

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda
High School Library

September 9, 2024
7:00 pm

1.0 Call to Order

2.0 Pledge of Allegiance

Calendar/Dates to Remember

Regular Board of Education Meeting – Monday, September 23, 2024 at 7:00 pm

3.0 Approval of the Agenda

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

4.0 Board of Education Response – to visitor topics from previous Board meeting

5.0 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, contact information 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 five (5) minutes or less.

6.0 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 6.0 A through D.

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

A. Minutes; Board of Education meeting August 26, 2024 Exhibit #1

B. Minutes; Board of Education meeting August 29, 2024 Exhibit #2

C. CSE Recommendations; 2024/2025 Exhibit #3

D. Surplus Items; declare as surplus 16 Scott Foresman dictionaries, 2 Merriam Webster school dictionaries to be sold or discarded if deemed no value

7.0 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 7.0 A through D, for the 2024/25 school year or for the term as indicated.

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

A. Resignation

A.1	Rebecca Cope , Food Service Helper, effective September 6, 2024
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B. Amend Appointment 2024-2025

B.1	<u>School Bus Driver</u> : William Caleb Hawkins , to a 1.0 FTE position as a School Bus Driver, at a rate of \$17.77 per hour, effective August 26, 2024 with a 52-week probationary period
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C. Volunteers 2024-2025

C.1	Krystiana Angotti	Swim Coach Volunteer
C.2	Danielle Collier	Modified Boys Soccer Volunteer
C.3	Krista Tyrrell	Elementary School Volunteer
C.4	Christine Ward	Elementary School Volunteer

D. Appointments 2024-2025

D.1	Field Placement/Tutoring: September 1 through December 31, 2024, SUNY Oneonta student Molly Walter , twenty-five (25) hours, with Becky Scanlan
D.2	Field Placement: September 1 through December 31, 2024, SUNY Cortland student Yasmine White , twenty-five (25) hours
D.3	Substitute Food Service Helper, Diane Banner

8.0 Business Office Reports/Informational Items

9.0 Superintendent's Report/Informational Items

- 1) Enrollment & School Readiness
- 2) Facilities
- 3) Wells Field

10.0 Board of Education/Committees

A. Agriculture Advisory Board – Dave Harvatine

B. Board of Education Committees

B.1	Audit; Matt Bennett - Chairperson, Dave Harvatine, Janet Lehman
B.2	Budget/Finance; Dave Harvatine - Chairperson, Robb Jetty, Tim Pallokat
B.3	Directions/Long-Range Education; Matt Bennett, Rachel McCarthy - Chairperson, Heather Rejman
B.4	Policy; Robb Jetty, Janet Lehman - Chairperson, Tim Pallokat
Met on Friday, August 23 rd ; meeting minutes provided. Exhibit #4	
B.5	Cayuga Onondaga School Boards Association (COSBA); Robb Jetty
B.6	Ad-hoc Mascot Voting Committee (formed to arrange and publicize the community and student vote); Matt Bennett - Chairperson, Robb Jetty and Janet Lehman
Met on Thursday, September 5 th ; minutes will be provided at the next Board of Education meeting.	
B.7	Ad-hoc Merged Sports Committee; Robb Jetty - Chairperson, Rachel McCarthy and Heather Rejman

11.0 Proposed Items for the Next Agenda

12.0 Adjournment

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

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

September 9, 2024

High School Library

7:00 PM

1. Draft Minutes – August 26, 2024 Meeting
2. Draft Minutes – August 29, 2024 Meeting
3. CSE Recommendations 2024-2025
4. Policy Committee Meeting Minutes August 23, 2024

Exhibit #1

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - DRAFT

August 26, 2024

High School Library

5:00 pm

1.0 Call to Order at 5:01 PM Board President Rachel McCarthy called the meeting to order.

2.0 Pledge of Allegiance Board President Rachel McCarthy led the pledge.

Board members present: Matthew Bennett, David Harvatine, Robb Jetty, Janet Lehman, Rachel McCarthy, Heather Rejman

Board members absent: Timothy Pallokat

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

Others present: Jamie Bailey, Julia Dunsmoor, Marcy Hand, Lori Knopp, Mary Napier, Amy Sheils

3.0 Amended Agenda

Robb Jetty made a motion to amend the agenda to add Board Retreat to section 4.0, motion seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

Approval of the Amended Agenda

Board Retreat added to section 4.0.

