

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda  
High School Library

September 25, 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

Board of Education Meeting – Tuesday, October 10<sup>th</sup> at 6:00 pm

Board of Education Meeting – Monday, October 23<sup>rd</sup> at 6:00 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.

5.0 Presentation: Grant Updates – Superintendent Jensen

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 C.

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

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

A. Minutes; Board of Education meeting September 11, 2023 Exhibit #1

B. CSE Recommendations; 2023/2024 Exhibit #2

C. Amend Overnight Field Trip Request - Gerace Research Center, San Salvador, Bahamas: six (6) twelfth grade students to travel to San Salvador, Bahamas to conduct science research and data collection for the Gerace Research Center, **Saturday, March 2<sup>nd</sup> through Saturday, March 9<sup>th</sup>, 2024**; students will be accompanied by Caitlin Rejman Exhibit #3

**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 \_\_\_\_

6.0 **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 6.0 A through E, for the 2023/24 school year or for the term as indicated.

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

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

A. **Resignations**

A.1	<b>Jeffery Weaver</b> , Cleaner, effective September 19, 2023
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B. **Appointments 2023-2024**

B.1	<b>Food Service Helper/School Monitor: Manda Allen</b> , to a position as a Food Service Helper/School Monitor, with a 52-week probationary period, effective September 26, 2023, at a rate of \$14.62 per hour.
B.2	<b>Point of Contact for Departments of Social Services/Foster Care with Southern Cayuga Central School District: Lindsay Herrling</b>
B.3	<b>Substitute Bus Attendant: Christopher Howe</b> , effective September 26, 2023
B.4	<b>Substitute Teacher Aide: Cassie Krebs</b> , effective September 26, 2023
B.5	<b>Amend Teaching Assistant: Yasmine Smith*</b> ; pending certification, to a four (4) year probationary appointment in the special subject tenure area of teaching assistant, to a four (4) year probationary appointment in the special subject tenure area of teaching assistant, effective October 2, 2023, to October 1, 2027; \$21,500, <b>pro-rated</b> . <i>*The expiration dates of the 4-year probationary appointment 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 employee must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-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 teaching assistant receives an ineffective composite or overall rating in the final year of the probationary period, the teaching assistant shall not be eligible for tenure at that time.</i>

C. Co-Curricular Appointments 2023-2024

C.1	ELL Tutor	Michele Shaw	\$ per contract
C.2	Tutor	Sarah Allen	\$ per contract
C.3	Tutor	Renee Barone	\$ per contract
C.4	Tutor	Kim Hutchings	\$ per contract
C.5	Tutor	Jeanette Owens	\$ per contract

D. Summer Curriculum Work 2023-2024:

D.1	Reading League Training	Stacey Gavurnik	\$150
D.2	Reading League Training	Rhonda Hayden	\$150

E. Volunteers 2023-2024

E.1	Elementary Volunteer	Megan Bradley
E.2	Elementary Volunteer	Ashley Dimon
E.3	Elementary Volunteer	Melissa Jordan
E.4	Elementary Volunteer	Lori Knopp
E.5	Elementary Volunteer	Teressa Naylor
E.6	Elementary Volunteer	Christine Osterhoudt
E.7	Elementary Volunteer	Janet Reohr
E.8	Elementary Volunteer	Hannah Richter
E.9	Elementary Volunteer	Peggy Tabone

7.0 Business Office Reports/Informational Items

8.0 Superintendent's Report/Informational Items

9.0 Board of Education/Committees

A. Committees

A.1	<i>Athletics</i> ; Matt Bennett, Rachel McCarthy, Heather Rejman	Will meet on Monday, September 25 <sup>th</sup> at 5:00 pm in the Guidance Office Conference Room
A.2	<i>Audit</i> ; Tim Pallokat, Heather Rejman, Kelsey Rossbach	Will meet on Tuesday, October 10 <sup>th</sup> at 5:15pm in the District Office
A.3	<i>Budget/Finance</i> ; Dave Harvatine, Janet Lehman, Tim Pallokat	
A.4	<i>Directions/Long-Range Education</i> ; Janet Lehman, Rachel McCarthy, Kelsey Rossbach	Will meet on Thursday, September 28 <sup>th</sup> at 9 am in the District Office
A.5	<i>Facilities</i> ; Matt Bennett, Dave Harvatine, Kelsey Rossbach	Met on Thursday, September 7 <sup>th</sup> , meeting minutes provided <u>Exhibit #4</u> Will meet again on Thursday, November 2 <sup>nd</sup> at 9 am in the District Office
A.6	<i>Policy</i> ; Rachel McCarthy, Heather Rejman	Will meet on Monday, October 23 <sup>rd</sup> at 5 pm in the District Office

