

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda  
High School Library

August 12, 2024  
5:00 pm

- 1.0 Call to Order
- 2.0 Pledge of Allegiance
- 3.0 Approval of the Agenda

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

Calendar/Dates to Remember

*Regular Board of Education Meeting – Monday, August 26, 2024 at 5:00 pm*

- 4.0 Questions from the audience regarding agenda items – This item is reserved for questions about the Board’s discussion and action on topics relevant to this agenda. The duration of the questions should be kept to a reasonable length, four minutes or less.
- 4.1 Board of Education Committees & Membership; *Discussion to Establish Committees and Membership before voting on Section 5.0*

<b>Athletics Committee, up to Three (3) Board of Education Representatives</b>
1.
2.
3.
<b>Audit Committee, up to Three (3) Board of Education Representatives; <i>required Committee per NYS Education Department</i></b>
1.
2.
3.
<b>Budget/Finance Committee, up to Three (3) Board of Education Representatives; <i>required Committee per NYS Education Department</i></b>
1.
2.
3.
<b>Facilities Committee, up to Three (3) Board of Education Representatives</b>
1.
2.
3.
<b>Directions/Long-Range Education Committee, up to Three (3) Board of Education Representatives</b>
1.
2.
3.

Policy Committee, up to Two (2) Board of Education Representatives
1.
2.
Safety/Wellness Committee, up to Two (2) Board of Education Representatives
1.
2.
Transportation Committee, up to Two (2) Board of Education Representatives
1.
2.
Cayuga Onondaga School Boards Association (COSBA) Executive Committee; Robert H. Jetty II (he was elected to a three (3) year term of July 1, 2024 to June 30, 2027)

4.2 Board of Education Meetings – Dates and Times *Discussion*

4.3 Board of Education Format, Process and Agenda *Discussion*

4.4 Board of Education Retreat, Find a Date and Time *Discussion*

4.5 Amended Pickleball Request *Discussion*

5.0 Old Business/Action Items; Consent Agenda  
 BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action item listed in section 5.0 A.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_  
 Vote: YES \_\_\_\_ NO \_\_\_\_

A. Board of Education Committee Appointments for the 2024/2025 Fiscal Year from the July 1, 2024 Reorganization Meeting

Athletics Committee, up to Three (3) Board of Education Representatives
1.
2.
3.
Audit Committee, up to Three (3) Board of Education Representatives; <i>required Committee per NYS Education Department</i>
1.
2.
3.
Budget/Finance Committee, up to Three (3) Board of Education Representatives; <i>required Committee per NYS Education Department</i>
1.
2.
3.
Facilities Committee, up to Three (3) Board of Education Representatives
1.
2.
3.

Directions/Long-Range Education Committee, up to Three (3) Board of Education Representatives
1.
2.
3.
Policy Committee, up to Two (2) Board of Education Representatives
1.
2.
Safety/Wellness Committee, up to Two (2) Board of Education Representatives
1.
2.
Transportation Committee, up to Two (2) Board of Education Representatives
1.
2.
Cayuga Onondaga School Boards Association (COSBA) Executive Committee; Robert H. Jetty II (he was elected to a three (3) year term of July 1, 2024 to June 30, 2027)

6.0 Public Hearing - District-Wide Safety Plan - Draft Exhibit #1

7.0 New Business/Action Items; Consent Agenda  
 BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 7.0 A through H.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

A. Minutes; Board of Education meeting July 1, 2024 Exhibit #2

B. CSE Recommendations; 2023/2024 and 2024/2025 Exhibit #3

C. Therapy Contract; contract between Southern Cayuga Central School District and Kim Stevens, OTR/L of Moravia, NY, from September 1, 2024 to August 31, 2025.

D. Therapy Contract; contract between Southern Cayuga Central School District and R Mark Hilton Speech Pathology Services/Lift up Your Voice Speech Services of Newark, NY, from September 1, 2024 to August 31, 2025.

E. Overnight Field Trip Request; International Club members fifteen (15) students to travel to Costa Rica on Saturday, April 12 through Sunday, April 20, 2025; students will be accompanied by Becky Davis and Halee Wasson Exhibit #4

F. Surplus Items; declare as surplus softball uniforms, basketball uniforms, swim parkas, cross country/track and field uniforms and soccer jerseys, all are old, dirty and stained, to be sold or discarded if deemed no value

G. Meal Prices for the 2024/25 school year:

	<u>Grades PreK-6</u>		<u>Grades 7-12</u>	
	<u>Breakfast</u>	<u>Lunch</u>	<u>Breakfast</u>	<u>Lunch</u>
<b>2024/25</b>	<b>\$1.75</b>	<b>\$2.65</b>	<b>\$1.75</b>	<b>\$2.75</b>

SCCS continues to qualify for the Community Eligibility Provision for 2024/25, which provides free meals for all students through NYSED's Child Nutrition Program.

H. Koon Scholarship Awards; for the 2024/2025 school year as recommended by the Koon Scholarship Committee

I. Tax Warrant/Tax Rates

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the following resolution:

The Board of Education approves the Tax Warrant resolution and adopts tax rates for the 2024/2025 school year, by authorizing a tax levy of \$8,608,670 for school purposes and \$146,825 for the Hazard and Aurora Free libraries (for a total of \$8,755,495). Charts included in the Tax Warrant are based on the final information from Cayuga & Tompkins Counties as of August 7, 2024. *The full resolution is attached on pages 10 and 11.*

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

J. Bond Resolution dated August 12, 2024:

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby adopts *by roll call vote*, a bond resolution dated August 12, 2024 authorizing the issuance of \$309,568 bonds of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, to pay the cost of the purchase of student transportation vehicles, for said school district.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

- Matthew Bennett VOTING \_\_\_\_\_
- David Harvatine VOTING \_\_\_\_\_
- Robb Jetty VOTING \_\_\_\_\_
- Janet Lehman VOTING \_\_\_\_\_
- Rachel McCarthy VOTING \_\_\_\_\_
- Timothy Pallokat VOTING \_\_\_\_\_
- Heather Rejman VOTING \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

WHEREAS, the capital project hereinafter described, as proposed, has been determined to be a Type II Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, which regulations state that Type II Actions will not have any significant adverse impact on the environment; and

WHEREAS, at the Annual Meeting of the qualified voters of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York (the "School District"), held on May 21, 2024, a proposition was duly adopted authorizing the Board of Education of said School District for the purchase of student transportation vehicles as described therein, at a maximum estimated cost of \$309,568, such proposition providing for the levy of a tax therefor to be collected in installments, with \$309,568 obligations of said School District to be issued in anticipation thereof (the "Proposition"); and

WHEREAS, it is now desired to provide for the authorization of such objects or purposes and for the financing thereof;  
NOW, THEREFORE, BE IT RESOLVED, by the affirmative vote of not less than two-thirds of the total voting strength of the Board of Education of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, as follows:

Section 1. The purchase of student transportation vehicles, including incidental equipment and expenses in connection therewith, at a maximum estimated cost of \$309,568, in and for the Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, is hereby authorized.

Section 2. The plan for the financing of the aforesaid \$309,568 maximum estimated cost shall be by the issuance of \$309,568 bonds of said School District hereby authorized to be issued therefor, pursuant to the provisions of the Local Finance Law.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five (5) years, pursuant to subdivision 29 of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. The faith and credit of said Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year. There shall annually be levied on all the taxable real property in said School District, a tax sufficient to pay the principal of and interest on such bonds as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the President of the Board of Education, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said President of the Board of Education, consistent with the provisions of the Local Finance Law.

Section 6. All other matters except as provided herein relating to the bonds herein authorized including the date, denominations, maturities and interest payment dates, within the limitations prescribed herein and the manner of execution of the same, including the consolidation with other issues, and also the ability to issue bonds with substantially level or declining annual debt service, shall be determined by the President of the Board of Education, the chief fiscal officer of such School District. Such bonds shall contain substantially the recital of validity clause provided for in

Section 52.00 of the Local Finance Law, and shall otherwise be in such form and contain such recitals, in addition to those required by Section 51.00 of the Local Finance Law, as the President of the Board of Education shall determine consistent with the provisions of the Local Finance Law.

- Section 7. The validity of such bonds and bond anticipation notes may be contested only if:
- 1) Such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or
  - 2) The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
  - 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 8. This resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 9. This resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said School District for such purpose, together with a notice of the School District Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

8.0 Personnel/Consent Items; Consent Agenda

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the personnel items listed in section 8.0 A through F, for the 2024/25 school year or for the term as indicated.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

A. Appointments 2024-2025

A.1	Long Term Substitute Teacher: <b>Bobbie Lansdowne</b> , long term Elementary Substitute Teacher, effective August 28, 2024 through on or about October 11, 2024; Step 1 + 30M; \$57,860*, pro-rated; with professional certification in Childhood Education 1-6. *SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year
A.2	Food Service Helper: <b>Jaimmie Bajanen</b> , four and a half (4.5) hours per day, effective September 1, 2024, with a 52-week probationary period, at a rate of \$15.50 per hour.

