

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

December 14, 2020

**MINUTES**

**Meeting conducted online via Zoom**

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**1.0 CALL TO ORDER/PLEDGE OF ALLEGIANCE**

At 7:04 PM Board President Kelsey Rossbach called the meeting to order and led the pledge of allegiance. All Board members were present.

**Board members present:** Kelsey Rossbach, Matthew Bennett, Christine Brozon, Susan Gloss, David Harvatine, Bruce Kopp, Rachel McCarthy

**Board members arriving late:** none

**Board members absent:** none

**Administrators present:** Patrick Jensen, Loretta Van Horn

**Others present:** Nynette Adams, Julia Dunsmoor, Marcy Hand, Janet Lehman

**2.0 APPROVAL OF AGENDA**

-- On a motion by Susan Gloss, seconded by Matt Bennett, the agenda was approved, as amended.

Motion carried: Yes – 7 No – 0

The calendar was reviewed.

**3.0 PRESENTATIONS –**

At this time the board members thanked Nynette Adams for her years of service assisting the Board of Education as district clerk and presented her with a thank you gift. They also noted that Marcy Hand will do a good job in the position and look forward to working with her.

**4.0 VISITOR RECOGNITION – none**

**5.0 OLD BUSINESS –**

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the action items listed in section 5.0. Dave Harvatine asked about the cost of milk when a full meal is not purchased; this is a state regulation.

Motion made by Susan Gloss, seconded by Chris Brozon.

Motion carried: Yes – 7 No – 0

-- Policies for Second Reading; as reviewed by the Policy Committee

- Policy #5100 Responsibility of Business Operations; no revision recommended
- Policy #5110 Budget Planning and Development; no revision recommended
- Policy #5150 Contingency Budget; no revision recommended
- Policy #5210 Revenues; no revision recommended
- Policy #5220 District Investments; no revision recommended
- Policy #5660 Meal Charge and Prohibition Against Meal Shaming; minor revisions recommended

**6.0 NEW BUSINESS/ACTION ITEMS; CONSENT ITEMS**

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.

Motion made by Chris Brozon, seconded by Rachel McCarthy.

Motion carried: Yes – 7 No – 0

-- Minutes BOE regular meeting November 23, 2020

-- CSE Recommendations

-- Donation, anonymous; \$3,000 for Emily Howland physical education

-- Policies, First Reading; as recommended by the Policy Committee

- Policy #7610 Special Education District Plan; updated
- Policy #5120 School District Budget Hearing; revised
- Policy #5130 Budget Adoption; revised
- Policy #5140 Administration of the Budget; no revision recommended
- Policy #5230 Acceptance of Gifts, Grants and Bequests to the School District; no revision recommended
- Policy #5240 School Tax Assessment and Collection; no revision recommended

-- Contract Resolution

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the contract for construction management services with C&S Engineers Inc of Syracuse NY. The year noted in the resolution is correct. Full resolution attached.

Motion made by Rachel McCarthy, seconded by Dave Harvatine.

Motion carried: Yes – 7 No – 0

-- Agreement Resolution

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the resolution to amend the NYLAF agreement of June 26, 2017. Administrative revisions only; no change made in the fee. Full resolution attached.

Motion made by Susan Gloss, seconded by Chris Brozon.

Motion carried: Yes – 7 No – 0

**7.0 PERSONNEL/CONSENT ITEMS –**

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. Amendment in **BOLD**. As noted below, stipends will be adjusted if the sports and/or drama seasons change with a school closure due to Covid. Stipends are paid at the end of the season(s). The drama group will create and upload a video production; a new experience/challenge for them.

Motion made by Susan Gloss, seconded by Matt Bennett.

