

CATO-MERIDIAN BOARD OF EDUCATION
MEETING MINUTES
July 7, 2005

PRESENT: Kathleen Bratt, President
Charles Ware, Vice President
Dean Cummins
Heidi Dennison
Roxanne Miller
Patricia Russo
Donald Thompson

ALSO PRESENT: Deborah Bobo, Superintendent
Janice Lee, District Clerk
Staff & Community Members

WHERE HELD: Cafeteria

The meeting was called to order by Mrs. Lee, District Clerk at 7:00 pm.

Pledge to the flag.

Mrs. Lee administered the Oath of Faithful Performance of Office to new board members Mr. Cummins and Mrs. Dennison. Oath

Mrs. Lee asked for nominations for the office of President of the Board of Education for the school year 2005-06. Mr. Ware nominated Mrs. Bratt, and Mrs. Russo seconded the nomination. There being no further nominations, the District Clerk was directed to submit one ballot in support of Mrs. Bratt.

Mrs. Bratt was elected president for the 2005-06 school year.

Yes 7 No 0 Abstaining

Mrs. Lee asked for nominations for the office of VicePresident of the Board of Education for the school year 2005-06. Mrs. Miller nominated Mr. Ware, and Mrs. Dennison seconded the nomination. There being no further nominations, the District Clerk was directed to submit one ballot in support of Mr. Ware.

Yes 7 No 0 Abstaining

Mr. Ware was elected vice president for the 2005-06 school year.

The Oath of Faithful Performance of Office was administered to the president and vice president by the District Clerk.

On motion of Mr. Thompson, seconded by Mr. Ware, the board hereby approves the agenda as amended.

Yes 7 No 0 Abstaining

Mr. Ware asked that next year, the approval to destroy ballots will include the years 2003 and 2004.

On motion of Mrs. Russo, seconded by Mrs. Miller Janice Lee was appointed district clerk at a stipend of \$2,450. Dist. Clerk

Yes 7 No 0 Abstaining

On motion of Mr. Thompson, seconded by Mrs. Russo, Lori Petrocci was appointed district treasurer. Dist. Treas

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mr. Cummins, Mona Thompson was appointed deputy treasurer at the pleasure of the board. Deputy Treas.

Yes 7 No 0 Abstaining

Mr. Ware suggests that the internal auditor position be abolished and the process of approving bills remain with the board. It was suggested that the board finance committee review the bills and make a recommendation to the full board at their next meeting. Filling the auditor position will be discussed at a future board meeting.

On motion of Mr. Thompson, seconded by Mrs. Russo, the appointment of Donna Traister as internal auditor was defeated. Int. Auditor

Yes 0 No 7 Abstaining

On motion of Mr. Ware, seconded by Mrs. Miller, the internal auditor position was abolished and the approval of bill payment will revert back to the board.

Yes 7 No 0 Abstaining

A question was asked if the district is required to use the attorneys. Mrs. Bobo indicated that the district is not obligated to use these attorneys. However, Dr. Fletcher is retained for negotiations (the fee is state aidable), Mr. Lindenfeld is retained for the capital project, Bond Schoeneck & King have been used for BANs and Timothy McGill is also used for bonds.

On motion of Mr. Ware, seconded by Mrs. Dennison, school attorney Raymond Sant was appointed with Bond Schoeneck & King, Harris Lindenfeld, Matthew Fletcher and Timothy McGill, Esq., serving in special counsel capacities. Attorneys

Yes 7 No 0 Abstaining

On motion of Mrs. Miller, seconded by Mrs. Russo, Bernard Donegan was appointed as financial advisor. Financial Advisor

