range education planning group was very positive; would like that behavior to continue; we need information on businesses, property assessments from a fair unbiased organization.

Motion carried: Yes – 7 No – 0

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| -- FACTS, Fairport NY  | \$1,170 (basic)<br>\$1,020 (short version) |
| -- Dr. Paul Seversky, Canastota NY<br>(68% aidable; \$3,784-\$2,573 = \$1,211) | \$3,784 (plus optional services)           |
| -- RMS, Baldwinsville NY<br>(Research & Marketing Strategies)                  | \$12,500 (plus expenses)                   |

Enrollment Projections; Award Proposal: The discussion continued. Information from the FACTS company in 1995 and 1997 will be looked at. Ted Rejman wondered what the Board wants to get out of this process. He doesn't want the focus to be on how fast or how soon we can close the elementary building. Emily Howland is a magnet for the district; we should look at all options. Joe Lonsky noted that we should go one step at a time. All Board members agreed.

On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education awarded the proposal for gathering enrollment projection information to Dr. Paul Seversky of Canastota NY, in the amount of \$3,784, plus optional services, using a COSER through a cross-contract with Madison-Oneida BOCES, to receive aid the following year.

Motion carried: Yes – 6 No – 1 (JL)

Field Trip Request: On a motion by Steve Morse, seconded by Dean Winspear, the Board of Education approved an overnight field trip request. Seven students in the Local History class, along with social studies teachers Barbara Casper and Chris Clapper as chaperones, will go to Gettysburg PA November 17 and return November 18. This was originally planned as a one-day trip; however, due to the length of travel time, it must be done with an overnight stay.

Motion carried: Yes – 7 No – 0

Personnel Agenda

**RESIGNATIONS** – none

**LEAVE OF ABSENCE** –

**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.

-- Co-Curricular: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the appointment of **Greg Harris** and **Alex Veiga** as co-directors of the co-curricular position of Stage Band (also called Jazz Band) for the 2008/09 school year, splitting the stipend of \$1,078.

Motion carried: Yes – 7 No – 0

-- Substitute Teacher Call Clerk: On a motion by Steve Morse, seconded by Ted Rejman, the Board of Education approved the appointment of **Mary Littlejohn** as Substitute Teacher Call Clerk for the 2008/09 school year, with a stipend of \$2,410, to be paid in three installments thru the year, December, March and June.

Motion carried: Yes – 7 No – 0

-- Substitute: On a motion by Ted Rejman, seconded by Dean Winspear, the Board of Education approved the appointment of **Susan France** as substitute cleaner for the 2008/09 school year, effective October 28, 2008. Jim Wilcox questioned the need for more substitutes; Martha Stevermer noted that it is the goal to give all a chance to work and get to know the procedures.

Motion carried: Yes – 7 No – 0

## **BUSINESS OFFICE REPORTS --**

-- Financial Report: Business Administrator Martha Stevermer noted the lack of this report on this agenda. She reviewed the changes taking place over the past four months; key personnel retirements; migration to a new accounts payable and payroll computer software (InfoFund to BudgetSense); from one type of computer program (DOS) to another (Windows); someone had to create and key in all information for these programs; completed external audit and got out tax bills with new personnel who are new to payroll functions; she expects to have a report at the November 10 meeting, to cover the past four months, then return to the monthly reporting routine. Next year's budget can be prepared in the BudgetSense software instead of using an Excel spreadsheet. It is much better to get this done now rather than in January when the budget season will be in full force.

Leonard Jordan asked when this information will be shared with the Audit Committee. Internal Auditor Julie Burnham spoke up to remind the Board that the Audit Committee is not a finance committee; they get reports; finances are Martha's responsibility; they do not oversee computer programs that are used in the business office. Superintendent Worth noted that the roles and responsibilities were redefined and agreed to at the July reorganization meeting. Martha Stevermer explained that the internal auditor will document and ask the same questions; review of external audit is Audit Committee responsibility.

-- Claims Auditor Quarterly Report; Dean Winspear noted that he is disturbed to see 11 instances listed of materials purchased before a purchase order was issued. Martha Stevermer replied that over the summer only one person was able to enter purchase orders into the system; it is all part of the software conversion; this will improve.

Jim Wilcox asked about line-item budgets for next year as received in the past; he wants to receive these again. Superintendent Worth spoke about the 2009/10 budget, the uncertainty of mid-year cuts, and a plan to institute a spending freeze; will begin looking at line items; may need to set up Board subcommittees to look at proposed budgets for the various departments; this will provide more time to think and ask questions and this may be the year when department presentations to the BOE are not used.

Leonard Jordan mentioned zero-based budgeting; justify any expenses. It was noted that 75% of the budget is for personnel and contractual; only a small part of the budget is available for adjustments. Ted Rejman took responsibility for the lack of line-item budget books for 2008/09; noted that the long-range plans and department goals need to be in synch. Superintendent Worth noted that the vision for the long-range education plan is to have a CoSer and renew it annually, reviewing accomplishments and updating goals.

