

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda  
High School Library

October 23, 2023  
6:00 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

- No School – Veterans Day – Friday, November 10<sup>th</sup>
- Board of Education Meeting – Monday, November 13<sup>th</sup> at 6:00 pm
- No School – Parent Conference Day – Monday, November 20<sup>th</sup>
- No School – Thanksgiving Recess – Tuesday, November 21<sup>st</sup> through Friday, November 24<sup>th</sup>

- 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.
- 5.0 Presentation: External Audit for the 2022/2023 school year – Bonadio & CO., LLP of Pittsford, NY.
- 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 October 10, 2023 Exhibit #1
- B. CSE Recommendations; 2023/2024 Exhibit #2
- C. Surplus Items; obsolete items to be sold or discarded if deemed no value

C.1	1 (one) Touch Screen FM Receiver - broken, unable to repair
C.2	2 (two) Child Size Balance Balls with Chair Stands – broken wheels

D.1	Policy #5760 Qualifications of Bus Drivers; no revisions recommended
D.2	Policy #5761 Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees; no revisions recommended
D.3	Policy #5770 Bus Accidents or Breakdowns; no revisions recommended
D.4	Policy #5551 Allocation of Title I, Part A Funds in the District; no revisions recommended
D.5	Policy #8260 Title I Parent and Family Engagement Plan; revisions recommended

**Proposed Executive Session**

Note: The President of the Board of Education has requested an executive session to discuss matters leading to the appointment of particular persons who have applied to fill positions needed within the District.

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

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

**Return to Open Session**

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

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

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 H, for the 2023/24 school year or for the term as indicated.

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

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

A. **Leave of Absence Request**

A.1	<b>Katie Deming Addy</b> , Bus Attendant; for maternity purposes; from September 13, 2023 through November 8, 2023, to go unpaid from October 25, 2023 through November 8, 2023
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B. **Amend Leave of Absence Request**

B.1	<b>Michelle Jones</b> , Elementary Teacher, for maternity purposes; effective September 5, 2023 (amended date) through <b>October 29</b> , 2023 (amended date)
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C. **Amend Change in Employment Status**

C.1	<b>Elementary Teacher: Michelle Jones</b> , from a 1.0 FTE reduced to a .75 FTE, effective <b>October 30</b> , 2023 (amended date) through June 30, 2024
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D. Appointments 2023-2024

D.1	<b>Cleaner; Cassandra Krebs</b> , to a 1.0 FTE position as a Cleaner, with a 52-week probationary period, effective October 23, 2023 at a rate of \$15.00 per hour
D.2	<b>Administrative Internship; Elizabeth Tyrrell</b> , through SUNY Cortland from January 1, 2024 through August 31, 2024, with Luke Carnicelli and Michael Simons

E. Winter Sports Appointments 2023-2024

E.1	Varsity Girls Basketball Coach	<b>Ed Heslop</b>	\$6,801
E.2	Junior Varsity Girls Basketball Coach	<b>Colleen Lukas</b>	\$3,743
E.3	Girls Modified Basketball Coach	<b>Dennis Johnson</b>	\$2,793
E.4	Varsity Boys Basketball Coach <i>split stipend</i>	<b>Alex Fox</b>	\$2,266.50
E.5	Varsity Boys Basketball Coach <i>split stipend</i>	<b>Nicholas Dec</b>	\$2,266.50
E.6	Junior Varsity Boys Basketball Coach <i>split stipend</i>	<b>Collin Walter</b>	\$1,702
E.7	Junior Varsity Boys Basketball Coach <i>split stipend</i>	<b>Justin Walter</b>	\$1,702
E.8	Modified Boys Basketball Coach	<b>Colton Gregg</b>	\$2,793
E.9	Varsity Indoor Track Coach	<b>Steve Holden</b>	\$4,987
E.10	Modified Fitness Club	<b>Danielle Collier</b>	\$2,793
E.11	Varsity Boys Swim Coach	<b>Ian Murray</b>	\$4,533
E.12	Boys Modified Swim Coach	<b>Brett Jillson</b>	\$2,793
E.13	Substitute Modified Boys Basketball Coach	<b>Nicholas Dec</b>	\$50 per week, up to 3 weeks
E.14	Substitute Modified Boys Basketball Coach	<b>Alex Fox</b>	\$50 per week, up to 3 weeks
E.15	Substitute Modified Boys Basketball Coach	<b>Collin Walter</b>	\$50 per week, up to 3 weeks
E.16	Substitute Modified Boys Basketball Coach	<b>Justin Walter</b>	\$50 per week, up to 3 weeks
E.17	Basketball Coach	<b>Patrick Tyrrell</b>	Volunteer

