

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT
REORGANIZATION MEETING
TUESDAY, JULY 10, 2007
PLANETARIUM CLASSROOM**

MINUTES

Call to Order: The meeting was called to order at 7:02 pm by temporary chairperson Superintendent Worth, who also led the pledge of allegiance.

Roll Call

Board members present: Michelle Dean, Leonard Jordan, Steve Morse (7:20), Ted Rejman, Teresa Reeves, Jim Wilcox, Dean Winspear
Administrators present: Mary K. Worth
Others present: Nynette Adams, Gary Bunnell, Tom Gunderson, Cheryl Jackson, Alyssa Sunkin (*Citizen* reporter)

Oath of Office to New Board Members

Newly elected Board member Teresa Reeves was given the oath of office prior to the Reorganization meeting and has signed the Oath of Office pledge.

Nomination for President of Board of Education

Motion made by Michelle Dean, seconded by Jim Wilcox, to nominate **Ted Rejman** as President of the Board of Education for the 2007/2008 school year.

Motion carried: Yes - 6 No - 0

Oath of Office to New Board President

Newly elected Board President Ted Rejman signed the Oath of Office pledge.

Nomination for Vice President of Board of Education

Motion made by Jim Wilcox, seconded by Leonard Jordan, to nominate **Michelle Dean** as Vice President of the Board of Education for the 2007/2008 school year.

Motion carried: Yes - 6 No - 0

Oath of Office to New Board Vice President

Newly elected Board Vice President Michelle Dean signed the Oath of Office pledge.

APPOINTMENTS, APPROVALS AND DESIGNATIONS FOR THE 2007/08 SCHOOL YEAR

On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education discussed and then approved the following appointments. It was noted that more information would be provided to Board members regarding the internal claims auditor.

Motion carried: Yes – 6 No -- 0

District Clerk, Nynette Adams, \$4,111
Alternate District Clerk, Business Administrator
District Treasurer, Beverly Buisch
Deputy Treasurer, Board of Education Vice President
Internal Claims Auditor, Mary Littlejohn, \$9.43 per hour
Independent Auditor for 2007/08, the firm of Ciaschi, Dietershagen, Little & Mickelson as independent auditor, \$11,000.

On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education discussed and then approved the following appointments.

Motion carried: Yes – 6 No -- 0

School Attorney, Ferrara, Fiorenza, Larrison, Barrett & Reitz, PC; with Dennis Barrett as primary contact; \$180 per hour
School Physician, Dr. Marshall Trabou, \$12,000

On a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education discussed and then approved the following appointments.

Motion carried: Yes 6 No – 0

Central Treasurer for Student Extra-Classroom Activities Fund, Beverly Buisch
Chief Advisors to Student Extra Classroom Activities Fund, Luke Carnicelli and Patricia Reilley
Purchasing Agent, Business Administrator
Payroll Certification Officer, Business Administrator
Records Access Officer for Freedom of Information (FOIL) Requests, Business Administrator
Records Management Officer, Business Administrator
Representative to Board of Directors, Cayuga-Onondaga Health Care Plan, Business Administrator; health care insurance will be looked at in the 2007/08 school year

On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved the following appointments.

Motion carried: Yes – 6 No – 1 (JW)

District Librarian, Dawn Sedorus
District Tax Collector, Carol Piechuta
Residency Designee, Business Administrator

On a motion by Michelle Dean, seconded by Dean Winspear, the Board of Education approved the appointment of petty cash custodians, at \$75 per account.

Motion Carried: Yes - 7 No - 0

Mary Lou Cronin, Elementary
Patricia Reilley, Middle School
Luke Carnicelli, High School
Terry Underwood, Athletic Office
Nynette Adams, Superintendent Office
Sharon Culver, Business Office

On a motion by Dean Winspear, seconded by Leonard Jordan, the Board of Education approved the appointment of members to the Committee on Special Education, Sub-Committee on Special Education, Committee on Preschool Special Education and impartial hearing officers, as listed on attachment.

Motion carried: Yes -- 7 No -- 0

Motion made Leonard Jordan, seconded by Dean Winspear, to approve the following appointments. After discussion, on a motion by Dean Winspear, seconded by Michelle Dean, the Board of Education tabled the appointment of the following.