B. Co-Curricular Appointments 2024-2025

B.1	<b>Brett Jillson</b>	Lifeguard	\$ per contract
B.2	<b>Preston Reynolds</b>	Lifeguard	\$ per contract

C. Volunteers

C.1	<b>Robert "David" Gregg</b>	Varsity Boys Soccer Volunteer
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D. Fall Sports Appointments 2024-2025

D.1	<b>Heather Rejman</b>	Girls Modified Swim Coach	Volunteer
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E. Substitutes 2024-2025

E.1	<b>Andrea Binns*</b>	Substitute Teacher, <i>*certified teacher</i>
E.2	<b>Paula Colton*</b>	Substitute Teacher, <i>*certified teacher</i>
E.3	<b>Ashley Dimon</b>	Substitute Teacher
E.4	<b>Sandra Groth</b>	Substitute Teacher
E.5	<b>Catharine Haight*</b>	Substitute Teacher, <i>*certified teacher</i>
E.6	<b>Marlee Harris</b>	Substitute Teacher
E.7	<b>Bridget Hastings</b>	Substitute Teacher
E.8	<b>Jan Hunsinger*</b>	Substitute Teacher, <i>*certified teacher</i>
E.9	<b>JoBeth Huskey</b>	Substitute Teacher
E.10	<b>Pamela Hyde*</b>	Substitute Teacher, <i>*certified teacher</i>
E.11	<b>Brett Jillson</b>	Substitute Teacher
E.12	<b>Sasha Lamoree</b>	Substitute Teacher
E.13	<b>Deborah Lampman</b>	Substitute Teacher
E.14	<b>Maureen McNamara*</b>	Substitute Teacher, <i>*certified teacher</i>
E.15	<b>Geraldine Nedza*</b>	Substitute Teacher, <i>*certified teacher</i>
E.16	<b>Janet Otis*</b>	Substitute Teacher, <i>*certified teacher</i>
E.17	<b>Jeanette Owens</b>	Substitute Teacher
E.18	<b>Kylie Rejman</b>	Substitute Teacher
E.19	<b>Nicole Vroman*</b>	Substitute Teacher, <i>*certified teacher</i>
E.20	<b>Ashlee Sandstrom</b>	Substitute Teacher
E.21	<b>Kate Scanlan</b>	Substitute Teacher
E.22	<b>Yasmine Smith</b>	Substitute Teacher
E.23	<b>Sara Stewart*</b>	Substitute Teacher, <i>*certified teacher</i>
E.24	<b>Grace Van Horn</b>	Substitute Teacher
E.25	<b>Laurene (Laurie) Waldron</b>	Substitute Teacher
E.26	<b>Brooke Walter</b>	Substitute Teacher
E.27	<b>Molly Walter*</b>	Substitute Teacher, <i>*certified teacher</i>
E.28	<b>Shannon Armstrong</b>	Substitute Teaching Assistant
E.29	<b>Ashley Dimon</b>	Substitute Teaching Assistant
E.30	<b>Sandra Groth</b>	Substitute Teaching Assistant
E.31	<b>Marlee Harris</b>	Substitute Teaching Assistant
E.32	<b>Sasha Lamoree</b>	Substitute Teaching Assistant
E.33	<b>Kylie Rejman</b>	Substitute Teaching Assistant
E.34	<b>Nicole Vroman</b>	Substitute Teaching Assistant
E.35	<b>Molly Walter</b>	Substitute Teaching Assistant
E.36	<b>Jeanne Bunnell</b>	Substitute Teacher Aide
E.37	<b>Marlee Harris</b>	Substitute Teacher Aide
E.38	<b>Phyllis Proctor</b>	Substitute Teacher Aide
E.39	<b>Kylie Rejman</b>	Substitute Teacher Aide
E.40	<b>Nicole Vroman</b>	Substitute Teacher Aide
E.41	<b>Molly Walter</b>	Substitute Teacher Aide

E.42	<b>Peggy Morris</b>	Substitute Cleaner
E.43	<b>Jill Rafferty</b>	Substitute Cleaner
E.44	<b>Amber Rose Matraw</b>	Substitute Food Service Helper
E.45	<b>Peggy Morris</b>	Substitute Food Service Helper
E.46	<b>Laurie Minde</b>	Substitute Food Service Helper
E.47	<b>Roxanne Nesbit</b>	Substitute Food Service Helper
E.48	<b>Phyllis Proctor</b>	Substitute Food Service Helper
E.49	<b>Dawn Sedorus</b>	Substitute Librarian, \$55 per hour
E.50	<b>Laurene (Laurie) Waldron</b>	Substitute Librarian, \$22 per hour
E.51	<b>Michelle Lawrence</b>	Substitute Senior Typist, \$20 per hour

F. Summer 2024 Basketball Camp

F.1	<b>Alex Overhiser</b>	Lifeguard	\$100
F.2	<b>Leif Gunderson</b>	Lifeguard	\$100

G. Extend School Security Guard Agreement: **Bill Hasenjager,**

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the Extension to the Employment Agreement, dated December 10, 2018 of Bill Hasenjager, Southern Cayuga Central School District, as extended by the Board, through June 30, 2025.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

H. Extend School Security Guard Agreement: **Raymond Lupo,**

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the Extension to the Employment Agreement, dated December 12, 2022 of Ray Lupo, Southern Cayuga Central School District, as extended by the Board, through June 30, 2025.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

7.0 Business Office Reports/Informational Items

8.0 Superintendent's Report/Informational Items

9.0 Board of Education/Committees

A. Agriculture Advisory Board – Dave Harvatine



B. Board of Education Committees

B.1	<b><i>Athletics;</i></b>
B.2	<b><i>Audit;</i></b>
B.3	<b><i>Budget/Finance;</i></b>
B.4	<b><i>Directions/Long-Range Education;</i></b>
B.5	<b><i>Facilities;</i></b>
B.6	<b><i>Policy;</i></b>
B.7	<b><i>Safety/Wellness;</i></b>
B.8	<b><i>Transportation;</i></b>
B.9	<b><i>Cayuga Onondaga School Boards Association (COSBA); Robb Jetty</i></b>

10.0 Visitor Recognition; Residents Wishing to Address the Board – Any resident of the Southern Cayuga Central School District is welcome to address the Board of Education on items pertaining to the education and/or the operation of the school district, at this time. Any resident wishing to address the Board of Education must fill out a 3x5 card with name and topic of conversation. Questions and comments relating to the employees of the district will not be permitted; such questions should be referred to the Superintendent at another time. Residents are asked to limit their presentation to four (4) minutes or less.

11.0 Proposed Executive Session

Note: The President of the Board of Education has requested an executive session to discuss employment history of a particular person and collective bargaining with one of the District's unions.

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

12.0 Return to Open Session

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

13.0 Adjournment

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Vote: YES \_\_\_\_ NO \_\_\_\_

**Tax Warrant/Tax Rates**

**TAX WARRANT RESOLUTION:** May we approve the Tax Warrant Resolution as recommended by the Superintendent of Schools.

**WHEREAS THE BOARD OF EDUCATION** has been authorized by the district voters at the Annual Meeting on May 21, 2024, to expend a sum of \$19,914,840 and to levy the necessary tax therefore for the 2024/25 school year;

**THEREFORE, BE IT RESOLVED THAT:** The Board of Education shall fix the equalized tax rates by town and confirm the extension of the taxes as they appear on the following described tax roll.

<b>TOWN</b>	<b>ASSESSED VALUE</b>	<b>EQUALIZATION RATE</b>	<b>TAX LEVY</b>	<b>TAX RATE PER \$1,000</b>
Fleming	\$7,370,652	1.0	\$65,080.32	8.829656
Genoa	\$223,757,714	0.8	\$2,469,646.23	11.037145
Lansing	\$4,691,343	1.0	\$41,422.95	8.829656
Ledyard	\$250,267,083	0.8	\$2,762,215.45	11.037071
Locke	\$2,117,668	0.76	\$24,603.00	11.617969
Scipio	\$229,516,849	1.0	\$2,026,554.92	8.829656
Venice	\$121,503,733	0.88	\$1,219,147.12	10.033824
<b>Totals</b>	<b>\$839,225,042</b>		<b>\$ 8,608,670.00</b>	

**AND BE IT FURTHER RESOLVED THAT:** The Board of Education has been authorized by the voters of the district at the Annual Budget Vote on **THE BOARD OF EDUCATION** has been authorized by the district voters at the Annual Meeting on May 21, 2024, to levy a tax in the amount of \$146,825 as an annual appropriation to be divided and paid to the **Aurora Free Library** and the **Hazard Library Association** for the support and operation of the libraries.

**THEREFORE, BE IT FURTHER RESOLVED THAT:** The Board of Education shall fix the equalized tax rates by town and confirm the extension of the taxes as they appear on the following described tax roll.

<b>TOWN</b>	<b>ASSESSED VALUE</b>	<b>EQUALIZATION RATE</b>	<b>TAX LEVY</b>	<b>TAX RATE PER \$1,000</b>
Fleming	\$7,370,652	1.0	\$1,109.98	0.150594
Genoa	\$223,757,714	0.8	\$42,121.00	0.188244
Lansing	\$4,691,343	1.0	\$706.49	0.150594
Ledyard	\$250,267,083	0.8	\$47,110.91	0.188243
Locke	\$2,117,668	0.76	\$419.62	0.198150
Scipio	\$229,516,849	1.0	\$34,563.87	0.150594
Venice	\$121,503,733	0.88	\$20,793.14	0.171132
<b>Totals</b>	<b>\$839,225,042</b>		<b>\$146,825.00</b>	

**AND BE IT HEREBY DIRECTED THAT:** The warrants duly signed by this Board of Education shall be affixed to the above described tax rolls authorizing the collection of taxes as follows.

**TAX WARRANT, CAYUGA COUNTY:** To begin September 1, 2024, and to end on November 15, 2024, giving the tax warrant an effective period of seventy-six (76) days, at the expiration of which time the tax collector shall make an accounting in writing to the Board.

**TAX WARRANT, TOMPKINS COUNTY:** To begin September 1, 2024, and to end on November 2, 2024, giving the tax warrant an effective period of sixty-three (63) days, at the expiration of which time the tax collector shall make an accounting in writing to the Board.