F. Amend Appointment

F.1	Substitute <b>Account Clerk; Beverly Buisch</b> , effective June 28, 2023
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G. Special Assignment Summer Work 2024:

G.1	<b>Elizabeth Tyrrell</b> , 20 paid work days during summer 2024 at a per diem rate of 1/200 <sup>th</sup> of her salary
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H. Volunteers 2023-2024

H.1	Elementary Volunteer	<b>Michael Bradley</b>
H.2	Elementary Volunteer	<b>Christina Giocondo</b>
H.3	Elementary Volunteer	<b>Molly Osterhoudt</b>
H.4	Elementary Volunteer	<b>Kelsey Rossbach</b>
H.5	Elementary Volunteer	<b>Kate Scanlan</b>

8.0 Business Office Reports/Informational Items

A. External Audit

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby accepts the External Audit for the 2022/23 school year, as presented by Bonadio & CO., LLP of Pittsford, NY.

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

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

9.0 Superintendent's Report/Informational Items

10.0 Board of Education/Committees

A. Committees

A.1	<b>Athletics;</b> Matt Bennett, Rachel McCarthy, Heather Rejman
A.2	<b>Audit;</b> Tim Pallokat, Heather Rejman, Kelsey Rossbach Will meet on Monday, October 23 <sup>rd</sup> at 5:15 pm in the District Office.
A.3	<b>Budget/Finance;</b> Dave Harvatine, Janet Lehman, Tim Pallokat
A.4	<b>Directions/Long-Range Education;</b> Janet Lehman, Rachel McCarthy, Kelsey Rossbach Met on Thursday, October 19 <sup>th</sup> , meeting minutes provided <span style="float: right;">Exhibit # 4</span>
A.5	<b>Facilities;</b> Matt Bennett, Dave Harvatine, Kelsey Rossbach The Facilities Committee will meet again on Thursday, November 2 <sup>nd</sup> at 9 am in the District Office
A.6	<b>Policy;</b> Rachel McCarthy, Heather Rejman Met on Wednesday, October 18 <sup>th</sup> , meeting minutes provided <span style="float: right;">Exhibit # 5</span>
A.7	<b>Safety/Wellness;</b> Janet Lehman, Rachel McCarthy Will meet on Wednesday, November 15 <sup>th</sup> at 4 pm in the District Office.
A.8	<b>Transportation;</b> Matt Bennett, Tim Pallokat
A.9	<b>Cayuga Onondaga School Boards Association (COSBA);</b> Dave Wiemann

11.0 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.

12.0 Adjournment

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

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

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

**October 23, 2023**

*High School Library*

**6:00 PM**

1. Draft Minutes – October 10, 2023 Meeting
2. CSE Recommendations 2023-24
3. Policies – First Reading

Policy #5760 Qualifications of Bus Drivers; no revisions recommended
Policy #5761 Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees; no revisions recommended
Policy #5770 Bus Accidents or Breakdowns; no revisions recommended
Policy #5551 Allocation of Title I, Part A Funds in the District; no revisions recommended
Policy #8260 Title I Parent and Family Engagement Plan; revisions recommended

4. Directions/Long-Range Education Committee Meeting Minutes – October 19, 2023
5. Policy Committee Meeting Minutes – October 18, 2023

# **Exhibit #1**

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes - **DRAFT**  
High School Library

October 10, 2023  
6:00 pm

- 1.0 Call to Order at 6:03 PM Board Vice President Matthew Bennett called the meeting to order.
- 2.0 Pledge of Allegiance Board Vice President Matt Bennett led the pledge.

**Board members present:** Matthew Bennett, Dave Harvatine, Janet Lehman, Rachel McCarthy, Tim Pallokat, Heather Rejman

**Board members arriving late:** Kelsey Rossbach at 6:57 pm

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

**Others present:** Nynette Adams, Mark Bailey, Julia Dunsmoor, Marcy Hand, Mary Hemans, Robb Jetty, Lori Knopp, Melanie Pallokat,

- 3.0 Approval of the Amended Agenda –  
On a motion by Rachel McCarthy, seconded by Dave Harvatine, the amended agenda was approved.