Motion carried: Yes – 7 No -- 0

Appointment of Title IX Compliance Officer
Appointment of Section 504 Compliance Officer
Appointment of Title VI Civil Rights Compliance Officer
Appointment of Homeless Coordinator
Appointment of School Lunch Program Officer
Appointment of Asbestos Compliance Officer
Appointment of ADA Compliance Officer

DESIGNATIONS FOR THE 2007/2008 SCHOOL YEAR

On a motion by Leonard Jordan, seconded by Michelle Dean, the Board of Education approved the following designations, as listed on attachment.

Motion carried: Yes – 7 No -- 0

Official Depositories of Funds

Cayuga Lake National (General Fund Checking/Savings/Capital Checking)
The Chase Manhattan Bank (Capital Fund/General Fund)
Tompkins Trust Co (Investments)
MBIA (Municipal Business Investment Association)

Official Newspapers

Scotsman Commercial Printers
(*Moravia Shopper*) (publicity and BOE news)
The Auburn *Citizen* (legal notices & vacancies)

Official Check Signers

Beverly Buisch
BOE Vice President

Motion made by Dean Winspear, seconded by Michelle Dean, to approve the following designations. Discussion followed. It was determined that the Board meeting scheduled for August 20, 2007, would be canceled. Motion made by Dean Winspear, seconded by Michelle Dean, to approve the following designations, as amended. See attached list.

Motion carried: Yes – 7 No -- 0

Board of Education Meeting Schedule, as attached
Annual Meeting Date – May 13, 2008

Motion made by Michelle Dean, seconded by Leonard Jordan, to approve the members of the following committees. Discussion followed. It was determined that Superintendent Worth's name should appear on the list of the District-wide Health & Safety Committee, as she will chair this committee. When the district safety plan revision is completed, it will be brought to the Board for approval. Motion made by Leonard Jordan, seconded by Michelle Dean, to approve committee lists, as amended, attached.

Motion carried: Yes – 7 No -- 0

Sherwood Scholarship Committee: Luke Carnicelli, Bruce Culver, Sally Otis, BOE VP
Koon Scholarship Committee: Nynette Adams (secretary), Eileen Fitzgerald, Ken Kogut,
Superintendent
District-Wide Health & Safety Committee: Michele Shaw, Dave White, Mark Snyder,
John Nedza, Patti Nunno, Business Administrator, Superintendent

APPROVALS FOR THE 2007/2008 SCHOOL YEAR

Motion made by Dean Winspear, seconded by Michelle Dean, to approve substitute pay rates and starting pay ranges. Discussion followed. It was determined that the hourly rate for a substitute professional registered nurse would increase by 3.6 percent over the 2006/07 rate. Future lists of these rates will specify if the rate is hourly or daily. Motion made by Michelle Dean, seconded by Leonard Jordan, to approve the list of substitute rates and starting ranges, as amended. See attached list.

Motion carried: Yes – 5 No – 2 (JW, LJ)

On a motion by Michelle Dean, seconded by Dean Winspear, the Board of Education approved membership in the following organizations.

Motion carried: Yes – 7 No -- 0

Cayuga-Onondaga School Boards Association
Rural Schools Association
Central New York School Boards Association

APPROVALS FOR THE SUPERINTENDENT

On a motion by Michelle Dean, seconded by Leonard Jordan, the Board of Education approved the following approvals for the Superintendent.

Motion carried: Yes – 7 No -- 0

Superintendent to Certify NYS Teachers' Retirement Reports
Superintendent to Apply for Grants in Aid
Superintendent to Approve Conference Requests & Leaves in accordance with Board of Education Policy
Superintendent to Sign Requests to Participate in Group Bidding with Cooperating School Districts and BOCES
Superintendent to Authorize Budget Transfers within Legal Limits
Superintendent to Execute BOCES and Cooperative Service Contracts
Superintendent to Employ Temporary, Part-Time, per Diem or Substitute Personnel
Superintendent to Temporarily Fill Vacant Positions Pending Consideration and Appointment by the Board of Education
Superintendent to Require Employees to be Examined by a Physician as Designated, in Accordance with Section 913 of NYS Education Law
Superintendent to Receive Court Notification Regarding a Student's Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings

APPROVALS FOR THE BUSINESS ADMINISTRATOR

On a motion by Michelle Dean, seconded by Dean Winspear, the Board of Education approved the following approvals for the Business Administrator.