-- Management Response/Corrective Action Plan to 2007/08 Audit; a draft was provided to Board members; all should review it again and let the office know of any suggested revisions; another draft will be provided on November 10, to be acted on November 24. It cannot be compared to last year's report because each year is different; the auditors look at different things.

-- Sale of Excessed Items; memo provided to Board members; there will be a sealed bid sale of these items, with viewing on November 6 and 7, and bids due by noon on November 10. Awarding of the bids will be on the November 24 agenda.

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

-- Coffee and Conversation with the Superintendent; a notice will be in the November *Rambling Reporter*, inviting community members to meet with the Superintendent for informal conversation.

-- Deer; a deer and school bus collided this morning; bus was towed back to the garage; \$1,000 damage; accident report filed; all students are okay; NYSDOT and insurance company have been notified.

-- Circulation Pump; an overhead circulation pump failed and leaked water all over a vital desk, with water flowing out to the hallway.

-- Poplar Ridge Fire Company; transportation department employees participated in the two-day event over the weekend; Saturday's weather slowed participation for that day.

### **BOARD OF EDUCATION REPORT --**

-- BOE Committee Reports

-- Cayuga Onondaga School Boards Association (COSBA) Executive Committee Representative; Leonard Jordan

-- **COSBA Dinner Meeting & Workshop**, October 23; Ted Rejman, Dean Winspear and Len Jordan reported a good workshop and good discussion groups; next regular meeting is Monday, November 3.

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

-- Long-Range Education Planning Committee; Teresa Lipfert, Ted Rejman, Len Jordan; each group has assignments to complete. Teresa Lipfert thanked Superintendent Worth for the work done for the first meeting on October 15; she also thanked her for the opportunity to visit classrooms for a day; she was honored to be a part of it. Ted Rejman noted that Sean Brady was a good facilitator and kept the group on track.

-- **Meeting Dates**: Wednesday, October 15, 4:45 to 9:30 pm  
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; the Board reviewed the material provided; there will be at least three public forums to hear community input. A notice in the *Rambling Reporter* invites interested people to contact the office by November 10. After discussion the Board agreed that this group should not finalize any plans until they hear Sean Brady's report on the long-range education plan on December 8.
- Policy Committee; Ted Rejman, Dean Winspear; minutes from the October 21 meeting were provided.
- Wellness Core Committee or SubCommittees; Teresa Lipfert; Dean Winspear; no report.
- Transportation Committee; Jim Wilcox, Dean Winspear; minutes from the October 15 meeting were provided.
- Athletics; Steve Morse; the fall sports season is ending; winter sports sign ups are complete; Terry Underwood noted that there will be no modified wrestling due to low enrollment; the modified volleyball team will include 7<sup>th</sup> and 8<sup>th</sup> graders.
- SCCS/Union Springs Merged Sports Committee; Ted Rejman, Jim Wilcox, Dean Winspear
  - **Next Meeting** Thursday, October 30, 5:30 pm, at Union Springs
- SCCS/Wells Partnership; Dean Winspear
  - **Next Meeting** Monday, November 3, at Wells
- Ted Rejman reviewed his workshop in Syracuse, the Go Green Initiative; he is preparing a presentation for the Board; it was a good conference and he thanked the Board for allowing him to go.

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

- Robb Jetty thanked the Board for addressing his questions on the policies; he asked if minutes from subcommittees could also be attached to future agendas.
- Phil Donovan asked what is the charge of the long-range facilities committee. Superintendent Worth commented on the long-range education plan; it is required by New York State; they will use measurable data; establish educational priorities, how they are measured and improved; part of the mission statement. Mr. Donovan noted that money may not be available to do anything and we will be "stuck" with the status quo whether we like it or not; Superintendent Worth agreed that things will be done "as resources are available"; ten areas will be measured. Ted Rejman commented that decisions will be made heading forward.

-- Phil Donovan then asked about the Board's self-evaluation; has it ever been done in the past; what would it look like? Superintendent Worth replied that it is part of their goals this year; reviewing policies is another Board goal and part of the self-evaluation; she facilitates their self-evaluation.

**EXECUTIVE SESSION –**

On a motion by Steve Morse, seconded by Dean Winspear, the Board entered executive session at 9:47 pm for discussion of a personnel matter.

Motion carried: Yes – 7 No – 0

**RETURN TO OPEN SESSION**

On a motion by Jim Wilcox, seconded by Dean Winspear, the Board of Education returned to open session at 10:45 pm.

**ADJOURNMENT**

On a motion by Jim Wilcox, seconded by Dean Winspear, the Board of Education adjourned at 10:45 pm.

Respectfully submitted,  
Nynette Adams  
District Clerk