Motion carried: Yes – 6 No – 0

- 4.0 Questions from the audience regarding agenda items – None

- 5.0 Presentation: FFA – Halee Wasson and students Emma Bailey, Ava Harvatine, Deirdre Hastings, Norah McCarthy, Ellie Miller, Circe Perez, Monica Rejman, Mary Kate Vitale and Mackenzie Whitten shared information about the diverse activities, learning experiences and growth opportunities that are available to FFA club members.

- 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.

Motion made by Rachel McCarthy, seconded by Dave Harvatine

Motion carried: Yes – 6 No – 0

- A. Minutes; Board of Education meeting September 25, 2023
- B. CSE Recommendations; 2023/2024
- C. Surplus Items; obsolete items to be sold or discarded if deemed no value

C.1	Whiteboard, damaged
C.2	Metal desk

- D. Wells College Education Program Study Project; Research to be collected from employees who are graduates of Wells College

- E. Overnight Field Trip Request – National FFA Convention, Indianapolis, Indiana; four (4) students to travel on Thursday, November 2 through Saturday, November 4, 2023; students will be accompanied by Halee Wasson
- F. Donation; of 37 winter coats for Emily Howland Elementary students from Warm the Children, a partnership between Community Action Programs Cayuga/Seneca (CAP), The Citizen and the Rotary Club of Auburn.

Executive Session

On a motion by Rachel McCarthy, seconded by Dave Harvatine, the Board of Education entered executive session at 6:46 pm to discuss matters leading to the appointment of particular persons who have applied to fill positions needed within the District.

Motion carried: Yes – 6 No – 0

Kelsey Rossbach joined the meeting at 6:57 pm

Return to Open Session

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education returned to open session at 7:01 pm.

Motion carried: Yes – 7 No – 0

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 G, for the 2023/24 school year or for the term as indicated.

On a motion by Rachel McCarthy, seconded by Dave Harvatine

Motion carried: Yes – 7 No – 0

A. Resignation

A.1	<u>School District Treasurer, Central Treasurer for Student Extra-Classroom Activities Fund: Jessica Stowell</u> , for personal reasons, effective October 15, 2023
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B. Leave of Absence Request

B.1	<b>Jodi Baker</b> , Senior Typist, to accept another position with the district; effective October 11, 2023 through on or about June 30, 2024
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C. Appointments 2023-2024

C.1	Substitute Teacher, Certified: <b>Patricia Bowman</b> , effective September 1, 2023
C.2	Substitute Food Service Helper, <b>Roxanne Nesbit</b> , effective October 11, 2023
C.3	<u>Substitute School District Treasurer, Substitute Central Treasurer for Student Extra-Classroom Activities Fund: Jodi Baker</u> , effective October 11, 2023; \$67,000 pro-rated



D. Co-Curricular Appointments 2023-2024

D.1	Chaperone	<b>Nate Van Hall</b>	\$52 per event/session/game
D.2	Chaperone	<b>Mike VanDoren</b>	\$52 per event/session/game
D.3	Chaperone	<b>Lily Vernon</b>	\$52 per event/session/game
D.4	Chaperone	<b>Halee Wasson</b>	\$52 per event/session/game
D.5	Tutor	<b>Jacquelyn Jones</b>	\$ per contract

E. Salary Adjustments; 2023/2024 school year, based on verification of completed Masters level classes and/or Masters level classes previously approved.

	<i>Staff Member</i>	<i>Current Step</i>	<i>Masters Level Credits Earned</i>	<i>New Step</i>	<i>Adjustment Amount</i>
E.1	<b>Renee Barone</b>	Step 4 + 0	36	Step 4 + 36M	\$4,314
E.2	<b>Elishia Hoatland</b>	Step 17 + 36M	12	Step 17 + 48M	\$1,276
E.3	<b>Hannah Jewell</b>	Step 2 + 0	17	Step 2 + 17	\$838
E.4	<b>Elizabeth Tyrrell</b>	Step 20 + 30M	12	Step 20 + 42M	\$1,276
E.5	<b>Halee Wasson</b>	Step 6 + 12	12	Step 6 + 24	\$838

F. Volunteers 2023-2024

F.1	Elementary Volunteer	<b>Patricia Bowman</b>
F.2	Elementary Volunteer	<b>Maureen Coats</b>
F.3	Elementary Volunteer	<b>Jaclyn Freeland Britt</b>
F.4	Elementary Volunteer	<b>Anita Furness</b>
F.5	Elementary Volunteer	<b>Kayla Hildreth</b>
F.6	Elementary Volunteer	<b>Danielle Janssen</b>
F.7	Elementary Volunteer	<b>Krista Tyrrell</b>