On a motion by Matt Bennett, seconded by Dave Harvatine, the amended agenda was approved.

Motion carried: Yes – 6 No – 0

4.0 Board of Education Discussion

1) Board Retreat *Discussion*

The retreat will be held on Thursday, August 29, 2024 from 4:30 to 7:30 pm in the HS Library with the purpose of setting Board of Education goals for 2024-2025.

2) Mascot *Discussion*

Robb Jetty shared a summary page with the Board.

Robb Jetty made a motion to take the 2 mascot finalists and go to a community and student vote, seconded by Janet Lehman.

Motion carried: Yes – 4 No – 1 (Rachel McCarthy) Abstain – 1 (Dave Harvatine)

The Board formed an ad-hoc committee to arrange and publicize the community and student vote, the members are Matt Bennett, Robb Jetty and Janet Lehman. Chairperson is Matt Bennett.

3) Merged Sports *Discussion*

The Board discussed merged sports along with an individual's request.

Dave Harvatine made a motion to create an ad-hoc committee comprised of Board members, the Athletic Coordinator and Coaches to look at merged sports, seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

The Board ad-hoc committee members are Robb Jetty, Rachel McCarthy and Heather Rejman. Chairperson is Robb Jetty.

Janet Lehman made a motion to merge with Lansing CSD’s wrestling team for the 2024-2025 school year without providing transportation, seconded by Heather Rejman.

Motion carried: Yes – 6 No – 0

5.0 Board of Education Response – to visitor topics from previous Board meeting. None.

6.0 Visitor Recognition; Residents Wishing to Address the Board – None.

7.0 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 7.0 A through E.

Motion by Dave Harvatine, seconded by Matt Bennett.

Motion carried: Yes – 5 No – 1 (Janet Lehman)

A. District-Wide Safety Plan

B. Minutes; Board of Education meeting August 12, 2024

C. Minutes; Board of Education meeting August 16, 2024

D. Stipend; \$3,500 stipend to Zachary Purington, for the 2024/25 school year; compensation for additional required duties.

E. Surplus Items; declare as surplus one table and one chair, to be sold or discarded if deemed no value

8.0 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 8.0 A through C, for the 2024/25 school year or for the term as indicated.

Motion by Dave Harvatine, seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

A. Rescind Co-Curricular Appointment 2024-2025

A.1	Preston Reynolds	Lifeguard	\$ per contract
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B. Appointments 2024-2025

B.1	Michelle O'Connor	Substitute School Psychologist	\$60 per hour
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C. Co-Curricular Appointments 2024-2025

C.1	Ian Murray	Community Swim Director	\$70 per session
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9.0 Business Office Reports/Informational Items – None.

10.0 Superintendent's Report/Informational Items – None.

11.0 Board of Education/Committees

A. Agriculture Advisory Board – Dave Harvatine – None.

B. Board of Education Committees

B.1	Audit; Matt Bennett - Chairperson, Dave Harvatine, Janet Lehman		
No report.			
B.2	Budget/Finance; Dave Harvatine - Chairperson, Robb Jetty, Tim Pallokat		
No report.			
B.3	Directions/Long-Range Education; Matt Bennett, Rachel McCarthy - Chairperson, Heather Rejman		
Rachel McCarthy will email the committee to schedule a meeting.			
B.4	Policy; Robb Jetty, Janet Lehman - Chairperson, Tim Pallokat		
Met on Friday, August 23 rd ; minutes will be provided at the next Board of Education meeting.			
B.5	Cayuga Onondaga School Boards Association (COSBA); Robb Jetty		
Robb Jetty shared the construction projects at the Cayuga-Onondaga BOCES are going well. There have been numerous Foundation Aid Formula public hearings with the Rockefeller Institute of Government and the Board of Regents will be conducting strengths and needs surveys along with continuing their work with graduation requirements.			
B.6	Ad-hoc Mascot Voting Committee (formed to arrange and publicize the community and student vote); Matt Bennett - Chairperson, Robb Jetty and Janet Lehman		
Will meet on Thursday, September 5 th at 4:30 pm			
B.7	Ad-hoc Merged Sports Committee; Robb Jetty - Chairperson, Rachel McCarthy and Heather Rejman		

12.0 Proposed Items for Future Agendas – Email discussion topics to Rachel.

13.0 Adjournment

On a motion by Dave Harvatine, seconded by Matt Bennett, the Board of Education meeting adjourned at 6:33 pm.