**AND BE IT RESOLVED THAT:** The installment periods shall be as follows.

**TAX WARRANT, CAYUGA COUNTY:** Through October 2, 2024, first installment due with a service charge of  $\frac{3}{4}$  of 1% payable to the tax collector; through October 31, 2024, second installment due with a service charge of  $\frac{3}{4}$  of 1% payable to Southern Cayuga Central School.

**TAX WARRANT, TOMPKINS COUNTY:** Through October 2, 2024, first installment due with a service charge of 5%. All first payment checks should be made payable to Southern Cayuga Central School. Second installments will be collected by the Tompkins County Division of Finance by March 3, 2025.

**AND BE IT FURTHER RESOLVED THAT:** The delinquent tax penalties shall be as follows.

**CAYUGA COUNTY**

- I. Pay in Full
  - a. through October 2, 2024 No charge
  - b. from October 3 to October 31, 2024 2% penalty charge
  - c. from November 1 to November 15, 2024 3% penalty charge
  
- II. Installments
  - a. first installment by October 2, 2024 First installment due
  - b. second installment by October 31, 2024 Second installment due

**TOMPKINS COUNTY**

- I. Pay in Full
  - a. through October 2, 2024 No charge
  - b. from October 3 to October 31, 2024 with 2% penalty chargeLast day to collect: October 31, 2024
  
- II. Installments
  - a. by October 2, 2024 5% installment fee (*first installment only*)
  - b. by March 3, 2025 No charge
  - c. March 3, 2025, and later 5% plus interest at 1% per month

**SOUTHERN CAYUGA CENTRAL SCHOOL  
BOARD OF EDUCATION MEETING **AGENDA EXHIBITS****

**August 12, 2024**

***High School Library***

**5:00 PM**

1. District-Wide School Safety Plan – Draft
2. Draft Minutes – July 1, 2024 Meeting
3. CSE Recommendations 2023-24 & 2024-25
4. Overnight Field Trip Request – Costa Rica, April 2025

# **Exhibit #1**

# **Southern Cayuga Central School District**

## **District-Wide School Safety Plan**

### **Commissioner's Regulation 155.17**

**Reviewed by SCCS Safety/Wellness Committee**

**Draft July 3, 2024**

To Be Adopted by SCCS Board of Education on 8/26/2024

#### **Introduction**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. School districts are required to develop a District-Wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-Wide plan is responsive to the needs of all programs within the district and is consistent with the more detailed emergency response plans required at the school building level. School districts are at risk of a wide variety of acts of violence, natural and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law. This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies in the school district and its schools.

The Southern Cayuga Central School District continues to support this integral component of the SAVE Legislation through the regular review and updating of its contents. The Superintendent of Schools encourages and advocates this ongoing District-Wide cooperation and support of Project SAVE.

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## SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

### A. Purpose

The Southern Cayuga Central School District-Wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the District Superintendent, the Southern Cayuga Board of Education appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

### B. Identification of School Teams

As referenced in the previous section, the Southern Cayuga Board of Education has appointed a District-Wide School Safety Team consisting of, but not limited to, representatives of the School Board, faculty, administration, school safety personnel and other school personnel. The members of the team and their positions or affiliations are as follows:

	Member’s Name	Position or Affiliation
1	Patrick Jensen	Superintendent of Schools
2	Loretta Van Horn	Assistant Superintendent for Business and Operations
3	Luke Carnicelli	Jr. / Sr. High School Principal
4	Caitlin Wasielweski	Emily Howland Elementary Principal
5	Anne Reynolds	School Nurse
6	Jessica Hurd	School Nurse
7	Mark Johnson	Guidance Counselor
8	Ed Vernon	Assistant Chief Poplar Ridge Fire Department
9	Michele Shaw	Teacher
10	Jake Young	Parent & Ithaca Police Supervisor
11	Jenice Jones	Cook / Manager
12	Jack Mekeel	Safety Coordinator, BOCES
13	TBD	Board of Education Member
14	TBD	Board of Education Member
15	Bill Hasenjager	School Safety Officer
16	Ray Lupo	School Safety Officer
17	Christine Ward	PTO & Parent
18	TBD	Student

### C. Concept of Operations

General protocols reflected in the District-Wide School Safety Plan guide the development and implementation of the Building-Level Emergency Response Plan. The District-Wide Safety Plan sets forth the general procedures and protocols to be adhered to at each school and serve as the standard operating procedures.



In developing the District-Wide plan, key internal and external stakeholders were involved to garner the best local operational knowledge and the best emergency management and safety expertise in creating and revising the plan. The Southern Cayuga CSD is an integral part of the community and, as such, it is important that community stakeholders are involved and understand the role of the school district and its relationship to the safety of the community at large.

In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the Building Emergency Response Team (BERT).

Upon activation of the Building Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified. Efforts may be supplemented by county and state resources through existing protocols.

#### Chief Emergency Officer

Patrick Jensen, Superintendent of Schools, is the Southern Cayuga CSD Chief Emergency Officer. The responsibilities of the Chief Emergency Officer are:

- Coordinating communication between school staff and first responders
- Ensuring understanding of the District-Wide Safety Plan
- Ensuring completion of Building-Level Emergency Response Plan
- Ensuring the amendment of all plans as needed

#### **D. Plan Review and Public Comment**

Pursuant to Commissioner's Regulation, Section 155.17 (e)(3), this plan will be made available for public comment at least 30 days prior to its adoption. The District-Wide plan may be adopted by the Board of Education only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.

The District-Wide School Safety Plan and any amendments will be submitted to the New York State Education Department within 30 days of adoption. In addition, the Building-Level Emergency Response Plan will be sent to the New York State Police and the Cayuga County Sheriff's Department.

This plan will be reviewed periodically during the year and will be maintained by the District-Wide Safety Team. The required annual review will be completed on or before September 1 of each year after its adoption by the Board of Education. A copy of the plan will be available on the district website.

## **SECTION II: RISK REDUCTION/PREVENTION AND INTERVENTION**

### **A. Prevention/Intervention Strategies**

Initiatives that improve the culture and climate in our schools and improve communication at all levels can substantially enhance our ability to truly prevent any negative event from occurring. Prevention would always be preferred over risk reduction. However, not all such events will be prevented despite

our best efforts. Therefore, we must formulate plans to intervene and reduce risk by minimizing the impact of any negative event.

This section will identify specific prevention and risk reduction strategies that have been implemented within the Southern Cayuga CSD. Many of these components serve as both prevention and risk reduction tools.

### Program Initiatives

The Southern Cayuga CSD recognizes the importance of programs and activities that improve the school climate and communication throughout the school community and that encourage the reporting of potentially dangerous, suspicious or violent behavior. Such efforts serve to improve the security, safety and quality of life for all those in the Southern Cayuga CSD school community. The following is a partial list of such current initiatives:

- Assemblies to discuss pertinent issues
- Interventions by teachers, counselors, psychologists, aides, monitors and administrators
- Group setting discussions by psychologist and school counselors
- School rules posted throughout the elementary wing (Emily Howland)
- Elementary Guidance Counselor “Safety Talks”
- Confidential Help with Alcohol and Drugs (C.H.A.D.)
- NYS Troopers Safe Schools Curriculum
- Character Education
- SOS (Sources of Strength) High School

The Southern Cayuga CSD encourages its leadership to develop strategies that support a positive safe learning environment for students, such as community involvement in the schools, mentoring programs or adjusting scheduling to minimize potential for conflicts or altercations.

### Training, Drills and Exercises

- The Southern Cayuga CSD will provide annual multi-hazard school safety training for all staff and students. The components of this training will be consistent across the district while the means of dissemination will likely be varied due to the specific needs of program participants involved. Staff training will be routinely conducted at the beginning of the school year and will be followed by drills that include the entire school population.
- The Southern Cayuga CSD will conduct drills and exercises to test the components of the Building-Level Emergency Response Plan. The use of tabletop exercises to accomplish this task in coordination with local and county emergency response and preparedness officials may be

considered when live drills are impractical or not sufficient to meet training goals. At a minimum, eight evacuation drills (fire drills) and four lockdown drills will be conducted each school year. Two will be conducted during summer school.

- In addition, an annual early dismissal drill will occur, not more than 15 minutes earlier than normal dismissal time. Transportation and communication procedures will be included in the test, and parents and guardians will be notified in writing at least one week prior to such drill.
- The emergency back-up generator and lighting systems are also tested annually and all systems verified functional without electricity.

### Implementation of School Security

- Routine Precautions by all faculty and staff

All staff are expected to immediately report to their building principal any information they have received or observations they have made regarding anything that could possibly impact the safety and security of anyone within the school community.

Note: Staff should always err on the side of safety and share such information each and every time. No detail is too small or inconsequential as individual staff may not be aware of all circumstances surrounding a particular student or concern.

- Limited Access

The Southern Cayuga CSD is tasked with implementing this policy while tailoring it to the specific needs of each building. Generally, this means that exterior doors remain locked until after the end of the school day and then secured in the evening. Entry doors may be open during arrival periods but should be monitored by school personnel. Entry doors are closed at the end of the arrival period.

Once secured for the instructional day, the district utilizes an audio and video monitoring system at their primary entrances to remotely screen and approve visitors prior to actually granting them access into the building.

The district also utilizes a keyless entry/electronic access control system allowing specific access (designated days/times and entrances) to authorized personnel by presenting a programmed proximity identification card to a reading device at those entrances. This system also automatically unlocks and locks specific entrances to accommodate normal arrival, dismissal and after school activity.

- Staff Photo Identification Badges

All Southern Cayuga CSD employees are issued photo identification (proximity) badges that are to be displayed at all times while on school district property to assist visitors, students and staff in identifying employees as well as possible intruders.