Yes 7 No 0 Abstaining

| | |
|--|--------------------|
| On motion of Mr. Ware, seconded by Mr. Thompson, Raymond Wager, CPA/PC was appointed as independent auditor. | Indep. Auditor |
| Yes 7 No 0 Abstaining | |
| On motion of Mrs. Russo, seconded by Mr. Ware, John Eppolito, MD was appointed as school physician with a contract in the amount of \$9,000. | Sch. Physician |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Thompson, seconded by Mrs. Russo, Crosby Lamont, Jr. was appointed as purchasing agent. | Pur. Agent |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Ware, seconded by Mr. Cummins, Mona Thompson was appointed as tax collector. | Tax Coll. |
| Yes 7 No 0 Abstaining | |
| On motion of Mrs. Russo, seconded by Mr. Thompson, Janice Chase was appointed as attendance officer. | Attendance Officer |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Cummins, seconded by Mr. Ware, Deborah Landers was appointed as central treasurer for extraclassroom activity account. | X-Class. |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Cummins, seconded by Mrs. Russo, Raymond Wager was appointed as auditor of the extraclassroom activity account. | Aud. X-Class |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Ware, seconded by Mrs. Miller, Crosby Lamont, Jr. was appointed as healthcare plan representative. | Healthcare |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Cummins, seconded by Mrs. Russo, Janice Lee was appointed as records management/records access officer. | Records |
| Yes 7 No 0 Abstaining | |
| On motion of Mr. Ware, seconded by Mrs. Dennison, Crosby Lamont, Jr. was appointed as asbestos designee. | Asbestos Designee |
| Yes 7 No 0 Abstaining | |

On motion of Mr. Ware, seconded by Mr. Cummins, Community Bank and Chase Bank were designated as official bank depositories.

Banks

Yes 7 No 0 Abstaining

On motion of Mr. Thompson, seconded by Mrs. Russo, Margaret Schlegel was appointed as compliance officer (504 and Title IX).

Compliance Officer

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mrs. Russo, the schedule for the regular monthly business meetings were approved with the day being changed to MONDAYS as follows:

| | | |
|-----------------|-------------------------------|--------------|
| July 26 | January 9 & 30 | May 22 |
| August 15 & 29 | February 13 | June 12 & 26 |
| September 12 | March 6 & 20 | |
| October 3 & 17 | April 3 & 24 | |
| November 7 & 21 | May 8 – public budget hearing | |
| December 12 | May 16 – budget vote | |

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mr. Thompson, the Post Herald, Post Standard and Citizen were designated as official newspapers.

Newspapers

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mrs. Russo, the clerk of the board is authorized to authorize payrolls.

Authorize Payrolls

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mrs. Miller, the district treasurer or deputy treasurer are authorized to sign checks as appropriate for the general, federal aid, trust and agency and the capital funds.

Sign Checks

Yes 7 No 0 Abstaining

A question was asked regarding who signs checks for the extraclassroom activities. Mrs. Bobo indicated that Mr. Wager has worked with the extraclassroom treasurer and created a system.

On motion of Mr. Ware, seconded by Mrs. Dennison, authorization was granted to the extraclassroom activity treasurer to sign checks as appropriate for the extraclassroom activity account.

X-Class. Sign

Yes 7 No 0 Abstaining

On motion of Mr. Cummins, seconded by Mrs. Russo, authorization was granted to the superintendent of schools to require employees to undergo medical examination pursuant to Section 913 of the education law in those cases where it is necessary

Employee Physicals

to determine the employee's fitness to continue in employment.

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mrs. Russo, the superintendent is authorized to approve the attendance of staff at conferences.

Authorize Conferences

Mrs. Miller asked the board to consider creating a policy committee.

On motion of Mr. Thompson, seconded by Mrs. Russo, all policies and codes of ethics in effect during the previous school year were re-adopted.

Re-adopt Policies

Yes 5 No 0 Abstaining 2 – Cummins, Dennison

There was discussion regarding new board members. There is a need to develop a procedure to welcome new board members and ensure that they have all information necessary to begin their board term. There was also discussion of increasing the board budget line. Mrs. Bobo indicated that there are many services that would assist board members, but a budget is needed to support this development.

Policies

On motion of Mr. Cummins, seconded by Mrs. Dennison, petty cash funds were established as follows: School lunch - \$100; rec center \$50; business office - \$100; athletics - \$200.

Petty Cash

Yes 7 No 0 Abstaining

On motion of Mr. Cummins, seconded by Mr. Thompson, the reimbursement rate for use of private vehicles related to school business is set at the IRS rate which is 40.5¢ this year.