Motion carried: Yes – 7 No -- 0

Business Administrator to Grant the Use of Buildings and Grounds Pursuant to Board of Education Policy and Bylaws

Business Administrator to Certify NYS Employees' Retirement Reports

Business Administrator to Borrow Maximum Allowable Amounts by Law on Tax Anticipation Notes and Revenue Anticipation Notes

Business Administrator to Grant District Participation in the Cooperative Bidding Process with the Cayuga-Onondaga and Onondaga-Cortland-Madison BOCES

APPROVALS FOR ACTIONS ON BEHALF OF THE DISTRICT

Motion made by Michelle Dean, seconded by Leonard Jordan, to approve the following approvals. Discussion followed. Ted Rejman commented that since the Board President is asked to sign contracts, the organization chart should be changed. Superintendent Worth noted that the organization chart follows district policy and it is a legal process to change the policy. On a motion by Steve Morse, seconded by Michelle Dean, the Board tabled the action on this list of approvals.

Motion carried: Yes – 7 No – 0

District Treasurer to Invest Revenue Funds with the Approval of the Superintendent Clerk of the Board of Education, Superintendent and/or Board of Education President to Sign Legal Documents and Contracts on Behalf of the Board
Business Administrator and Clerk of the Board to Open all Bids

Motion made by Michelle Dean, seconded by Dean Winspear, to approve the Mileage Rate at IRS rate (\$.445 per mile) and to approve the Establishment of the Cost of Copying Documents for the Public at \$.25 per Page.

Motion carried: Yes – 7 No – 0

Motion made by Steve Morse, seconded by Michelle Dean, to Readopt all Policies, Regulations, Code of Ethics and Board of Education Ground Rules in Effect During the Previous Year.

Motion carried: Yes – 7 No – 0

Motion made by Steve Morse, seconded by Leonard Jordan, to approve the Indemnification of Employees, Board of Education and Authorized Volunteers Acting within the Scope of Their Employment or Duties for the Benefits and Protections Pursuant to those Provided by NYS Education Law.

Motion carried: Yes – 7 No – 0

The Board of Education then heard from Tom Gunderson, SCCS representative on the BOCES Board of Education. Mr. Gunderson invited the Board to tour the new BOCES facility and suggested dates. It will be ready for the beginning of the school year, on September 5. Commissioner Mills has been invited to the dedication ceremony.

Mr. Gunderson also updated the Board on the search for a new district superintendent for the BOCES. Jessica Cohen will be the liaison in the search process. It is hoped that a new person will start in January. The position will be advertised next week, and they are hoping for 12-16 candidates. The Commissioner has to interview and approve the top three to five candidates.

EXECUTIVE SESSION

On a motion made by Leonard Jordan, seconded by Michelle Dean, the Board of Education entered executive session at 8:06 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 – 7 No – 0

RETURN TO OPEN SESSION

The Board returned to open session and 8:55 pm and on a motion by Steve Morse, seconded by Teresa Reeves, the Board of Education approved the approvals for actions on behalf of the district, as listed on the prior page.

Motion carried: Yes – 7 No – 0

ADJOURNMENT

The reorganization meeting adjourned at 8:56 pm.

Respectfully submitted,
Nynette Adams
District Clerk

Attachment to Reorganization Meeting Minutes

July 10, 2007

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**Board of Education Meetings 2007-2008
Mondays, 7:00 pm, Planetarium Classroom**

approved June 18 & amended July 10

July 10, 2007

(Reorganization Meeting)

July 31, 2007

August 27, 2007

September 10, 2007

September 24, 2007

October 15, 2007

October 29, 2007

November 5, 2007

November 19, 2007

December 3, 2007

December 17, 2007

January 7, 2008

January 28, 2008

February 11, 2008

February 25, 2008

March 10, 2008

March 24, 2008

April 7, 2008

April 21, 2008

April 23, 2008

(BOCES; 7:00 AM)

May 5, 2008 (budget hearing)

May 13, 2008

(Budget Vote)

May 19, 2008

June 2, 2008

June 16, 2008

June 30, 2008

July 7, 2008

(Reorganization Meeting for 2008/2009)