G. Co-Curricular Appointments through ESSER Reserve Grant:

G.1	Crafty Connections	<b>Rachel Franklin</b>	\$312
G.2	Crafty Connections	<b>Michelle Howe</b>	\$312
G.3	Guitar & Ukulele	<b>Ricky Gessler</b>	\$1,755
G.4	Chess	<b>Bill Zimpfer</b>	\$1,170
G.5	Flag Football	<b>Danielle Collier</b>	\$819
G.6	Flag Football	<b>Bill Hasenjager</b>	Volunteer
G.7	Flag Football	<b>Ray Lupo</b>	Volunteer
G.8	Plastic Instruments	<b>Ricky Gessler</b>	\$0 – during school day
G.9	Dance Assistant	<b>Beth VanDeValk</b>	\$1,501.50
G.10	CPR for Babysitting	<b>Caitlin Rejman</b>	\$780
G.11	Ag & FFA Pals	<b>Brett Jillson</b>	\$1,170
G.12	Crafty Connections	<b>Bethany Murphy</b>	\$273

8.0 Business Office Reports/Informational Items – Assistant Superintendent Van Horn shared the Audit has been delayed and the Bonadio Group staff will be here to present at the October 23<sup>rd</sup> Board of Education meeting.

9.0 Superintendent's Report/Informational Items – Superintendent Jensen gave a Facilities Update, including information about the scoreboard and the playground's initial design.

10.0 Board of Education/Committees

A. Committees

A.1	<b>Athletics;</b> Matt Bennett, Rachel McCarthy, Heather Rejman Met on Monday, September 25 <sup>th</sup> , meeting minutes provided.
A.2	<b>Audit;</b> Tim Pallokat, Heather Rejman, Kelsey Rossbach Will meet on Monday, October 23 <sup>rd</sup> at 5:15 pm in the District Office.
A.3	<b>Budget/Finance;</b> Dave Harvatine, Janet Lehman, Tim Pallokat No report.
A.4	<b>Directions/Long-Range Education;</b> Janet Lehman, Rachel McCarthy, Kelsey Rossbach Met on Thursday, September 28 <sup>th</sup> , meeting minutes provided. Will meet again on Thursday, October 19 <sup>th</sup> at 9 am in the District Office.
A.5	<b>Facilities;</b> Matt Bennett, Dave Harvatine, Kelsey Rossbach The Facilities Committee will meet again on Thursday, November 2 <sup>nd</sup> at 9 am in the District Office
A.6	<b>Policy;</b> Rachel McCarthy, Heather Rejman Will meet on Wednesday, October 18 <sup>th</sup> at 8:10 am in the District Office.
A.7	<b>Safety/Wellness;</b> Janet Lehman, Rachel McCarthy Will meet on Wednesday, November 15 <sup>th</sup> at 4 pm in the District Office.
A.8	<b>Transportation;</b> Matt Bennett, Tim Pallokat No report.
A.9	<b>Cayuga Onondaga School Boards Association (COSBA);</b> Dave Wiemann No report.

11.0 Visitor Recognition; Residents Wishing to Address the Board –

Robb Jetty asked for Board of Education member contact information to be placed on the SCCS website and he asked the Board to move Executive Sessions from the middle of the meeting agenda to the end.

12.0 Adjournment

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education meeting adjourned at 7:13 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,  
*Marcy Hand*, District Clerk

# **Exhibit #2**

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

<b>Student: 'Board of Education Copy'</b>			<b>Grade:</b>
<b>Meeting Date</b> 10/18/2023	<b>BOE Date</b> 10/23/2023	<b>Committee / Reason</b> Section 504 Committee / Initial Eligibility Determination Meeting	<b>Decision</b> Section 504