## Visitor Policy

The District Visitors to Schools policy will provide the details related to how visitors are handled at each building. Should an unannounced visitor appear at a classroom, office or be observed in the hallways without proper identification (visitor pass or a note from the office), staff may approach and inquire as to a subject's business or contact their school's main office immediately.

- Student Sign-Out Procedures

Schools are diligent in ensuring that only those persons authorized to sign out students are allowed to do so, utilizing the applicable data maintained within the student record database. Staff may also require a photo ID if the requesting party is unknown to them and may contact a parent or guardian for confirmation when deemed appropriate.

- Fire Alarm

A fire detection alarm that is linked to a central monitoring station is in service at all Southern Cayuga CSD facilities. These alarms and fire response procedures are tested regularly consistent with New York State Education Department regulations.

- School Safety Officer

The district employs a School Safety Officer(s) who is/are available on campus during the school day.

### Vital Educational Agency Information

The Southern Cayuga CSD maintains general information about each educational agency located within the district's service area, including information on school population, number of staff, transportation needs and the business and home telephone numbers of key officials of each such educational agency.

### **B. Early Detection of Potentially Violent Behaviors**

The district recognizes the importance of early recognition and intervention into conflicts and potentially violent or threatening behaviors. As such, the district will ensure that appropriate school violence prevention and intervention training will be incorporated into all phases of staff professional development.

Informative materials regarding the early detection of potentially violent behaviors shall be made available to the school community through various means that may include brochures, district-wide newsletters and the district website.

Students, parents and all staff are encouraged to share information regarding any student conflicts, threats or troubling behaviors with the appropriate school administrator so an investigation can commence in a timely fashion if deemed necessary. Staff members must report any physical acts and threats of violence to their supervisor immediately.

This communication may extend beyond Southern Cayuga CSD personnel to include members of the District's Safety Team, Law Enforcement, Mental Health Professionals, etc., when deemed appropriate and within existing legal parameters.

**C. Hazard Identification**

The list of sites of potential emergency includes all school buildings, playground areas, properties adjacent to schools, buses and off-site field trips. The School Safety Team has assessed Southern Cayuga CSD facilities for any unique hazards and has documented them on the Building-Level Emergency Response Plan.

**D. Construction and Capital Project Safety**

Each school under the direction of the Superintendent of Schools and the Head of Building Maintenance as well as the involved construction manager (if applicable) will take steps to ensure the safety and security of the students and staff during periods of construction. This requirement may include conducting background checks on workers, maintaining sufficient and appropriate emergency egress routes and notifying building occupants of any changes.

The District-Level Safety Team, or a subcommittee thereof, will be involved in monitoring safety during construction projects as needed. The Committee may include the Head of Building Maintenance, Superintendent of Schools, architect, construction manager and contractors. The Committee will hold additional meetings as needed to review issues and address complaints related to health and safety resulting from the construction project.

**SECTION III: RESPONSE**

**A. Notification and Activation (Internal and External Communication)**

Incident Commanders are authorized to and will initiate contact with the appropriate law enforcement officials in the event of a violent incident. The district maintains a list of local law enforcement agencies and the designation of the individual who is authorized to contact the law enforcement agencies.

The process for informing educational agencies within a school district of a disaster or an act of violence include the following possible forms of communication: telephone, email, district radio system, NOAA weather radio, district website, intercom or PA system, local media, others as appropriate or necessary.

The system may specify that in the event of an emergency, or impending emergency, the district will notify all principals/designees within the district to take the appropriate action. The district will utilize the School Messenger System to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal. The district might also use local news media or post information on social media or the district website.

## **B. Situational Responses**

### Multi-Hazard Response

In the event of a catastrophic emergency (fire, building collapse, etc.) the evacuation of the building and the preservation of life is the only consideration. It is anticipated that specific procedures outlined in this document, particularly as they relate to notifications, line of authority, etc., may well be violated in cases involving catastrophic emergencies.

There are many variables that could impact the manner in which the Building Emergency Response Team responds to a particular occurrence. These variables could include time of day, weather, age of students, and location of students, anticipated response time of emergency responders, availability of support personnel and availability of transportation. Specific emergency situations are identified and standard response procedures are detailed in the Building-Level Emergency Response Plan; however, given the aforementioned variables, it is impractical to try to map out the specific steps to take for every conceivable scenario. It is more practical to focus on just a few critical decisions that need to be made in every emergency pursuant to our primary goal of preventing injury and loss of life.

The Superintendent of Schools is designated as the person in charge – the Incident Commander – during the initial response to any emergency in the district. The Superintendent of Schools will provide leadership, organize activities and disseminate information with the assistance of the Building Emergency Response Team (BERT) if needed. If the Superintendent of Schools is unavailable, or not on site, the Designated Alternate will act in his/her absence with the same authority and responsibility.

In most instances where this level of school response is warranted, the district will be seeking assistance from outside emergency responders in resolving the situation. As such, the immediate objective is generally to contain and manage the incident until the emergency responders arrive on scene.

Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Article 2-B of the Executive Law, will be activated; this would include contacting 9-1-1, the system for coordinating the delivery of assistance from both the county and local agencies.

The Building-Level Emergency Response Plan includes procedures and actions that will be implemented in the event of the occurrence of a hazardous event. Such plans are not available to the public, nor are they to be included in the District-Level Safety Plan.

### Responses to Acts of Violence: Implied or Direct Threats

The district policies and procedures for responding to implied or direct threats of violence, including suicide, by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plan. The following types of procedure(s) may be used by the district:

- Use of staff trained in de-escalation or other strategies to diffuse the situation.
- Inform principal of implied or direct threat.
- Determine level of threat with Superintendent of Schools/Designee.
- Contact appropriate law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, include the possible use of the Emergency Response Team.

### Acts of Violence

The district policies and procedures for responding to acts of violence by students, teachers, other school personnel and visitors to the school will be included in the Building-Level Emergency Response Plan. The following types of procedure(s) may be used by the district:

- Determine level of threat with Superintendent of Schools/Designee.
- If the situation warrants, isolate the immediate area and evacuate if appropriate.
- Inform principal.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor situation; adjust response as appropriate; if necessary, initiate early dismissal, sheltering or evacuation procedures.

### Response Protocols

The district selection of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage takings, intrusions and kidnappings will be included in the Building-Level Emergency Response Plan. The following possible protocols are provided as examples:

- Identification of decision-makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

### Arrangements for Obtaining Emergency Assistance from Local Government

Arrangements for obtaining assistance during emergencies from emergency services organizations and local government agencies include contacting 9-1-1 immediately. Additional support can be obtained by contacting the Cayuga County Sheriff's Department, NY State Police, Poplar Ridge Fire Department, and the Cayuga County Emergency Management Office.

### District Resources Available for Use in an Emergency

District resources which may be available during an emergency include all of the district's vans, trucks, heavy equipment and other vehicles. The district can also contact the Town of Venice Highway Department or the Cayuga County Highway Department to request additional heavy equipment and other resources.

## Procedures to Coordinate the Use of School District Resources and Manpower during Emergencies

The Southern Cayuga CSD will use the Incident Command System to coordinate the use of school district resources and manpower during emergencies.

### Protective Action Options

Plans for taking the following actions in response to an emergency where appropriate will be included in the Building-Level Emergency Response Plan: school cancellation, early dismissal, evacuation and sheltering.

## **SECTION IV: RECOVERY**

### **A. District Support for Buildings**

After an incident, the District Crisis Plan will be initiated by the appropriate level emergency response team. Necessary resources will be deployed to support the Emergency Response Team and the Post-Incident Response Team.

### **B. Disaster Mental Health Services**

Mental health services needed will be addressed by the appropriate emergency response team using the District Crisis Plan.



# **Exhibit #2**

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - DRAFT

July 1, 2024

High School Library

5:00 pm

1.0 Call to Order at 5:02 PM Superintendent Patrick Jensen as Temporary Chairperson, called the meeting to order.

2.0 Pledge of Allegiance Superintendent Jensen led the pledge.

**Board members present:** Dave Harvatine, Robb Jetty, Janet Lehman, Rachel McCarthy, Timothy Pallokat, Heather Rejman

**Board members absent:** None

**Board member arriving late:** Matthew Bennett at 5:16 pm

**Administrators present:** Patrick Jensen, Loretta Van Horn, Luke Carnicelli, Caitlin Wasielewski

**Others present:** Julia Dunsmoor, Marcy Hand, Lori Knopp

Oath of Office to Newly Elected & Re-elected Board of Education Members: District Clerk Marcy Hand administered the oath of office to David Harvatine and Robert H. Jetty II

3.0 Approval of the Amended Agenda

Robb Jetty made a motion to remove section 3.0, item 5 (Board of Education Committees/Board of Education Committee Participation), and section 4.0, Group H Appointments for the 2024/2025 Fiscal Year (Board of Education Committees/Board of Education Committee Participation), from this agenda and make it the first item under old business for the next Board of Education meeting.

Superintendent Jensen asked the Board of Education to add an executive session after section 10 to discuss the employment history of particular persons and matters leading to the employment of particular persons who have applied to fill positions needed within the District.

Motion made by Robb Jetty, seconded by Tim Pallokat.

Motion carried: Yes – 6 No – 0

On a motion by Rachel McCarthy, seconded by Dave Harvatine, the amended agenda was approved.

Motion carried: Yes – 6 No – 0

Election of President of Board of Education

On a motion by Janet Lehman, seconded by Dave Harvatine, Rachel McCarthy was nominated for the Office of President of the Board of Education.

Motion carried: Yes – 6 No – 0

Oath of Office to President: District Clerk Marcy Hand administered the oath of office to President Rachel McCarthy.