Motion carried: Yes – 7 No – 0

-- **LEAVE OF ABSENCE**

-- Katherine Riester, Elementary Teacher; for maternity purposes; from on or about December 21, 2020 (amended date), through May 28, 2021; six to eight weeks of paid sick time, then all other leave time to be unpaid; dates to be amended at a future meeting

-- **APPOINTMENTS --**

-- Angela Simmons, long-term substitute elementary teacher; for Katie Riester; from on or about December 21, 2020, through on or about May 28, 2021; at Step 1, \$49,356 pro-rated

-- The stipends for the following positions are set at 75 percent of the full stipend, based on the shortened season; all are subject to change in the case of a school closure.

- Varsity Boys Basketball, Dennis Johnson, \$3,253.50
- JV Boys Basketball, Ryan Vanacore; \$2,442.75
- 8<sup>th</sup> Grade Boys Basketball, Justin Frisbie; \$2,004.75
- Varsity Girls Basketball, Ed Heslop; \$4,555.50
- JV Girls Basketball, Colleen Lukas; \$2,442.75
- Varsity Boys Swimming, Cathy Murray; \$4,881
- **Justin Schneider, 7<sup>th</sup> grade boys modified basketball; \$2,004.75**

-- Miscellaneous appointments

- Elementary Yearbook Advisors; Shelly Kulis (\$678); Michelle Lawrence (\$573)
- Grades 7 & 8 Yearbook Advisors; Shelly Kulis (\$678); Mary Beth Howell (\$625.50)
- Cathy Haight, Lifeguard (\$12/hour), Head Lifeguard (\$20/hour)
- Owen Overhiser, Lifeguard, \$12 per hour
- Steve Baumes, Scorekeeper/Timer/Announcer Boys Swim; per contract
- CJ Calarco, Scorekeeper/Timer/Announcer Boys Swim; per contract
- Steve Farkas, Scorekeeper Girls Basketball; per contract
- Janet Otis, Scorekeeper Boys Basketball; per contract
- Doug Elser, Clock Operator Basketball; per contract
- Caitlin Rejman, Ski Club Advisor volunteer

**8.0 BUSINESS OFFICE REPORTS/INFORMATIONAL ITEMS –**

-- *Treasurer's Report*

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby accepts the Treasurer's Report for November 2020.

Motion made by Susan Gloss, seconded by Rachel McCarthy.

Motion carried: Yes – 7 No – 0

-- *Budget Transfers*

RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the budget transfers from the Treasurer's Report for November 2020.

Motion made by Matt Bennett, seconded by Susan Gloss.

Motion carried: Yes – 7 No – 0

<u>Amount</u>	<u>From</u>	<u>To</u>	<u>Explanation</u>
\$1,500	Maintenance of plant supplies	Maintenance of plant equipment	Salt spreader for sidewalks

**9.0 SUPERINTENDENT'S REPORT/INFORMATIONAL ITEMS –**

-- Capital Projects update; Superintendent Jensen provided brief information on the three current capital projects; the building conditions survey should be completed by the end of this month and be submitted to SED by March 1; the Capital Outlay project may be done during February break; the major capital project has been submitted to SED and may be approval by the end of February. All projects are moving forward.

-- Reopen/Covid Plan update; Superintendent Jensen reviewed the revisions to the plans to be able to keep the schools open with the hybrid model. There are currently more restrictions in place for the elementary school; sports are still a challenge; testing took place last week with no positive results; the updated plan will be linked on the website; Lindsay Herrling has met with all the grade-level teams and has a plan in place. He also answered questions from the board and thanked parents for being proactive and taking the situation seriously. Board members were appreciative of the work being done and sent kudos to the teachers and staff.