Attachment to Reorganization Meeting Minutes

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COMMITTEE ON SPECIAL EDUCATION

CSE Chairperson/District Representative: Cheryl Jackson
District Representative Alternates: Mary Lou Cronin, Luke Carnicelli and Patricia Reilley
School Psychologist: Patricia Hamlin
Child's Regular Education Teacher: Specific to each child (teacher or potential teacher)
Child's Special Education Teacher: Specific to each child (teacher or potential teacher)
Child's Parents/Guardians
Student: When appropriate
Parent Members: Scott Heinekamp, Diane Koester, Dee Nance, Chris Osterhoudt, Larry Radcliff, Laurie Rocker
Other Members: School District Physician – as requested
School Counselor – as requested
BOCES Rep -- as requested

SUB-COMMITTEE ON SPECIAL EDUCATION (Reviews)

CSE Chairperson/District Representative: Cheryl Jackson
District Representative Alternates: Mary Lou Cronin, Karen Simon, Patricia Reilley
Child's Regular Education Teacher: Specific to each child
Child's Special Education Teacher: Specific to each child
Child's Parents/Guardians
Student when appropriate

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

CSE Chairperson/District Representative: Cheryl Jackson
Parent Members: Scott Heinekamp, Diane Koester, Dee Nance, Chris Osterhoudt, Larry Radcliff, Laurie Rocker
County Representative: Designee of County
Teacher Representative: Special Education Teacher or Service Provider
Child's Parents/Guardians
Evaluation Team Representative: for new referrals only
representative from evaluating agency
Early Intervention Team Representative: When appropriate

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SUB RATES AND STARTING SALARY RANGES, 2007-2008

3.6% INCREASE OVER 2006/07

attachment to BOE minutes, July 10, 2007

POSITION	SUBSTITUTE/ PART TIME RATES			STARTING RANGE		
	ACTUAL 2005/06	ACTUAL 2006/07	PROPOSED 2007/08	ACTUAL 2005/06	ACTUAL 2006/07	PROPOSED 2007/08
SENIOR AUTO MECHANIC				\$16.50	\$17.00	\$17.50
AUTO MECHANIC	\$13.00	\$13.38	\$13.86	\$16.13	\$16.61	\$17.11
BUS DRIVER	\$15.50	\$15.95	\$16.52	\$12.13	\$12.49	\$12.87
CASHIER	\$9.79	\$10.07	\$10.44	\$10.40	\$10.71	\$11.03
CLEANER	\$8.29	\$8.53	\$8.84	\$9.32	\$9.60	\$9.89
SENIOR CUSTODIAN				\$11.75	\$12.10	\$12.47
CUSTODIAN	\$9.32	\$9.59	\$9.94	\$11.26	\$11.60	\$11.95
FOOD SERVICE HELPER	\$7.98	\$8.21	\$8.51	\$8.25	\$8.50	\$8.75
GRDS/SCH BUS DRIVER	\$11.23	\$11.56	\$11.97	\$12.00	\$12.36	\$12.73
LIFEGUARD				\$10.00	\$10.00	\$10.00
SCHOOL RECEPTIONIST	\$9.05	\$9.31	\$9.65	\$8.75	\$9.01	\$9.28
STUDENT HELPER/* SEASONAL LABORER* REC AIDE*	\$6.25	\$6.75	\$7.15	\$6.75	\$7.15	\$7.15
COMPUTER LAB AIDE	\$8.10	\$8.33	\$8.63	\$9.00	\$9.27	\$9.55
TEACHER long term, per diem	\$88.50	\$91.07	\$95.00	PER CONTRACT		
TEACHER AIDE/ SCHOOL MONITOR	\$7.98	\$8.21	\$8.51	\$8.25	\$8.50	\$8.75
BUS ATTENDANT	\$9.85	\$10.14	\$10.50			8.55-8.81
SENIOR TYPIST	\$9.79	\$10.07	\$10.44	\$11.00	\$11.33	\$11.67
TYPIST	\$8.30	\$8.54	\$8.85	\$10.50	\$10.82	\$11.14
REG PROF NURSE	\$12.36	\$12.72	\$13.18	\$13.50	\$13.91	\$14.32

*NYS Minimum Wage

NOTE: Upper salary range is not higher than pay rate of current staff.