



CAZENOVIA CENTRAL SCHOOL DISTRICT

Board of Education Meeting
Tuesday, July 1, 2025 at 6:30 pm

31 Emory Ave | Cazenovia, NY 13035
Board of Education Conference Room, Cazenovia Middle School
Open to the Public and Streamed Live on GoogleMeet

Type of Meeting: Regular
Board Members Present: Travis Barr, Judith Hight, Ron Luteran, Jennifer Parmalee, JoAnne Race, Jan Woodworth
Administrators Present: Christopher DiFulvio, Kevin Linck
Administrators Absent: Thomas Finnerty

1. Public Hearing

The Revised School Safety Plan (SAVE).

2. Call to Order

The meeting was called to order by Emily Ayres, District Clerk, at 6:31 pm. She asked all to stand for the pledge of allegiance after a moment of silence was observed.

3. Oaths of Office for (Re) Elected Board Members

The District Clerk administered the Oath of Office to Board members who were elected on May 20, 2025, Judith Hight and Jennifer Parmalee.

4. Election of the President

Motion made by JoAnne Race, seconded by Jan Woodworth to elect Judith Hight as President of the Board of Education for 2025-26.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

The District Clerk administered the Oath of Office to the new Board of Education President, Judith Hight.

5. Election of the Vice President

Motion made by Jan Woodworth, seconded by Ron Luteran to elect Travis Barr as Vice President of the Board of Education for 2025-26.

Motion made by Jennifer Parmalee, seconded by JoAnne Race to elect Ron Luteran as Vice President of the Board of Education for 2025-26.

➤ *Vote: 3 (Travis Barr) 3 (Ron Luteran) Motion failed.*
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➤ *Vote: 3 (Travis Barr) 2 (Ron Luteran) 1 (Abstained, Ron Luteran) Motion passed.*

The District Clerk administered the Oath of Office to the new Board of Education Vice President, Travis Barr.

6. Public Comments

Emily Stevens spoke about the community fundraising efforts to reinstate the JV soccer programs this year.

Danielle Synborski asked how the community can fundraise to support other positions that were cut due to this year's budget.

7. Discussion Items: Board Member Vacancy

The Board accepted a resignation letter from Meghan Kelly on June 18th, with one year left on her term. Jan Woodworth commented that the last time the board had a vacant seat in the middle of a term (Kathy Hahn), the election prior to that happening saw two incumbents running unopposed, therefore the Board decided to ask a former Board member, Mark Goris, to fill the vacancy until the next election; but since the May 2025 election had three candidates run for two seats, Jan's recommendation was appointing that third candidate. Ron Luteran said he respectfully disagrees, and thinks experience matters, supports asking a former Board member to serve the remainder of the term, and read a list of six people; he would alternatively support holding a new election. Jan commented that the cost of a vote/election is +\$5,000, and the Board is within its rights to appoint someone. JoAnne Race agreed with Ron. Chris DiFulvio presented a middle ground option: a process by which interested community members can apply and the Board would interview and select one to serve the remainder of the term (until June 30, 2026). Ron, Jennifer Parmalee, and Judith Hight were in favor of this, and it was decided to proceed with the application/interview process.

8. Executive Session

Motion made by Ron Luteran, seconded by Jan Woodworth to move into Executive Session.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

The Board moved into Executive Session at 6:57 pm.

Motion made by Ron Luteran, seconded by Jan Woodworth to return to Public Session.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

The Board returned to Public Session at 9:08 pm.

9. Annual Appointments, Authorizations, and Designations

A. Annual Appointments List

Motion made by Jan Woodworth, seconded by JoAnne Race to approve the Annual Appointments List.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

B. Annual Authorizations List

Motion made by Travis Barr, seconded by Jan Woodworth to approve the Annual Authorizations List.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

C. Annual Designations List

- NYSSBA Annual Meeting Delegate: Jan Woodworth
- NYSSBA Annual Meeting Alternate: Ron Luteran
- NYSSBA Legislative Liaison: Jan Woodworth

Motion made by Jan Woodworth, seconded by JoAnne Race to approve the Annual Designations List.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

10. Consent Agenda – Annual Items

- A. Re-Adoption of All Policies
- B. Establish Mileage Reimbursement Rate

- C. Authorize Superintendent to Approve Attendance of Staff to Conferences
- D. Authorize Superintendent to Make Budget Transfers
- E. Authorize Superintendent to Apply for Grants in Aid (State and Federal)
- F. Designation of Signatures on Checks
- G. Authorize Superintendent to Approve Building Project Change Orders up to \$35,000
- H. Emergency Appointments
- I. Building Use Rates

Motion made by Jennifer Parmalee, seconded by Jan Woodworth to approve the Consent Agenda – Annual Items.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

11. Presentation: End of Year Check – Demographic Information/Summary

The Board decided to postpone this presentation.

12. Written Communications

Judith Hight asked JoAnne Race to report on any written communications, which included a thank you, an email about a potential volunteer role, and an email regarding an art donation.

13. Information and Reports

A. Board Sub Committees:

- Finance & Audit: has not met.
- Policy: has not met.