#### **10.0 BOE COMMITTEES/DISCUSSION TOPICS**

Discussion Topics -- none

- Athletics; Chris Brozon, Dave Harvatine, Rachel McCarthy
  - Minutes November 23 meeting provided
  - The committee met again tonight; minutes will be provided.
- Audit; Chris Brozon, Dave Harvatine, Bruce Kopp
- Budget/Finance; Chris Brozon, Bruce Kopp, Kelsey Rossbach
  - Loretta Van Horn is putting together preliminary figures and will share with the committee; there is no word yet from the state.
- Directions/Long-Range Education; Matt Bennett, Susan Gloss, Kelsey Rossbach
  - December 11 was a half day for professional development for technology, with Heather Snyder and Shelly Kulis; this may be done again in the spring.
- Facilities; Matt Bennett, Dave Harvatine, Rachel McCarthy
- Policy; Chris Brozon, Rachel McCarthy
  - Minutes of the December 9 meeting provided; next meeting may look in depth at the Wellness Policy.
- Safety/Wellness; Susan Gloss, Kelsey Rossbach
  - Minutes December 2 meeting provided
- Transportation; Susan Gloss, Kelsey Rossbach
- Cayuga Onondaga School Boards Association (COSBA) Executive Committee;
  - Dave Wiemann
  - It was noted that the BOCES campus is still open for CTE courses.

**PROPOSED EXECUTIVE SESSION**

On a motion by Susan Gloss, seconded by Rachel McCarthy, the Board of Education entered executive session at 7:53 pm to discuss the employment history of particular persons.

Motion carried: Yes – 7 No – 0

**RETURN TO OPEN SESSION**

On a motion by Susan Gloss, seconded by Dave Harvatiné, the Board of Education returned to open session at 8:03 pm.

Motion carried: Yes – 7 No – 0

**ADJOURNMENT**

On a motion by Dave Harvatiné, seconded by Susan Gloss, the Board of Education meeting adjourned at 8:04 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,  
Nynette Adams, District Clerk

A regularly scheduled meeting of the Board of Education of the Southern Cayuga Central School District held on December 14, 2020, was called to order by Kelsey Rossbach, President, and upon roll being called, the following members were:

**PRESENT:** Kelsey Rossbach, Matthew Bennett, Christine Brozon, Susan Gloss, David Harvatine, Bruce Kopp, Rachel McCarthy

**ABSENT:** None

**OTHERS ALSO PRESENT:** Patrick Jensen, Loretta Van Horn, Nynette Adams, Julia Dunsmoor, Marcy Hand, Janet Lehman

The following Resolution was offered by Rachel McCarthy and seconded by Dave Harvatine.

**RESOLUTION**

**WHEREAS**, the Board of Education of the Southern Cayuga Central School District (the “Board of Education”) has determined that it is in the best interest of the Southern Cayuga Central School District (the “School District”) to retain a construction manager to provide construction coordination, management, and related professional services (“Construction Management Services”) in connection with its 2020 Capital Improvement Project (the “Project”); and

**WHEREAS**, the School District previously issued a Request for Proposals (“RFP”) for Construction Management Services for the Project; and

**WHEREAS**, the School District has received proposals in response to the RFP, diligently analyzed the proposals, and conducted interviews of selected candidates as part of the selection process; and

**WHEREAS**, the Board of Education, as a result of the RFP process, has selected C&S Engineers, Inc. (“C&S”) as its Construction Manager for the Project; and

**WHEREAS**, the School District’s legal counsel, Ferrara Fiorenza, PC and C&S have jointly prepared a contract and related documents for Construction Management Services which has been submitted to the Board of Education for consideration;

**NOW, THEREFORE**, be it resolved as follows:

1. The Board of Education approves the retention of C&S to provide Construction Management Services and proceed with the Project in accordance with the terms and conditions of the contract approved by legal counsel.
2. The Board of Education hereby authorizes the President of the Board, the Superintendent of Schools, or their designee to enter into the approved contract with C&S on behalf of the Board of Education and take all actions necessary or convenient to proceed under the contract in connection with the Project.
3. Upon approval of the Board of Education, this Resolution shall take effect immediately.