<b>Student: 'Board of Education Copy'</b>			<b>Grade:</b>
<b>Meeting Date</b> 10/02/2023	<b>BOE Date</b> 10/23/2023	<b>Committee / Reason</b> Committee on Special Education / Reevaluation Review	<b>Decision</b> Classified PP in Other Public School District
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>
Integrated Co-teaching Services (ELA)	09/06/2023	06/27/2024	Individual
Counseling	09/06/2023	06/27/2024	Small Group
Counseling	09/06/2023	06/27/2024	Individual
Occupational Therapy Aide	09/06/2023	06/27/2024	3:1
Occupational Therapy Consultation	09/06/2023	06/27/2024	
<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
1	Daily	1hr.	Classroom
1	Weekly	30min.	Counselor's Office
1	Weekly	30min.	Counselor's Office
5	Yearly	30min.	Therapy Room
1	Daily	6 hours	Classroom
5	Yearly	.5 hour	Classroom, Virtual Meetings or via email
<b>Service Delivery Recommendations</b>			

<b>Student: 'Board of Education Copy'</b>			<b>Grade:</b>
<b>Meeting Date</b> 10/12/2023	<b>BOE Date</b> 10/23/2023	<b>Committee / Reason</b> Subcommittee on Special Education / Annual Review	<b>Decision</b> Classified
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>
Speech/Language Therapy	09/06/2023	06/27/2024	Small Group
<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
2	Weekly	30min.	Therapy Room
<b>Service Delivery Recommendations</b>			

<b>Student: 'Board of Education Copy'</b>			<b>Grade:</b>
<b>Meeting Date</b> 10/10/2023	<b>BOE Date</b> 10/23/2023	<b>Committee / Reason</b> Committee on Special Education / Reevaluation Review	<b>Decision</b> Classified
<b>Recommended Program/Service</b>	<b>Start Date</b>	<b>End Date</b>	<b>Ratio</b>
Resource Room Program	09/06/2023	06/27/2024	5:1
<b>Frequency</b>	<b>Period</b>	<b>Duration</b>	<b>Location</b>
1	Daily	40min.	Resource Room
<b>Service Delivery Recommendations</b>			

**Exhibit #3**

**SUBJECT: QUALIFICATIONS OF BUS DRIVERS**

A person shall be qualified to operate a bus only if such person:

- a) Is at least twenty-one (21) years of age;
- b) Has been issued a currently valid driver's license or permit which is valid for the operation of a bus in New York State;
- c) Has passed the annual bus driver physical examination administered pursuant to Regulations of the Commissioner of Education and the Commissioner of Motor Vehicles. In no case shall the interval between physical examinations exceed a twelve-month period;
- d) Is not disqualified to drive a motor vehicle under Sections 509-c and 509-cc and any other provisions of Article 19-A of the Vehicle and Traffic Law;
- e) Has on file at least three (3) statements from three (3) different persons who are not related to the driver/applicant pertaining to the moral character and to the reliability of such driver/applicant;
- f) Has completed, or is scheduled to complete, State Education Department safety programs as required by law;
- g) Is in compliance with federal law and regulations, as well as District policy and/or regulations, as it pertains to meeting the standards governing alcohol and controlled substance testing of bus drivers if and when applicable.
- h) Has taken and passed a physical performance test at least once every two (2) years and/or following an absence from service of sixty (60) or more consecutive days from his/her scheduled work duties;
- i) Is in compliance with all other laws and regulations for operating a school bus, including licensing and training requirements.

*(continued)*

**SUBJECT:    QUALIFICATIONS OF BUS DRIVERS** *(continued)*

**Special Requirements For New Bus Drivers**

Before employing a new bus driver, the Superintendent or his/her designee shall:

- a)    Require such person to pass a physical examination within four (4) weeks prior to the beginning of service;
- b)    Obtain a driving record from the appropriate agency in every state in which the person resided, worked, and/or held a driver's license or learner's permit during the preceding three (3) years;
- c)    Investigate the person's employment record during the preceding three (3) years;
- d)    Require such person to submit to the mandated fingerprinting procedures;
- e)    Request the Department of Motor Vehicles to initiate a criminal history check;
- f)    Require that newly hired bus drivers take and pass the physical performance test, as mandated by Commissioner's Regulations, before they transport students.

Sections 509-c, 509-cc, and Article 19-A of the Vehicle  
and Traffic Law  
Education Law Section 3624  
15 New York Code of Rules and Regulations  
(NYCRR) Part 6  
8 New York Code of Rules and Regulations  
(NYCRR) Section 156.3  
Omnibus Transportation Employee Testing Act of 1991  
(Public Law 102-143)  
49 United States Code (USC) Section 521(b)  
49 Code of Federal Regulations (CFR)  
Parts 40, 382, 391, 392, and 395

NOTE:    Refer also to Policy #5761 -- Drug and Alcohol Testing For School Bus Drivers and Other Safety-Sensitive Employees

SCCS BOE 1<sup>st</sup> Reading October 23, 2023; no revisions recommended  
SCCS BOE reviewed and re-adopted June 13, 2011; no revision made  
Adopted: 6/7/04 Southern Cayuga CSD Policy Book

**Non-Instructional/Business Operations**

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES**

In accordance with federal regulations, employees in safety-sensitive positions as defined in regulations, including school bus drivers who are required to have and use a commercial drivers license (CDL), are now subject to random testing for alcohol, marijuana, cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP). The District shall adhere to federal law and regulations requiring the implementation of a drug and alcohol testing program for such employees in safety-sensitive positions.