Motion carried: Yes – 6 No – 0

Respectfully submitted,
Marcy Hand, District Clerk

Exhibit #2

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - DRAFT

August 29, 2024

High School Library

4:30 pm

1.0 Call to Order at 4:34 PM Board President Rachel McCarthy called the meeting to order.

2.0 Pledge of Allegiance Board President Rachel McCarthy led the pledge.

Board members present: Matthew Bennett, Robb Jetty, Janet Lehman, Rachel McCarthy,
Timothy Pallokat, Heather Rejman

Board members arriving late: David Harvatine at 4:36 pm

Administrators present: Patrick Jensen

Others present: None

3.0 Approval of the Agenda with the Addendum - Collective Negotiating Agreement, SCTA
On a motion made by Matt Bennett, seconded by Janet Lehman, the agenda with the addendum was approved.

Motion carried: Yes – 6 No – 0

David Harvatine joined the meeting at 4:36 pm

Addendum - Approval of Collective Negotiating Agreement, SCTA

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby agrees to implement the Agreement by and between the Chief Executive Officer of the Southern Cayuga Central School District and the Southern Cayuga Teachers' Association. This agreement shall be applicable and shall continue in effect from July 1, 2024, to June 30, 2026.

RESOLVED, that the Southern Cayuga Central School District Board of Education approves the necessary funds for the July 1, 2024, to June 30, 2026, Agreement between the Southern Cayuga Central School District and the Southern Cayuga Teachers' Association.

Motion by Matt Bennett, seconded by Tim Pallokat.

Motion carried: Yes – 7 No – 0

4.0 Retreat to Establish Board of Education Goals for 2024-2025

The Board of Education developed the following board goals following a robust conversation. Board members will review the draft language and discuss any potential changes at an upcoming meeting.

The Draft Board of Education Goals for 2024-2025 are:

Improve Board of Education Communications to Constituency

- Improve ability to be heard, improve sound quality
- Inter-board communications
- Direct communication with constituency at school events
- Community coffee hours, listening sessions
- Teacher appreciation

- Define process for responding to concerns brought to the attention of the board; acknowledge and formulate a collective response if appropriate
- Acknowledge student achievement
- Committee dates and times planned in advance to encourage community attendance
- Remind ourselves of our roles as Board members

5.0 Adjournment

On a motion by Matt Bennett, seconded by Dave Harvatine, the Board of Education meeting adjourned at 6:45 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,
Patrick Jensen, Superintendent

Exhibit #3

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

Student: 'Board of Education Copy'									
Meeting Date	BOE Date	Committee / Reason		Decision		Grade:			
08/22/2024	09/09/2024	Committee on Special Education / Initial Eligibility Determination Meeting		Exited					
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class	09/04/2024	06/26/2025	12:1:1	1	Daily	2hr. 30min.	BOCES Classroom		

Student: 'Board of Education Copy'									
Meeting Date	BOE Date	Committee / Reason		Decision		Grade:			
06/05/2024	09/09/2024	Subcommittee on Special Education / Transfer Student - Agreement No Meeting		Classified					
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class	09/04/2024	06/26/2025	12:1:1	1	Daily	5hr. 30min.	BOCES Classroom		
Occupational Therapy	09/04/2024	06/26/2025	Individual	1	Weekly	30min.	Therapy Room		
Physical Therapy	09/04/2024	06/26/2025	Individual	2	Weekly	30min.	Therapy Room		
Speech/Language Therapy	09/04/2024	06/26/2025	Individual	3	Weekly	30min.	Therapy Room		
Occupational Therapy	09/04/2024	06/26/2025	Individual	1	Weekly	30min.	Classroom		

Student: 'Board of Education Copy'									
Meeting Date	BOE Date	Committee / Reason		Decision		Grade:			
08/23/2024	09/09/2024	Section 504 Committee / Transfer Student - Agreement No Meeting		Section 504					

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

Student: 'Board of Education Copy'									
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Meeting Date 08/29/2024	BOE Date 09/09/2024	Committee / Reason Committee on Special Education / Initial Eligibility Determination Meeting	Decision Classified
Recommended Program/Service Resource Room Program	Start Date 09/04/2024	End Date 06/26/2025	Ratio 5:1
	Frequency 1	Period Daily	Duration 40min.
	Location Resource Room	Service Delivery Recommendations	