Dated: December 15, 2020

by Nynette Adams, District Clerk  
Southern Cayuga Central School District



RESOLUTION OF THE BOARD OF Education of the Southern Cayuga CSD, NEW YORK

**WHEREAS**, the undersigned, being a majority of the Board of Education of the SCCS (the "Board"), hereby adopt, and by executed counterpart, approve, as of the 14<sup>th</sup> day of December, 2020, the following actions and resolutions:

**WHEREAS**, the Southern Cayuga CSD (municipality/school district) is a Participant in the New York Liquid Asset Fund ("NYLAF"), as defined in a Municipal Cooperation Agreement, as amended and restated as of August 1, 2019 (the "Agreement"); and

**WHEREAS**, the Governing Board of NYLAF (the "Governing Board") wishes to amend the definition of Investment Consultant and Marketing Agreement to be PMA Asset Management, LLC and PMA Securities, LLC, respectively;

**WHEREAS**, the Governing Board has adopted a resolution on November 19, 2020, to effect such change and seeks approval of each Participant;

**WHEREAS**, pursuant to Section 13.1 of the Agreement, each Participant has 60 days from the date of the adoption of the Governing Board's resolution authorizing the proposed change by the Governing Board to approve the proposed amendment; and

**WHEREAS**, (A) a Participant shall be deemed to have given notice of approval of the proposed amendment if it has theretofore delivered to the Governing Board an executed counterpart of the proposed amendment and a certificate, in a form acceptable to the Governing Board, to the effect that: (i) such Participant has held any necessary public hearings, conducted any necessary referenda and obtained any necessary consents of governmental agencies; (ii) the proposed amendment has been approved by a majority vote of the voting strength of such Participant's governing body; and (iii) such Participant has satisfied any other requirements applicable to its making contracts; or (B) a Participant shall be deemed to have given notice pursuant to the provisions of Section 7.2 hereof of its intent to withdraw from the Agreement;

**NOW, THEREFORE, BE IT:**

**RESOLVED**, that the Board approves the following:

- (a) the Definitions set forth in Article I of the Agreement shall be amended as follows:

"Investment Consultant" means PMA Asset Management, LLC, or such other Person who shall be acceptable to the Governing Board.

"Marketing Agent" means PMA Securities LLC, or any other Person or Persons appointed or employed or contracted by the Governing Board pursuant to Sections 4.2 and 10.2 hereof.

"Services and Marketing Agreement" means any agreement entered into with respect to any of the Portfolios by the Governing Board with the Marketing Agent pursuant to this Agreement in connection with the execution of securities transactions and the delivery of securities.

- (b) any other references in the Agreement to RBC Global Asset Management (U.S.), Inc. (RBC GAM-US) or RBC Capital Markets, LLC in the Agreement now be amended to read "PMA Asset Management, LLC" or PMA Securities LLC."



**RESOLVED**, that (i) no other public hearing, necessary referenda or governmental consents are necessary for the Board to approve the amendment set forth above and there are no additional requirements of the Board in connection with such approval and (ii) the Board has satisfied all other requirements applicable to its making contracts in connection with its role as Participant.

**RESOLVED**, that adoption of this resolution by the Board and its certification by the Clerk shall serve as (i) evidence of the approval of the amendment by majority of the Board, (ii) the executed counterpart of the proposed amendment, and (iii) the certificate required by Section 13.1(c) of the Agreement, and shall constitute Participant approval of the amendment requested by the Governing Board;

Member Susan Gloss submitted the above resolution and moved for its adoption. The motion was seconded by Member Christine Brozan. The Board of SCCSD Education was polled. The motion was adopted by a vote of 7 affirmative votes (being at least a majority of the voting strength of the Board) with 0 negative votes and 0 votes absent.

The undersigned hereby certifies that (s)he is the Clerk of the SCCSD BOE and that the foregoing is a true and accurate record of the resolution duly adopted at a meeting of the Board of Education held on December 14, 2020.

SEAL



Vynette Adams  
Clerk: Vynette Adams