The District shall either establish and manage its own program, by contract, or through a consortium for the provision of alcohol and drug testing of employees in safety-sensitive positions. Safety-sensitive employees (SSE), including school bus drivers and occasional drivers who drive a vehicle which is designed to transport passengers (including the driver), shall be subject to this requirement.

Federal regulations require that the District test school bus drivers and other SSEs for alcohol and drugs at the following times:

- a) Drug testing will be conducted after an offer to hire, but before actually performing safety-sensitive functions for the first time. Such pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) Safety-sensitive employees are also subject to a random drug and/or alcohol test on an unannounced basis just before, during or just after performance of safety-sensitive functions.
- c) In addition, testing will be ordered if a trained supervisor has a "reasonable suspicion" that an employee has engaged in prohibited use of drugs and/or alcohol.
- d) There will also be post-accident testing conducted after accidents on employees whose performance could have contributed to the accidents.
- e) Finally, return-to-duty and follow-up testing will be conducted when an individual who has violated the prohibited alcohol and/or drug conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least six (6) tests must be conducted in the first twelve (12) months after an employee returns to duty. Follow-up testing may be extended for up to sixty (60) months following return-to-duty.

All employee drug and alcohol testing will be kept confidential and shall only be revealed without the driver's consent to the employer, a substance abuse professional, drug testing laboratory, medical review officer and any other individual designated by law.

*(continued)*



**Non-Instructional/Business Operations**

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES** *(continued)*

The following alcohol and controlled substance-related activities are prohibited by the Federal Highway Administration's drug use and alcohol misuse rules for drivers of commercial motor vehicles and other SSEs:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.
- b) Being on duty or operating a commercial motor vehicle (CMV) while the driver possesses alcohol, unless the alcohol is manifested and transported as part of a shipment. This includes the possession of medicines containing alcohol (prescription or over-the-counter), unless the packaging seal is unbroken.
- c) Using alcohol while performing safety-sensitive functions.
- d) Using alcohol four (4) hours or less before duty.
- e) When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first.
- f) Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the SSE uses any controlled substance. This prohibition does not apply when instructed by a physician who has advised the SSE that the substance does not adversely affect the SSE's ability to safely operate a CMV.
- h) Reporting for duty, remaining on duty or performing a safety-sensitive function, if the SSE tests positive for controlled substances.

Drivers and other SSEs who are known to have engaged in prohibited behavior with regard to alcohol misuse or use of controlled substances are subject to disciplinary action and penalties pursuant to District policy and collective bargaining agreements, as well as the sanctions provided for in federal law. SSEs who have engaged in such prohibited behavior shall not be allowed to perform safety-sensitive functions until they are:

- a) Evaluated by a substance abuse professional (SAP).

*(continued)*

**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS AND OTHER SAFETY-SENSITIVE EMPLOYEES** *(continued)*

- b) Complete any requirements for rehabilitation as set by the District and the SAP.
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
- d) The SSE shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and consist of at least six (6) tests in the first twelve (12) months.

The Superintendent of Schools shall ensure that each SSE receives a copy of District policy, educational materials that explain the requirements of the alcohol and drug testing regulations, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or his/her designee shall ensure that a copy of these materials is distributed to each SSE, who shall sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of alcohol and controlled substance testing as well as at the beginning of each school year or at the time of hire for any safety-sensitive employees. Representatives of applicable collective bargaining units shall be notified of the availability of this information.

The Superintendent or his/her designee shall arrange for training of all supervisors who may be utilized to determine whether "reasonable suspicion" exists to test a driver for prohibited conduct involving alcohol or controlled substance use/abuse.

Any violation of this policy and/or District procedures, and applicable federal and state laws by a covered employee shall be grounds for disciplinary action including, but not limited to, fines, suspension, and/or discharge in a manner consistent with District policy, collective bargaining agreements and applicable law.