President Rachel McCarthy then led the remainder of the meeting.

Election of Vice President of Board of Education

On a motion by Heather Rejman, seconded by Robb Jetty, Tim Pallokat was nominated for the Office of Vice President of the Board of Education.

On a motion by Rachel McCarthy, seconded by Heather Rejman, Dave Harvatine was also nominated for the Office of Vice President of the Board of Education.

Robb Jetty asked each Vice President nominee to speak regarding why they're interested and what they each can do.

Vote Results for Tim Pallokat for the Office of Vice President of the Board of Education:

Yes – 4 (Robb Jetty, Janet Lehman, Tim Pallokat, Heather Rejman)

No – 2 (Dave Harvatine, Rachel McCarthy)

Vote Results for Dave Harvatine for the Office of Vice President of the Board of Education:

Yes – 1 (Rachel McCarthy)

No – 4 (Robb Jetty, Janet Lehman, Tim Pallokat, Heather Rejman)

Abstain – 1 (Dave Harvatine)

Motion did not carry.

Oath of Office to Vice-President; District Clerk Marcy Hand administered the oath of office to Vice-President Tim Pallokat.

Matthew Bennett joined the meeting at 5:16 pm

4.0 New Business/Action Items; Consent Agenda

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 4.0 A through O, minus H, for the 2024/25 fiscal year.

Motion made by Matt Bennett, seconded by Robb Jetty

Motion carried: Yes – 7 No – 0

A. Group (A) Appointments for the 2024/2025 Fiscal Year

A.1	District Clerk; Marcy Hand @ \$5,875
A.2	Alternate District Clerk; Loretta Van Horn
A.3	District Treasurer; Jodi Baker
A.4	Deputy Treasurer; Loretta Van Horn
A.5	Claims Auditor; Laurel Kachnycz
A.6	Independent External Auditor; Bonadio & Co.; \$30,900

B. Group (B) Appointments for the 2024/2025 Fiscal Year

B.1	School Attorney; Ferrara Fiorenza PC @ \$235 per hour plus expenses
B.2	School Physician; Community Medical Center; \$16,600
B.3	Bond Counsel; Orrick, Herrington & Sutcliffe LLP

C. Group (C) Appointments for the 2024/2025 Fiscal Year

C.1	Central Treasurer for Student Extra-Classroom Activities Fund; Jodi Baker
C.2	Chief Advisors to Student Co-Curricular Activities; Luke Carnicelli & Caitlin Wasielewski
C.3	Purchasing Agent; Loretta Van Horn
C.4	Deputy Purchasing Agent; Patrick Jensen
C.5	Payroll Certification Officer; Loretta Van Horn
C.6	Records Access Officer for Freedom of Information (FOIL) Requests; Loretta Van Horn
C.7	Records Appeal Officer; Patrick Jensen
C.8	Records Management Officer; Loretta Van Horn
C.9	Representative to Board of Directors, Cayuga-Onondaga Area School Employees' Healthcare Plan; Loretta Van Horn
C.10	Medicaid Billing Compliance Officer; Loretta Van Horn
C.11	Supervisors of Attendance: Luke Carnicelli & Caitlin Wasielewski

D. Group (D) Appointments for the 2024/2025 Fiscal Year

D.1	Residency Designee; Loretta Van Horn
D.2	District Tax Collector; Laurel Kachnycz @ \$5,213

E. Group (E) Appointments for the 2024/2025 Fiscal Year

E.1	Petty Cash Custodian, Caitlin Wasielewski, Elementary School, \$75
E.2	Petty Cash Custodian, Luke Carnicelli, High School, \$75
E.3	Petty Cash Custodian, Marcy Hand, Superintendent's Office, \$75
E.4	Petty Cash Custodian, Jenice Jones, Cafeteria, \$75
E.5	Petty Cash Custodian, Laurel Kachnycz, Tax Collector, \$250 from September 1 to November 30

F. Group (F) Appointments for the 2024/2025 Fiscal Year

F.1	Committee on Special Education; <i>attached page 12</i>
F.2	Sub-Committee on Special Education; <i>attached page 12</i>
F.3	Committee on Preschool Special Education; <i>attached page 12</i>
F.4	Impartial Hearing Officers; The Board of Education President and/or Vice President is authorized to appoint Hearing Officer(s) for special education hearing(s) in regard to pending request(s) for a hearing, from the approved listing of Hearing Officers on the NYSED website, subject to ratification by the Board of Education at its next meeting

G. Group (G) Appointments for the 2024/2025 Fiscal Year

G.1	Title IX Compliance Officer; Loretta Van Horn for Personnel; Patrick Jensen for Students
G.2	Section 504 Compliance Officer; Lindsay Herrling
G.3	Title VI Civil Rights Compliance Officer; Loretta Van Horn
G.4	McKinney Vento Liaison (Homeless Coordinator); Lindsay Herrling
G.5	School Lunch Program Officer; Loretta Van Horn
G.6	School Lunch Program Appeal Officer; Patrick Jensen
G.7	ADA Compliance Officer; Loretta Van Horn
G.8	Asbestos Compliance Officer; Harold Van Horn

G.9	Spill Prevention Officer; Harold Van Horn
G.10	Workplace Violence Compliance Officers; Loretta Van Horn; Patrick Jensen
G.11	Social Services/Foster Care Point of Contact; Lindsay Herrling

I. Group (I) Designations for the 2024/2025 Fiscal Year

I.1	Official Depositories of Funds; Cayuga Lake National Bank (CD, Savings, Multi Fund Checking, Capital Checking, Federal Checking, Student Activities Checking)
I.2	Official Depositories of Funds; NYLAF (Investments, Savings)
I.3	Official Newspapers; The Auburn <i>Citizen</i>
I.4	Official Newspapers; The Syracuse <i>Post Standard</i>
I.5	Official Check Signers/District Signatories; District Treasurer; Jodi Baker
I.6	Official Check Signers/District Signatories; Board of Education Vice President
I.7	Official Check Signers/District Signatories; Deputy Treasurer; Loretta Van Horn

J. Group (J) Designations for the 2024/2025 Fiscal Year

J.1	Members to Sherwood Scholarship Committee; Luke Carnicelli
J.2	Members to Sherwood Scholarship Committee; Board of Education Vice President
J.3	Members to Sherwood Scholarship Committee; Sharon Culver
J.4	Members to Koon Scholarship Committee; Kim Bergen (secretary)
J.5	Members to Koon Scholarship Committee; Judith Miladin
J.6	Members to Koon Scholarship Committee; Paula Schmitt
J.7	Members to Koon Scholarship Committee; Patrick Jensen, Superintendent

K. Approvals for the 2024/2025 Fiscal Year

K.1	Substitute Pay Rates; <i>attached page 13</i>
K.2	Starting Pay Rates; per contracts
K.3	Organizational Memberships; Cayuga-Onondaga School Boards Association, \$TBD
K.4	Organizational Memberships; Central New York School Boards Association, \$TBD
K.5	Organizational Memberships; Rural School Boards Association, \$850

L. Approvals for the Superintendent or Designee for the 2024/2025 Fiscal Year

L.1	Certify NYS Teachers' Retirement Reports
L.2	Apply for Grants in Aid
L.3	Approve Conference Requests & Leaves in accordance with Board of Education Policy and expenses as allowed
L.4	Sign Requests to Participate in Group Bidding with Cooperating School Districts and BOCES; <i>attached pages 14 and 15</i>
L.5	Authorize Budget Transfers within Legal Limits, up to \$20,000
L.6	Execute BOCES and Cooperative Service Contracts
L.7	Employ Temporary, Part-Time, per Diem or Substitute Personnel
L.8	Temporarily Fill Vacant Positions Pending Consideration and Appointment by the Board of Education

L.9	Require Employees to be Examined by a Physician as Designated, in Accordance with Section 913 of NYS Education Law
L.10	Receive Court Notification Regarding a Student's Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings
L.11	Grant the Use of Buildings and Grounds Pursuant to Board of Education Policy and Bylaws
L.12	Certify NYS Employees' Retirement Reports
L.13	Borrow Maximum Allowable Amounts by Law on Tax Anticipation Notes and Revenue Anticipation Notes
L.14	Grant District Participation in the Cooperative Bidding Process with the Cayuga-Onondaga and Onondaga-Cortland-Madison BOCES; <i>attached pages 14 and 15</i>
L.15	Approval for the District Treasurer to Invest Revenue Funds with the Approval of the Superintendent
L.16	Approval for the Clerk of the Board of Education, Superintendent and/or Board of Education President to Sign Legal Documents and Contracts on Behalf of the Board
L.17	Approval for the Business Official and Clerk of the Board to Open all Bids
L.18	Approval of Mileage Rate at IRS rate at \$0.67 per mile
L.19	Approval of the Establishment of the Cost of Copying Documents for the Public at \$0.25 per page
L.20	Approval for minimum hourly wage to agree with New York State law
L.21	Approval of 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

M. Change Orders; authorize the Superintendent to approve change orders for various projects, up to and including \$10,000 each; changes over \$10,000 will be brought to the Board Facilities Committee for approval.