District Committees with BOE Representation:

- Communications: has not met.
- Diversity, Equity & Inclusion (DEI): has not met.
- Facilities: Ron Luteran reported that the committee met with the third and final architect recently for the transportation center project, and reviewed next steps; hopeful this project will be tax-neutral, projected to have a capital project vote in December 2027.
- High School Action Team (HAT): done for the year.

B. Board President: Judith Hight thanked the Board for their confidence in electing her President; commented on how wonderful graduation was.

C. Superintendent of Schools: Chris DiFulvio reported that he finished manually entering data from the paper exit polls from the June 17th budget re-vote, and found that voters who self-reported voting no on the budget were mostly concerned with their taxes increasing; feedback on communication efforts was positive.

D. Assistant Superintendent for Business Administration: Thomas Finnerty was excused.

E. Assistant Superintendent of Instruction, Equity and Personnel: Kevin Linck prepared a presentation in lieu of a report.

F. Director of Special Education: Amy Bailey did not submit a written report this month.

G. Elementary School Principal: Cristina Knapp submitted a written report in advance.

H. Middle School Principal: Amy Getman-Herringshaw submitted a written report in advance.

I. High School Principal: Molly Hagan submitted a written report in advance.

14. Consent Agenda – Routine Matters

- A. Minutes for the June 16, 2025 Regular Meeting
- B. CSE Report for July 2025
- C. Overnight Field Trip Request Cazenovia Aggies FFA to Oswegatchie Summer Camp
- D. Textbook Approval for Experience Physics

Motion made by Jennifer Parmalee, seconded by Ron Luteran to approve the Consent Agenda – Routine Matters.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

15. Policy First Read

- A. New Policy #7316 | Use of Internet-Enabled Devices During the School Day
- B. New Policy #5685 | Maximum Temperature for School Buildings and Indoor Facilities

16. New Business

- A. Resolution to Approve New Policy #7316 | Use of Internet-Enabled Devices During the School Day

Motion made by Jennifer Parmalee, seconded by Jan Woodworth to approve Agenda Item 16A.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- B. Resolution to Approve the Bus Bonds from May 20, 2025

Motion made by Ron Luteran, seconded by Jan Woodworth to approve Agenda Item 16B.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- C. Resolution to Accept a Donation from the Cazenovia Athletic Association for JV Soccer Programs 2025-26

Motion made by Jennifer Parmalee, seconded by Ron Luteran to approve Agenda Item 16C.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- D. Resolution to Approve the 2025-26 Committee(s) on Special Education

Motion made by Jan Woodworth, seconded by Jennifer Parmalee to approve Agenda Item 16D.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- E. Resolution to Approve of Participation in the National School Breakfast and Lunch Programs

Motion made by Travis Barr, seconded by Ron Luteran to approve Agenda Item 16E.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- F. Resolution to Approve the Food Service Management Company Extension

Motion made by Jennifer Parmalee, seconded by Ron Luteran to approve Agenda Item 16F.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- G. Resolution to Approve the Contract for Cooperative Educational Services (AS-7)

Motion made by Jennifer Parmalee, seconded by JoAnne Race to approve Agenda Item 16G.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- H. Resolution to Approve Participation in the next NYSMEC Bid for Electricity

Motion made by Ron Luteran, seconded by Jennifer Parmalee to approve Agenda Item 16H.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- I. Resolution to Approve Participation in the next NYSMEC Bid for Natural Gas

Motion made by Travis Barr, seconded by Jan Woodworth to approve Agenda Item 16I.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

- J. Resolution to Approve District Participation with the CNYRIC One Risk Operations Center

Motion made by Jennifer Parmalee, seconded by Ron Luteran to approve Agenda Item 16J.

- *Vote: 6 (in favor) 0 (opposed) Motion passed.*

17. Personnel Report

Motion made by JoAnne Race, seconded by Travis Barr to approve the Personnel Report.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

18. Discussion Items

- A. Formation of BOE Sub-Committees
 - Finance and Audit: Jan Woodworth, Ron Luteran, Jennifer Parmalee
 - Policy: Judith Hight, Jan Woodworth, vacant
 - Communications: Travis Barr
 - DEI: Travis Barr
 - Facilities: Ron Luteran, with Jan Woodworth as alternate
 - High School Action Team (HAT): Jan Woodworth, with Ron Luteran as alternate
- B. Transportation of Students to Nonpublic Schools: The Board decided to forego this discussion item.
- C. RFP for Legal Services: Chris DiFulvio reported that this is a professional service, and an RFP is not necessary but the Comptroller likes to see districts put one out every five years.

19. Advance Planning

- A. Future Agenda Items: Kevin Linck's presentation from this meeting's agenda. Chris DiFulvio will work with legal on the Board vacancy application process.
- B. Future Meeting Dates: Board retreat (the District Clerk will schedule this).

20. Adjournment

Motion made by Ron Luteran, seconded by Jan Woodworth to adjourn the meeting.

➤ *Vote: 6 (in favor) 0 (opposed) Motion passed.*

Judith Hight adjourned the meeting at 9:41 pm.

Emily Ayres, District Clerk