Omnibus Transportation Employee Testing Act of 1991;  
(Public Law 102-143)  
49 United States Code (USC) Section 521(b)  
49 Code of Federal Regulations (CFR) Parts 40, 382, 391,  
392 and 395

SCCS BOE 1<sup>st</sup> Reading October 23, 2023; no revisions recommended  
SCCS BOE reviewed and revised March 25, 2019  
SCCS BOE reviewed and re-adopted June 13, 2011; no revision made  
Adopted: 6/7/04 Southern Cayuga CSD Policy Book

**2023**      **SCCS Policy #5770**  
**Non-Instructional/Business Operations**

**SUBJECT:    BUS ACCIDENTS OR BREAKDOWNS**

All buses have communication resources (i.e. radios or cell phones) for constant contact with the bus garage. Each bus has an emergency procedures manual which lists telephone numbers to be used to summon help in case of an emergency. As per regulations, all buses complete annual bus safety drills with students and drivers. Under no circumstances should the driver leave the bus and pupils. The bus driver's responsibility is to remain with the pupils to protect them from injury.

SCCS BOE 1<sup>st</sup> Reading October 23, 2023; no revisions recommended  
*Reviewed, revised & readopted, SCCS BOE June 27, 2011*  
Adopted: 6/7/04 Southern Cayuga CSD Policy Book

**SUBJECT:    ALLOCATION OF TITLE I, PART A FUNDS IN THE DISTRICT**

**Allocation of Funds**

The District allocates the Title I, Part A funds it receives to District school buildings on the basis of the total number of students from low-income families in each eligible school attendance area or eligible school, as defined in law. Unless the District school building is participating in a school wide program, the District school building will only use Title I, Part A funds for programs that provide services to eligible children, as defined in law, identified as having the greatest need for special assistance.

The District will reserve from its allocation of Title I, Part A funds, such funds as are necessary to provide services comparable to those provided to students in District school buildings that receive Title I, Part A funds in order to serve:

- a) Homeless children and youths, including educationally related support services to children in shelters and other locations where children may live;
- b) Children in local institutions for neglected children; and
- c) If appropriate, children in local institutions for delinquent children, and neglected or delinquent children in community day programs.

**Funds Will Supplement Not Supplant**

The District will ensure that Title I, Part A funds only supplement, not supplant, the funds that would, in the absence of such federal funds, be made available from state and local sources for the education of students participating in programs assisted by Title I, Part A funds.

**Allocation Methodology**

The District has developed an allocation methodology that is consistent with Title I guidelines.

20 USC §§ 6312-6315 and 6321

NOTE:    Refer also to Policies # 5110 -- Budget Planning and Development  
# 5550 -- Maintenance of Fiscal Effort (Title I Programs)  
# 8260 -- Programs and Projects Funded by Title I

*SCCS BOE 1<sup>st</sup> Reading October 23, 2023; no revisions recommended*  
*SCCS BOE reviewed March 22, 2021; no revisions made*  
*SCCS BOE first reading March 11, 2019; new policy*  
*Adoption Date March 25, 2019*

**SUBJECT: ~~PROGRAMS AND PROJECTS FUNDED BY~~ TITLE I PARENT AND FAMILY ENGAGEMENT PLAN****Parental and Family Engagement ~~Involvement~~**

The Board of Education recognizes the rights of parent/guardians and/or persons in parental relation to be fully informed of all information relevant to their children who participate in programs and projects funded by Title I. The district shall ensure parental/guardian and/or persons in parental relation involvement in these programs and projects by:

- a) Involving school stakeholders, including parents, in planning the use of Title I funds and the development of the engagement plan and school improvement plans;
- b) Convening an annual meeting to which all parents/guardians and/or persons in parental relation of participating children shall be invited to understand Title I services and to identify the right of parents;
- c) Providing parents/guardians and/or persons in parental relation with reports on their children's progress which may include the curriculum in use and forms of assessment;
- d) Providing opportunities for regular meeting and/or communication with parents/guardians and/or persons in parental relation.
- e) Involving parents in Title I activities, which may include establishing a school community advisory committee (CAC).
- f) Evaluate the effectiveness of the engagement plan, towards increasing parent participation, and services provided to Title I students.
- g) The district will provide coordination, technical assistance, and support to build capacity in Title I schools;
- h) Schools will provide parents and/or guardians materials and training to work with their children;
- i) ~~In addition to the above~~ The district and Title I schools shall, jointly and in agreement with parents/guardians and/or persons in parental relation of students receiving Title I services, establish expectations for parental involvement in Title I programs. ~~in accordance with Section 1118(a) of the Elementary and Secondary Education Act. Similarly, each Title I school within the District shall establish building level school/parent/guardian and/or persons in parental relation involvement policies in accordance with Section 1118(b). Such school/parent/guardian and/or persons in parental relation policies shall include, where applicable, school-parent/guardian and/or persons in parental relation compacts outlining how parents/guardians and/or.~~ The entire school staff, parents, and students will share the responsibility for improved student achievement and develop a partnership to help students achieve the state's high standards.