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

Meeting Date 08/08/2024	BOE Date 09/09/2024	Committee / Reason Subcommittee on Special Education / Requested Review Transfer Student	Decision Classified
Recommended Program/Service Special Class - Reading	Start Date 09/04/2024	End Date 06/26/2025	Ratio 8:1
Special Class - Math	09/04/2024	06/26/2025	8:1
Special Class - Social Studies	09/04/2024	06/26/2025	8:1
Special Class - Science	09/04/2024	06/26/2025	8:1
Counseling	09/04/2024	06/26/2025	Individual
Counseling	09/04/2024	06/26/2025	Small Group
	Frequency 1	Period Daily	Duration 40min.
	1	Daily	40min.
	1	Daily	40min.
	1	Daily	40min.
	1	Weekly	30min.
	1	Weekly	30min.
	Location BOCES Campus	Service Delivery Recommendations	
	BOCES Campus		
	BOCES Campus		
	BOCES Campus		
	Counselor's Office		
	Classroom		

Exhibit #4

Policy Committee Meeting

Friday, Aug 23 at 10:00 District Office

Present: Patrick Jensen, Robb Jetty, Janet Lehman

Absent: Tim Pallokat

Agenda:

1. Charter of committee
2. Use of Erie 1 and service level
3. Process for prioritization of policies for review (for example, legal/regulatory updates, corrective/preventive actions, policies critical to our mission, recommendations from stakeholders, time since last review, synergy between groupings, etc.), and initial proposals
4. Process for review and update

As time allows:

5. Pros and Cons of Policy Book versus individual policies in series folders (8)
6. Process for creating and obsoleting policies

Meeting Notes:

Meeting 10:05-12:00

1. Charter

- Reviewed proposal for a charter and discussed purpose, responsibilities, membership, and frequency (monthly). Improvements were identified. A brief discussion followed on where to retain charters, and whether they should be added to policy.
- Action: Janet- update with proposed changes and email others before next meeting

2. Use of Erie 1 and service level

- Patrick shared a description of the Erie 1 BOCES Policy Services, and discussion was held regarding the correct level for our needs.
- The committee agreed with Patrick's recommendation to subscribe to Quarterly Policy Revisions (Level 2) at an annual cost of \$1895 and Quarterly Administrative Revisions (Level 2) at an annual cost of \$1895. This is an increase of approximately \$2315 over last year and provides benefits such as improved access to their Policy SharePoint.
- These service levels include 3 accounts- one for Patrick, one for Loretta, and one for committee members to share.

- Action: Patrick- confirm with our Erie 1 Policy Coordinator that this level of service will allow us to easily access every policy and administrative document in their SharePoint by number, title, key word/phrase, etc., and subscribe
- Action: Patrick- share the next Policy Pulse newsletter with the BOE

3. Process for prioritization of policies for review and initial proposals

- Briefly discussed legal/regulatory updates, updates resulting from corrective/preventive actions, policies critical to our mission, recommendations from stakeholders, time since last review, synergy between groupings
- Janet suggested completing the review of the 5 Policies which have been through their first BOE reading. This was agreed upon.
- Robb suggested reviewing athletic policies, based on an upcoming agenda item. Discussion was held regarding how we will search to identify these within our policy book. Patrick noted we might have access to our new Erie 1 subscriptions as early as next week, to fold their review into this activity.
- Discussion took place regarding our district complaint policy.
- Action: Patrick will provide committee members copies of the 5 policies already through their 1st reading during next week:
 - 6100 Safe and Healthy Work Environment
 - 6101 Identification Badges
 - 6110 Code of Ethics for all District Personnel
 - 7110 Comprehensive Student Attendance
 - 8260 Title 1 Parent and Family Engagement

4. Process for review and update

- Patrick described the current process.
 - Patrick reviews Erie 1 monthly policy updates for actionable modifications
 - Patrick provides committee members with a copies of recommended Erie 1 policy changes along with a copy of the corresponding district policy.
 - Policy Committee discusses and agrees to modifications for district policy as warranted.
 - Committee submits “reviewed” and “reviewed and revised” policy to BOE for 1st reading and feedback.
 - Committee discusses feedback received, takes action where agreed, and re-submits policy to BOE for 2nd reading and vote.
 - If approved by BOE Patrick provides the revised policy to Marcy. Marcy implements changes, adds “reviewed” or “reviewed and revised” dates, and uploads the latest version to the Policy Book.
- Discussed committee members receiving electronic editable copies of policy to help streamline review and update.

JLL
8/24/24