N. Standard Workday and Reporting Resolution; Be it resolved that the Southern Cayuga CSD Board of Education hereby establishes the following as a standard workday for elected and appointed officials and will report the following days worked to the NYS and Local Employees' Retirement System based on the timekeeping system records or the record of activities maintained and submitted by these officials to the clerk of this body for the ensuing year ending June 30, 2025

N.1	District Treasurer, Jodi Baker; 8 hours
N.2	Secretary to the Superintendent/District Clerk/Confidential Secretary to the Director of Special Education and Student Services, Marcy Hand; 8 hours
N.3	Head Bus Driver, Matt Krebs; 8 hours

O. Re-adoption of all Policies, Regulations, Code of Ethics and Board of Education ground rules in effect during the previous year

**PART II**  
**Board of Education Meeting Agenda**

Calendar/Dates to Remember

*Regular Board of Education Meeting* – Monday, August 12, 2024 at 5:00 pm  
*Regular Board of Education Meeting* – Monday, August 26, 2024 at 5:00 pm

5.0 Questions from the audience regarding agenda items – none

6.0 New Business/Action Items; Consent Agenda

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 6.0 A through F.

On a motion by Matt Bennett, seconded by Dave Harvatine

There was Board of Education discussion regarding the food service program.

Robb Jetty made a motion to vote on section 6.0 now, motion seconded by Matt Bennett.  
Motion carried: Yes – 7 No – 0

Section 6.0 A through F - Motion carried: Yes – 7 No – 0

A. Minutes; Board of Education meeting June 24, 2024

B. CSE Recommendations; 2023/2024 & 2024/2025

C. Resolution authorizing the Superintendent or Designee to submit the Certification Form for Exemption from the Internal Auditor Requirement, per Subdivision 2 of Section 2116-b of the Education Law, for the 2024/25 school year, because we meet the criteria for the exemption with an enrollment of less than 1,500 students in the 2023/24 school year.

D. Donation; athletic supplies, from Wells College, value of \$250.00 or less.

E. Create Position; Cook Manager Trainee position, for future use.

F. Therapy Contract; contract between Southern Cayuga Central School District and Affinity Rehabilitation of Hunt Valley, MD, from July 1, 2024, to June 30, 2029.

7.0 Personnel/Consent Items; Consent Agenda

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the personnel items listed in section 7.0 A through K, for the 2024/25 school year or for the term as indicated.

Motion made by Tim Pallokat, seconded by Dave Harvatine

Motion carried: Yes – 6 No – 1 (Janet Lehman)

A. Resignations

A.1	<b>Yasmine Smith</b> ; Swim Timer/Announcer, effective July 1, 2024
A.2	<b>Jodi Baker</b> ; Senior Typist, to accept another position with the district, effective June 30, 2024

B. Appointments

B.1	<b>Joel Lee</b> ; Substitute Teacher 7-12, certified and Substitute Teaching Assistant 7-12: effective September 1, 2024
B.2	<b>Jessica Stowell</b> ; Cook Manager Trainee, \$17.50 per hour, effective 8/1/24
B.3	<b>Samantha Tratt*</b> , <u>Special Education Teacher</u> , with New York State Initial Certification in Students with Disabilities (grades 1-6) – four (4) year probationary appointment in the Special Education Tenure Area, effective September 1, 2024 through August 31, 2028, compensation at the annual level of Step 4; \$56,905.00** <i>*The expiration dates of the 4-year probationary appointments are tentative and conditional only. Except to the extent required by the applicable provisions of Section 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3014-c and/or 3014-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period, the teacher shall not be eligible for tenure at that time.</i> <i>**SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year.</i>
B.4	<b>Tim Amory</b> ; 6 <sup>th</sup> Teaching Section, \$7,415.80* stipend, per contract <i>*SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year.</i>
B.5	<b>Marie Lakie</b> ; 6 <sup>th</sup> Teaching Section, \$5,968.50* stipend, per contract <i>*SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year.</i>
B.6	<b>Halee Wasson</b> ; 6 <sup>th</sup> Teaching Section, \$5,895.60* stipend, per contract <i>*SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year.</i>

C. Changes in Employment Status

C.1	<b>Dave Barnes</b> , Transportation Supervisor, permanent appointment at conclusion of his probationary period.
C.2	<b>Jodi Baker</b> , School District Treasurer, Central Treasurer for Student Extra-Classroom Activities Fund, probationary appointment effective July 1, 2024

E. IDEA Grant Summer Work 2024

E.1	<b>Amy Bastian</b>	Special Education Transition Meetings	\$250
E.2	<b>Leslie Blumer</b>	Special Education Transition Meetings	\$250
E.3	<b>Alexis Crawford</b>	Special Education Transition Meetings	\$250
E.4	<b>Dawn Morath</b>	Special Education Transition Meetings	\$250
E.5	<b>Lindsay Osborne</b>	Special Education Transition Meetings	\$250
E.6	<b>Breanna Soutar</b>	Special Education Transition Meetings	\$250
E.7	<b>Samantha Tratt</b>	Special Education Transition Meetings	\$250
E.8	<b>Steve Wasileski</b>	Special Education Transition Meetings	\$250
E.9	<b>Leslie Blumer</b>	Special Education Elementary Scheduling	\$100
E.10	<b>Alexis Crawford</b>	Special Education Elementary Scheduling	\$100
E.11	<b>Dawn Morath</b>	Special Education Elementary Scheduling	\$100
E.12	<b>Samantha Tratt</b>	Special Education Elementary Scheduling	\$100



E.13	<b>Leslie Blumer</b>	Prioritized Curriculum for ELA (CKLA & Superkids) and Eureka Math	\$1,000
E.14	<b>Alexis Crawford</b>	Prioritized Curriculum for ELA (CKLA & Superkids) and Eureka Math	\$1,000
E.15	<b>Dawn Morath</b>	Prioritized Curriculum for ELA (CKLA & Superkids) and Eureka Math	\$1,000
E.16	<b>Samantha Tratt</b>	Prioritized Curriculum for ELA (CKLA & Superkids) and Eureka Math	\$1,000
E.17	<b>Mark Johnson</b>	Restorative Practices	\$250
E.18	<b>Lindsay Osborne</b>	Restorative Practices	\$250
E.19	<b>Alexis Crawford</b>	CSE Meeting	\$100
E.20	<b>Angela Simmons</b>	CSE Meeting	\$50
E.21	<b>Samantha Tratt</b>	CSE Meeting	\$100
E.22	<b>Elishia Hoatland</b>	Administrative Internship	\$3,000
E.23	<b>Lindsay Osborne</b>	Special Education Evaluations	\$3,150

F. Co-Curricular Appointments 2024-2025

F.1	<b>Danielle Collier</b>	Lifeguard	\$ per contract
F.2	<b>Arianna Davis</b>	Lifeguard	\$ per contract
F.3	<b>Daniel Davis</b>	Lifeguard	\$ per contract
F.4	<b>Ian Gentry</b>	Lifeguard	\$ per contract
F.5	<b>Jacob Gentry</b>	Lifeguard	\$ per contract
F.6	<b>Leif Gunderson</b>	Lifeguard	\$ per contract
F.7	<b>David Hayden</b>	Lifeguard	\$ per contract
F.8	<b>Greg Otis</b>	Lifeguard	\$ per contract
F.9	<b>Alex Overhiser</b>	Lifeguard	\$ per contract
F.10	<b>Lilianna VanDeWater</b>	Lifeguard	\$ per contract
F.11	<b>Abigail White</b>	Lifeguard	\$ per contract
F.12	<b>Caitlin Wasielewski</b>	Lifeguard	\$ per contract
F.13	<b>Colton Gregg</b>	Athletic Coordinator	\$12,500
F.14	<b>Heather Snyder</b>	Planetarium Operator/Presenter	\$3,784

G. Fall Sports Appointments 2024-2025

G.1	<b>Heather Rejman</b>	Girls Varsity Swim Coach	Volunteer
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H. Summer Curriculum Work 2024-2025

H.1	<b>Janice Metcalf</b>	Environmental Survey	\$350
H.2	<b>Michelle Robin</b>	Environmental Survey	\$350
H.3	<b>Tammy Perkins</b>	Math Curriculum Mapping	\$350

I. Summer 2024 Basketball Camp

I.1	<b>Ryan Vanacore</b>	Coach	\$325
I.2	<b>Leif Gunderson</b>	Lifeguard	\$50
I.3	<b>Lilianna VanDeWater</b>	Lifeguard	\$50

J. Substitutes 2024-2025

J.1	<b>Katie Deming Addy</b>	Substitute School Bus Attendant
J.2	<b>Dallas Dockstader</b>	Substitute School Bus Attendant
J.3	<b>Sharon Roof</b>	Substitute School Bus Attendant
J.4	<b>Sharon Rao</b>	Substitute School Bus Attendant
J.5	<b>Nancy Shaw</b>	Substitute School Bus Attendant
J.6	<b>Nancy West</b>	Substitute School Bus Attendant
J.7	<b>Diane Banner</b>	Substitute School Bus Driver
J.8	<b>John DeAngelo</b>	Substitute School Bus Driver
J.9	<b>Rich Littlejohn</b>	Substitute School Bus Driver
J.10	<b>Laurie Minde</b>	Substitute School Bus Driver
J.11	<b>Milton Moon</b>	Substitute School Bus Driver
J.12	<b>Jonathan Mosher</b>	Substitute School Bus Driver
J.13	<b>Bruce Stotts</b>	Substitute School Bus Driver
J.14	<b>Daryl Thaler</b>	Substitute School Bus Driver
J.15	<b>Harold Van Horn</b>	Substitute School Bus Driver
J.16	<b>Steve Farkas</b>	Substitute Groundskeeper
J.17	<b>Julia Lampman</b>	Substitute Cleaner
J.18	<b>Bruce Stotts</b>	Summer Laborer
J.19	<b>Dennis Kachnycz</b>	Substitute Senior Custodian, \$22.06 per hour
J.20	<b>Jean Hildreth</b>	Substitute Custodian, \$18.92 per hour
J.21	<b>Beverly Buisch</b>	Substitute Treasurer, \$38 per hour

K. Salary Adjustment; 2024-2025, Caitlin Wasielewski, \$98,722.45.

8.0 Business Office Reports/Informational Items – No report.

9.0 Superintendent’s Report/Informational Items – Superintendent Jensen spoke to the Board of Education regarding a community request to convert tennis courts into Pickleball courts. There was discussion.