## **Comparability of Services**

The school district shall ensure equivalence among the schools in the district of the same grade span and levels of instruction with regard to teachers, administrators and auxiliary personnel as well as equivalence in the provision of curriculum materials and instructional supplies in Title I programs.

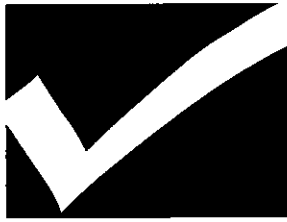
## **Procedures for Filing Complaints/Appeals**

The school district will disseminate free of charge to parents and family members of children in Title I programs, the appropriate private school officials, adequate information regarding the district's written complaint procedures to resolving Title I issues. Complaints should be addressed directly with the service provider and if it remains unresolved, it should be addressed with the building principal.

Title I of the Elementary and Secondary  
Education Act of 1965, as amended by the No Child  
Left Behind Act of 2001  
20 United States Code (USC) Section 6301 et seq.  
34 Code of Federal Regulations (CFR) Part 75

SCCS BOE 1<sup>st</sup> Reading October 23, 2023; revisions recommended  
*SCCS BOE Reviewed November 8, 2010; no revisions*  
Adopted: 6/7/04

# **Exhibit #4**



# SCCS Directions Committee Meeting Minutes

**October 19, 2023 9:00 am - 10:00 am**

**District Office**

MEMBERS: Kelsey Rossbach, Janet Lehman, Rachel McCarthy & Patrick Jensen

## **Discussion**

1. The committee discussed the firefighter exemption request.
  - a. Specifically, the committee discussed the need to standardize the definition of 'active' status as it appears to vary among the five fire companies within our community.
  - b. The committee discussed the impact of approval for towns versus the county tax. As the town tax impact is negligible compared to county and school tax.
  - c. The committee also discussed the existing state tax credit of \$200 for volunteer firefighters for persons living in homes less than \$200,000 in value appear better off with the state tax credit versus than 10% off their school tax. The 10% incentive appears to disproportionately benefit those living in more expensive homes.
  - d. The committee discussed that the 10% savings for firefighters would be passed on to other taxpayers not receiving the benefit. An owner of a \$500,000 home would save approximately \$500 but that would be passed on to other tax payers. The impact is unknown but would likely be minimal.
  - e. The committee discussed the board voting on the exemption on an annual basis.
2. The committee discussed the space provided to the community-based food bank space in the ag wing.
3. The committee discussed outstanding topics, setting board goals, and potential board training and board meeting presentations.
4. The committee discussed the professional development plan, specifically k-2 literacy instruction.

The meeting adjourned at 10:00 am.

The next meeting November 9, 2023 at 9 am in the district office.



**Exhibit #5**



# SCCS Policy Committee Meeting Minutes

October 18, 2023

8:10 am - 9:00 am

District Office

Members: Patrick Jensen, Rachel McCarthy, Heather Rejman

Absent: none

1. Committee members reviewed policy #5760 Qualifications of Bus Drivers and recommended no change. The first reading will be on October 23, 2023.
2. Committee members reviewed policy #5761 Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees and discussed a minor change. Upon consultation with the school attorney, the change is not allowed under federal rules. The first reading will be on October 23, 2023.
3. Committee members reviewed policy # 5770 Bus Accidents or Breakdowns and recommended no change. The first reading will be on October 23, 2023.
4. Committee members reviewed policy # 5551 Allocation of Title 1, Part A Funds in the District and recommended no change. The first reading will be on October 23, 2023.
5. Committee members reviewed policy # 8260 Title 1 Parent and Family Engagement Plan and recommended changes. The first reading will be on October 23, 2023.

The meeting ended at 9:00 am.

The next meeting TBD.