Mileage

Yes 7 No 0 Abstaining

On motion of Mrs. Russo, seconded by Mr. Ware, members to the District's Committee on Special Education and Pre-school Special Education are as follows:

CSE/CPSE

Margaret Schlegel, Director of Pupil Personnel Services
Christine Haynes, School Psychologist
Marge Kriese and Patricia Barbato, Parent Representatives

Yes 7 No 0 Abstaining

Mr. Ware indicated that normally the superintendent is approved to approve budget transfers, and that the proposed new policy has not yet been adopted. As a result, the current policy remains in place.

Bud. Trans.

On motion of Mr. Ware, seconded by Mrs. Dennison, superintendent authorization for budget transfers is set at zero with the board authorizing all transfers.

Yes 7 No 0 Abstaining

Mr. Lints presented an update on the capital project. Sitework: The high school parking lot/bus loop are paved with binder coat and sidewalks are complete and lighting at

the bus loop is operational. Topsoil/seeding is 90% complete and the grass at the main field is growing with a hose reel in use. Base paving for the middle/elementary school is near completion and the spoils area/practice fields in progress.

High school additions/renovations: The exterior, ceiling grid and tile, lighting, bathrooms are all complete. The casework and lockers are 95% complete and the VCT is 90% complete. The classrooms have been turned over to the school and the floors are now waxed.

The exterior masonry is complete with ceiling, clouds and paint 90% complete. VCT will be installed in 2 weeks with doors and hardware to follow. Abatement is in progress in the existing building, with demolition of classrooms 60% complete. New windows, classroom doors and limestone column covers are complete, with locker room ceilings, grid and tile installed. The physics and science prep rooms are occupied and the roof is 95% complete. The new computer classroom is complete except flooring. New windows at stairs in progress, the darkroom/finish room is constructed and awaiting casework, fire alarm devices are replaced and new interior partition, fire doors and new unit ventilators are in progress.

The district office renovations are to be completed next week, the middle school roof to begin July 11th. Bathroom fixture replacement is 50% complete. Abatement is in progress and paving will begin July 20th.

There was discussion regarding change orders. Mr. Lints will provide a list of change orders for the board. There was also discussion on the approved amount on change orders that the superintendent could approve. It was stated that there is a need for lighting in the middle school parking lot.

Mr. Lints reported that it is necessary for site work to be done at the bus garage which includes replacement of fuel tanks, work on doors, partitions in the building and siding. This work requires a separate SED project number, but will be part of the project so it will be aidable. The press box is also included in this project under a separate SED number.

There are two project numbers: One for the high school/middle school and one for the press box and bus garage. Mr. Lints said the elevator will be operational in mid July. Concern was noted regarding the retention ponds at the high school. Mr. Lints indicated that they must remain and that the only recourse would be to erect a fence, which is not included in the project.

Concern was once again voiced regarding parking in front of the high school. Mrs. Bobo stated that there needed to be parking spaces added and that there is no other area for parking. Mrs. Bobo asked if there were any suggestions as to where additional parking could be made. There were none. However, the cutting deeper into the front lawn may be a possibility.

A question was asked regarding the MA Dady sign. Mrs. Bobo indicated that the cost for both the Mary Alice Dady Athletic Complex and the high school sign will total \$27,000 and the Mr. Woods will landscape around the sign for Mary Alice Dady.

There were more negative comments on the retention ponds and a question

regarding the use of the fields. The athletic fields may be used in the fall of 2006.

Mrs. Bobo will check on the immediate use of the track.

On motion of Mr. Ware, seconded by Mrs. Russo, the appointment of Nicole Haake will be tabled until the next meeting.

Haake-Tabled

Yes 7 No 0 Abstaining

On motion of Mrs. Bratt, seconded by Mrs. Miller, the board entered executive session to discuss a personnel matter at 8:45 pm.