Tim Pallokat made a motion to paint Pickleball lines on one tennis court only for 2024-2025, seconded by Matt Bennett

Motion carried: Yes – 4 No – 2 (Janet Lehman, Rachel McCarthy) Abstain – 1 (Dave Harvatine)

Superintendent Jensen spoke to the Board of Education regarding solar & wind tax exemptions. There was discussion.

Robb Jetty made a motion to adopt Resolution to Opt Out of Exemption Under Section 487 of Real Property Law, seconded by Tim Pallokat

**RESOLUTION OPTING OUT OF EXEMPTION  
UNDER SECTION 487 OF REAL PROPERTY TAX LAW**

**WHEREAS**, Section 487 of the Real Property Tax Law provides a tax exemption for real property which includes certain solar and wind energy systems, farm waste energy systems, and other alternate energy systems: and

**WHEREAS**, Section 487(8) of the Real Property Tax Law provides authorizes school districts to opt out of this exemption: and

**WHEREAS**, the Board of Education of the Southern Cayuga School District has determined that it would be in the best interest of the District to opt out of this exemption.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Southern Cayuga School District with respect to any solar or wind energy system or farm waste energy system constructed subsequent to the effective date of this Resolution.
2. No tax exemption made available by Section 487 of the Real Property Tax Law shall be applicable within the jurisdiction of the Southern Cayuga School District with respect to any micro-hydroelectric energy system, fuel cell electric generating system, micro-combined heat and power generating equipment system, or electric energy storage equipment or electric energy storage system constructed subsequent to the effective date of the Resolution.
3. The Superintendent of Schools is authorized to take any other necessary and proper action to implement this Resolution.
4. This Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to a vote which resulted as follows:

Motion carried: Yes – 6 Abstain – 1 (Heather Rejman)

The Resolution was thereupon declared adopted.

10.0 Board of Education/Committees

A. Agriculture Advisory Board – Dave Harvatine – No report.

B. Board of Education Committees – No reports.

11.0 Visitor Recognition; Residents Wishing to Address the Board – None

Robb Jetty left the meeting at 6:07 pm

12.0 Proposed Executive Session

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education entered executive session at 6:08 pm to discuss the employment history of particular persons and matters leading to the employment of particular persons who have applied to fill positions needed within the District.

Motion carried: Yes – 6 No – 0

13.0 Return to Open Session

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education returned to open session at 6:32 pm.

Motion carried: Yes – 6 No – 0

Heather Rejman made a motion to amend the agenda to add an addendum, seconded by Tim Pallokat.

Motion carried: Yes – 6 No – 0

**ADDENDUM**

7.0 Personnel

L. Long Term Substitute Teacher: **Larissa Furness**, long term Elementary Substitute Teacher, effective September 1, 2024 through January 31, 2025; Step 2 + 30M; \$58,120\*, pro-rated; with professional certification in Childhood Education 1-6. *\*SCTA contract not finalized for the 2024-2025 fiscal year, salary adjustment pending finalization of SCTA contract negotiations for the 2024-2025 fiscal year.*

Motion made by Matt Bennett, seconded by Heather Rejman

Motion carried: Yes – 6 No – 0

M. **Lindsay Herrling**, Administrator Mentoring Stipend for 2024-2025, \$5,000.

Motion made by Dave Harvatine, seconded by Matt Bennett

Motion carried: Yes – 6 No – 0

14.0 Adjournment

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education meeting adjourned at 6:34 pm.

Motion carried: Yes – 6 No – 0

Respectfully submitted,  
*Marcy Hand*, District Clerk

TO: Patrick Jensen, Superintendent  
From: Lindsay Herrling, Director of Special Education and Student Services  
Date: June 24, 2024

It is my recommendation that the following members of the Committee on Special Education, Subcommittee on Special Education and Committee on Preschool Special Education be appointed by the Board of Education for the 2024/2025 school year:

**COMMITTEE ON SPECIAL EDUCATION**

Director of Special Education/District Representative: Lindsay Herrling  
District Representative Alternate: Lindsay Osborne  
School Psychologist: Lindsay Osborne  
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: (as requested) Kia Larsen and Janelle Miller  
Other Members:  
School District Physician – as requested  
Speech Pathologist- when appropriate  
Occupational & Physical Therapist- when appropriate  
School Counselor– when appropriate  
BOCES Representative – when appropriate

**SUB-COMMITTEE ON SPECIAL EDUCATION**

Director of Special Education/District Representative: Lindsay Herrling  
District Representative Alternates: Lindsay Osborne  
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  
Related Service Providers: when appropriate

**COMMITTEE ON PRESCHOOL SPECIAL EDUCATION**

Direct of Special Education/District Representative: Lindsay Herrling  
District Representative Alternates: Lindsay Osborne  
Parent Members: (as requested) Kia Larsen and Janelle Miller  
County Representative: Designee of County; Meghan Sedorus  
Teacher Representative: Special Education Teacher or Service Provider  
Related Service Providers: when appropriate  
Child's Parents/Guardians  
Evaluation Team Representative: for new referrals only, representative from evaluating agency  
Early Intervention Team Representative: Specific to each child, when appropriate

<b>SCCS Substitute Minimum Starting Rates School Year 2024/2025</b>
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	<b>2024-2025</b>
<b>POSITION</b>	<b>July - June</b>
Bus Attendant	\$15.50
Bus Driver	\$24.76
Cleaner	\$15.50
Food Service Helper	\$15.50
Food Service Helper/Monitor	\$15.50
Grounds	\$15.50
Head Lifeguard	\$20.60
Lifeguard	\$15.50
Recreation Aide	\$15.50
Registered Professional Nurse	\$23.50
School Monitor	\$15.50
Seasonal Laborer	\$15.50
Senior Typist	\$15.50
Student Helper	\$15.50
Teacher, certified	\$146.00
Teacher, uncertified	\$135.00
Teacher Aide	\$15.50
Teaching Assistant	\$113.00

**RESOLUTION**

**PARTICIPATION IN COOPERATIVE BIDS WITH CAYUGA-ONONDAGA BOCES**

**RESOLVED:** WHEREAS, it is the plan of the Board of Cooperative Educational Services of Cayuga and Onondaga Counties to bid various commodities and/or services for the 2024/2025 school year solely of itself and/or in cooperation with other Boards of Cooperative Education of the State of New York and

WHEREAS, The Board of Education of the Southern Cayuga Central School District of New York State is desirous of participating with the Board of Cooperative Educational Services of Cayuga and Onondaga Counties in the joint bid of various commodities and/or services as authorized by General Municipal Law, Section 119-00 and

WHEREAS, The Board of Education of the Southern Cayuga Central School District of New York has appointed the Board of Cooperative Educational Services of Cayuga and Onondaga Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Southern Cayuga Central School District of New York State and making recommendations thereon; therefore,

**BE IT RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State and the Board of Cooperative Educational Services of Cayuga and Onondaga Counties hereby accepts the appointment of the Board of Cooperative Educational Services of Cayuga and Onondaga Counties to represent it in all matters related above, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Cayuga and Onondaga Counties to represent it in all matters regarding the entering into contracts for the purchase of various commodities and/or services, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding, and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State agrees (1) to abide by the decision of the Board of Cooperative Educational Services of Cayuga and Onondaga Counties in quality standards; (2) the district agrees to either accept or reject all bids, that unless all bids are rejected, it will award contracts according to recommendation of the Board of Cooperative Educational Services of Cayuga and Onondaga Counties; and (3) that after award of contract(s) it will conduct all negotiations directly with all successful bidder(s).

**RESOLUTION**

**PARTICIPATION IN COOPERATIVE BIDS WITH ONONDAGA-CORTLAND-MADISON (OCM) BOCES**

**RESOLVED:** WHEREAS, it is the plan of the OCM Board of Cooperative Educational Services to bid various commodities and/or services for the 2024/2025 school year solely of itself and/or in cooperation with other Boards of Cooperative Education of the State of New York and

WHEREAS, The Board of Education of the Southern Cayuga Central School District of New York State is desirous of participating with the OCM Board of Cooperative Educational Services in the joint bid of various commodities and/or services as authorized by General Municipal Law, Section 119-00 and

WHEREAS, The Board of Education of the Southern Cayuga Central School District of New York has appointed the OCM Board of Cooperative Educational Services as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Southern Cayuga Central School District of New York State and making recommendations thereon; therefore,

**BE IT RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State and the OCM Board of Cooperative Educational Services hereby accepts the appointment of the OCM Board of Cooperative Educational Services to represent it in all matters related above, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services to represent it in all matters regarding the entering into contracts for the purchase of various commodities and/or services, and

**BE IT FURTHER RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding, and

**NOW, THEREFORE, BE IT RESOLVED,** that the Board of Education of the Southern Cayuga Central School District of New York State agrees (1) to abide by the decision of the OCM Board of Cooperative Educational Services in quality standards; (2) the district agrees to either accept or reject all bids, that unless all bids are rejected, it will award contracts according to recommendation of the OCM Board of Cooperative Educational Services; and (3) that after award of contract(s) it will conduct all negotiations directly with all successful bidder(s).



# **Exhibit #3**

**Southern Cayuga Central School  
Committee Meeting Recommendations for Board of Education**

**Student:** 'Board of Education Copy'

**Grade:**

**Meeting Date** 02/05/2024     **BOE Date** 08/12/2024     **Committee / Reason** Committee on Special Education / Initial Eligibility Determination Meeting     **Decision** Exited

**Student:** 'Board of Education Copy'

**Grade:**

**Meeting Date** 05/16/2024     **BOE Date** 08/12/2024     **Committee / Reason** Subcommittee on Special Education / Annual Review     **Decision** Exited

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room	

**Student:** 'Board of Education Copy'

**Grade:**

**Meeting Date** 03/18/2024     **BOE Date** 08/12/2024     **Committee / Reason** Committee on Special Education / Annual Review     **Decision** Exited

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Special Class - Language Arts	09/06/2023	06/27/2024	8:1+1	1	Daily	40min.	BOCES Classroom	
Special Class - Math	09/06/2023	06/27/2024	8:1+1	1	Daily	40min.	BOCES Classroom	
Special Class - Social Studies	09/06/2023	06/27/2024	8:1+1	1	Daily	40min.	BOCES Classroom	
Special Class	09/06/2023	06/27/2024	8:1+1	1	Every Other Day	40min.	BOCES Classroom	
Consultant Teacher Services (Trades Exploration AM)	09/06/2023	06/27/2024	Direct	1	Weekly	1hr.	BOCES Campus	
Counseling	09/06/2023	06/27/2024	Small Group	1	Weekly	40min.	BOCES Classroom	
Counseling	09/06/2023	06/27/2024	Individual	1	Weekly	40min.	Therapy Room	
Teacher Aide	09/06/2023	06/27/2024		Daily	Daily	During General Ed Classes	General Education Settings; Science Class, Electives, PE, Lunch	
Information on Disability and Implications for Instruction	09/06/2023	06/27/2024		1	Yearly	.5 hour	School Nurse's Office	

**Student:** 'Board of Education Copy'

**Grade:**

**Meeting Date** 03/30/2023     **BOE Date** 08/12/2024     **Committee / Reason** Subcommittee on Special Education / Annual Review     **Decision** Exited

**Student:** 'Board of Education Copy

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
05/20/2024	08/12/2024	Committee on Special Education / Annual Review	09/06/2023	06/27/2024	8:1-1	1	Daily	2hr. 30min.	BOCES Campus	
			09/06/2023	06/27/2024	Direct	1	Weekly	1hr.	BOCES Campus	
			09/06/2023	06/27/2024	Individual	1	Weekly	30min.	Counselor's Office	
			09/06/2023	06/27/2024	Small Group	1	Weekly	30min.	Classroom	
			09/06/2023	06/27/2024		1	Monthly	15 minutes	Classroom	

**Grade:**

**Student:** 'Board of Education Copy

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
05/22/2024	08/12/2024	Committee on Special Education / Annual Review	09/06/2023	06/27/2024	12:1-1	1	Daily	40min.	BOCES Classroom	
			09/06/2023	06/27/2024	12:1-1	1	Daily	40min.	BOCES Classroom	
			09/06/2023	06/27/2024	12:1-1	1	Weekly	1hr. 30min.	Physical Education Class	
			09/06/2023	06/27/2024	12:1-1	1	Daily	40min.	BOCES Classroom	
			09/06/2023	06/27/2024	Individual	1	Weekly	30min.	Counselor's Office	
			09/06/2023	06/27/2024	Individual	1	Weekly	30min.	Therapy Room	
			09/06/2023	06/27/2024	Individual	2	Weekly	30min.	Therapy Room	
			07/10/2023	08/18/2023	Individual	1	Weekly	30min.	Therapy Room	
			07/10/2023	08/18/2023	Individual	1	Weekly	30min.	Therapy Room	
			09/06/2023	06/27/2024		1	Yearly	.5 hour	Classroom / School Building	

**Grade:**

**Student:** 'Board of Education Copy

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
05/16/2024	08/12/2024	Subcommittee on Special Education / Annual Review	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room	

**Grade:**

**Student:** 'Board of Education Copy

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>

**Grade:**

05/31/2024 08/12/2024 Committee on Special Education / Declassified Support  
 Reevaluation/Annual Review Services

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room	

**Student:** Board of Education Copy **Grade:**

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
05/16/2024	08/12/2024	Subcommittee on Special Education / Annual Review	Exited

<u>Recommended Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Frequency</u>	<u>Period</u>	<u>Duration</u>	<u>Location</u>	<u>Service Delivery Recommendations</u>
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room	

**Southern Cayuga Central School  
Committee Meeting Recommendations for Board of Education**

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>		
<b>Meeting Date</b> 08/02/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Special Education / Initial Eligibility Determination Meeting
		<b>Decision</b> Classified No Services

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>		
<b>Meeting Date</b> 07/17/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Special Education / Initial Eligibility Determination Meeting
		<b>Decision</b> Classified PP NR Within District No Services

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>		
<b>Meeting Date</b> 04/15/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Special Education / Transfer Student - Agreement No Meeting
		<b>Decision</b> Classified
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>
<b>Frequency</b>	<b>Ratio</b>	<b>Period</b>
<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>
Special Class	09/03/2024	06/26/2025
1	12:1-3:1	Daily
Special Class	07/08/2024	08/16/2024
1	12:1+4	Daily
Speech/Language Therapy	09/03/2024	06/26/2025
1	Individual	Monthly
Aide	09/03/2024	06/27/2025
1	1:1	Daily
Aide	07/08/2024	08/16/2024
1	1:1	Daily
Professional Development in the Area of Disability	09/03/2024	06/26/2025
1	Quarterly	5 hours 30 minutes
		BOCES classroom Classroom

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>		
<b>Meeting Date</b> 07/17/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Special Education / Initial Eligibility Determination Meeting
		<b>Decision</b> Classified
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>
<b>Frequency</b>	<b>Ratio</b>	<b>Period</b>
<b>Duration</b>	<b>Location</b>	<b>Service Delivery Recommendations</b>
Resource Room Program	09/04/2024	06/26/2025
1	5:1	Daily
40min.	Resource Room	Resource Room

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>		
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<b>Meeting Date</b> 08/05/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Subcommittee on Special Education / Annual Review	<b>Decision</b> Declassified
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<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>			
<b>Meeting Date</b> 07/16/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Special Education / Initial Eligibility Determination Meeting	<b>Decision</b> Ineligible

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>			
<b>Meeting Date</b> 08/05/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Preschool Special Education / Requested Review	<b>Decision</b> Classified Preschool/No Services Continued EI
<b>Recommended Program/Service</b> Speech/Language Therapy	<b>Start Date</b> 09/04/2024	<b>End Date</b> 06/26/2025	<b>Ratio</b> Individual
	<b>Frequency</b> 2	<b>Period</b> Weekly	<b>Duration</b> 30min.
		<b>Location</b> Home	<b>Service Delivery Recommendations</b>

<b>Student:</b> 'Board of Education Copy' <b>Grade:</b>			
<b>Meeting Date</b> 08/06/2024	<b>BOE Date</b> 08/12/2024	<b>Committee / Reason</b> Committee on Preschool Special Education / Program Review	<b>Decision</b> Classified Preschool
<b>Recommended Program/Service</b> Speech/Language Therapy	<b>Start Date</b> 09/04/2024	<b>End Date</b> 06/26/2025	<b>Ratio</b> Individual
	<b>Frequency</b> 2	<b>Period</b> Weekly	<b>Duration</b> 30min.
		<b>Location</b> Home	<b>Service Delivery Recommendations</b>

# **Exhibit #4**

**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN  
OVERNIGHT FIELD TRIP**

**INSTRUCTIONS**

Prepare and submit via the Principal to the Superintendent for approval at least six (6) weeks prior to the scheduling of an overnight field trip.

**IDENTIFICATION**

School SCC Jr/Sr High School Submitted by Becky Davis

Destination Costa Rica

Departure April 12, 2025 TBD SCCS  
Date Time Location

Dismissal time TBD

Return April 20, 2025 TBD SCCS  
Date Time Location

Number of participating staff 2 Name(s) Becky Davis & Halee Wasson

Grade level(s) 9-12 Number of students attending 15

Is bus transportation needed? yes Approximate number of miles round trip \_\_\_\_\_

Are substitutes needed? no Are lunches needed? no

**Consent forms must be secured from all parents/guardians (attach copy for this trip)**

**INSTRUCTION OBJECTIVES**

*(be specific; include prerequisites, proficiency level desired and measurement)*

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**ACTIVITIES**

Preparation *(how will the students be prepared for the trip as an instructional activity?)*

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*(continued)*



**SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT  
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN  
OVERNIGHT FIELD TRIP**

**ACTIVITIES** *(continued)*

On the trip *(what instructional activities will occur on the trip?)*

During the trip students will visit national volcanoes, tropical rain forests, biological reserves and gardens.

They will participate in ecological activities such as farm and garden visits, planting your own tree and guided nature walks. Additionally, students will visit the National Center of Art and Culture, the Gold Museum, and the National Theater.

Follow up *(upon return, what activities will occur to enrich the experience and to determine if the objectives were achieved?)*

International club members will present their experience to other club members and World Language students.

**CORRELATION**

*(name the subject matter area(s) to which the experiences of this trip will correlate; explain in what way the trip correlates)*

Agriculture/Science: Gardens, coffee plantations, national parks including volcanoes, nature and reserve walks will all provide concrete learning of science and agricultural concepts. Art/History/English: National Center of Art and Culture, Gold Museum, National Theater offer opportunities to learn about Costa Rican culture and history. Spanish: Students will be able to use Spanish in each location.

**PROVISIONS FOR CONTINUITY OF SCHOOL WORK**

What instructional provisions have been made to help participants keep up with other classes that they will miss?

Students will not miss classes.

What specific plans have been made for the continued instruction of those students who will not participate in the field trip project?

N/A