Exec. Session

Yes 7 No 0 Abstaining

The board moved from executive session at 9:17 pm.

| Name | Position | Effective Date | Salary |
|----------------|-----------------|----------------------|----------------|
| Jennifer Crook | Elem. Phys. Ed. | 9-1-05 (3-Yr. Prob.) | \$37,723 (1 B) |

On motion of Mr. Thompson, seconded by Mrs. Russo, RESOLVED, that the Cato-Meridian Board of Education pursuant to Section 3014 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, upon the recommendation of Deborah Bobo, Superintendent, does hereby appoint Jennifer Crook, 8814 Ellison Rd., Baldwinsville, NY 13027 who has completed the course work and has provisional certification, permitting her to serve as a physical education teacher in the public schools of New York State, to the position of physical education teacher in the tenure area of physical education, for a probationary period of three (3) years, to commence on September 1, 2005 and to expire on September 1, 2008, and BE IT FURTHER RESOLVED THAT Jennifer Crook during her first year of appointment shall be paid at the annual salary of \$37,723 1 B for 10 months.

Appt. Crook

Yes 6 No 0 Abstaining 1 – Bratt

On motion of Mr. Ware, seconded by Mrs. Russo, Elizabeth Rapple is granted a 12 week maternity leave effective on or about September 1 through approximately November 28, 2005.

Rapple Leave

Yes 7 No 0 Abstaining

On motion of Mr. Ware, seconded by Mr. Thompson, the minutes of the board meeting held on June 23, 2005 were approved.

Minutes

Yes 5 No 0 Abstaining – 2 – Cummins, Dennison

On motion of Mr. Ware, seconded by Mrs. Dennison transportation requested by Columbus to bus 2 students this summer was approved.

Camp Camp
Columbus

Yes 7 No 0 Abstaining

On motion of Mr. Thompson, seconded by Mrs. Miller, a lease agreement for recreational fitness center equipment from Cybex Capital Corp. for four (4) years at \$11,156.18 per year was accepted.

Lease-Rec Ctr.

Yes 7 No 0 Abstaining

Mr. Ware discussed board policy #5330 Budget Transfers. This policy will be presented at the 7/26 meeting for a first reading.

Mr. Cummins had presented a petition to the school district for the reduction of board terms from 5 years to 3 years. He felt that more business people would run for school board if the term were reduced. Mr. Ware indicated that there needs to be research done on the pros and cons for such a change. The reduced term, if approved by the voters would take effect in 2007.

On motion of Mr. Cummins, seconded by Mr. Ware, approval was granted to add a proposition to the 2006 budget vote requesting a reduction of board of education terms from 5 years to 3 years.

Yes 7 No 0 Abstaining

A meeting between the rec center board and the board of education will be held on August 1, 2005 at 7:00 pm in the cafeteria.

Board member comments/updates:

Mrs. Dennison discussed community communication that was presented at a CNYSSBA workshop.

Mrs. Bobo asked that Mrs. Bratt and Mr. Ware meet with Becky Kaune to discuss plans and scheduling for board development on July 14th at 3:30 pm in the superintendent's office.

Mrs. Miller asked for public comment at the beginning and at the end of each agenda.

Mr. Ware asked that school business be conducted before any public comment.

Mr. Cummins asked that a procedure be put into place regarding new board members.

Mr. Thompson stated that Mr. Vogel had begun to create such procedures. Mrs. Bobo will check with Mr. Vogel. He also reported that he has been asked to serve on a round table discussion with CNYSSBA on July 18th.

Mrs. Bobo asked that Mrs. Bratt represent the board at COSBA meetings. The first meeting will be October 3rd at St. Mary's in Auburn.

Mr. Cummins would like the school board to conduct staff appreciation days by thanking each staff member personally. Mrs. Bratt suggested that the board show appreciation to a staff group per month ie. teacher aides/assistants, custodians etc. Mr. Cummins also noted that some tables in the elementary library need to be refinished.

Mrs. Miller asked that a draft board calendar be presented at the 7/26 meeting and she also requested that a resolution to develop a policy committee be put forth.

Mr. Ware referred to policy 2110 Orienting New Board Members. The acronyms

distributed by Mr. Thompson last year will be given to the new board members.

Mr. Ware asked the board if they would ask community members to be on the policy committee.

There may be no need to continue the Information Gathering Committee, as community members will be allowed to comment at board meetings.

The finance committee will meet on July 21st at 6:00 pm with Crosby Lamont, Jr..

On motion of Mr. Cummins, seconded by Mr. Ware, the meeting was adjourned at 10:10 pm.

Adjourn

Yes 7 No 0 Abstaining

Janice Lee, District Clerk