A.7	<i>Safety/Wellness; Janet Lehman, Rachel McCarthy</i>	
A.8	<i>Transportation; Matt Bennett, Tim Pallokat</i>	
A.9	<i>Cayuga Onondaga School Boards Association (COSBA); Dave Wiemann</i>	

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 Adjournment

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

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

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

**September 25, 2023**

*High School Library*

**6:00 PM**

1. Draft Minutes – September 11, 2023 Meeting
2. CSE Recommendations 2023-24
3. Overnight Field Trip Request
4. Facilities Committee Meeting Minutes September 7, 2023

# **Exhibit #1**

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

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

September 11, 2023  
6:00 pm

- 1.0 Call to Order at 6:00 PM Board President Kelsey Rossbach called the meeting to order.
- 2.0 Pledge of Allegiance Board President Kelsey Rossbach led the pledge.

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

**Board members arriving late:** Rachel McCarthy at 6:06 pm

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

**Others present:** Nynette Adams, Linda Clark, Julia Dunsmoor, Marcy Hand, Mary Hemans, Susan Hilliard, Lori Knopp, Gary Mutchler, Wendy Mutchler, Mary Napier, Melanie Pallokat, Constance West

- 3.0 Approval of the Amended Agenda  
On a motion by Matt Bennett, 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

Rachel McCarthy joined the meeting at 6:06 pm

- 5.0 Presentation: Fiscal Advisors – Mike Shusda shared information regarding bonds, notes, interest, school bus purchases, school district aid, tax levies, debt payments, state legislation regarding electric buses, finance law, and district reserves.

- 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 Rachel McCarthy, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

A. Minutes; Board of Education meeting August 28, 2023

- B. Reject Bid as received for the 2023/2024 Capital Outlay Project. Zerodraft of CNY Inc. recognizes they were missing documents and had inconsistencies in their submitted bid package. They agree to accept the district's rejection as the lowest qualified bidder.

	<b>Contractor</b>	<b>Base Bid</b>
B.1	Zerodraft of CNY Inc.	\$87,500

C. Accept Bids as received for the 2023/2024 Capital Outlay Project

	<b>Contractor</b>	<b>Base Bid</b>
C.1	Bellows Construction Specialties, LLC	\$87,779
C.2	Bouley Associates, Inc.	\$143,400
C.3	Iversen Construction Corp.	\$91,200

D. Award Bid to the lowest responsible bidder for the 2023/2024 Capital Outlay Project

	<b>Contractor</b>	<b>Base Bid</b>
D.1	Bellows Construction Specialties, LLC	\$87,779

Executive Session

On a motion by Rachel McCarthy, seconded by Matt Bennett, the Board of Education entered executive session at 6:37 pm to discuss matters leading to the appointment of particular persons who have applied to fill positions needed within the District.

Motion carried: Yes – 7 No – 0

Return to Open Session

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education returned to open session at 6:43 pm.

Motion carried: Yes – 7 No – 0

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

On a motion by Rachel McCarthy, seconded by Matt Bennett

Kelsey Rossbach, Board President, reminded us volunteers need to complete paperwork on an annual basis.

Motion carried: Yes – 7 No – 0

A. Resignations

A.1	<b>Sherri Gallow</b> , Food Service Helper/Monitor, effective August 25, 2023
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B. Changes in Employment Status

B.1	<u>Teaching Assistant: Rachel Franklin</u> , from a 1.0 FTE reduced to a 0.4 FTE, effective September 1, 2023.
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C. Appointments 2023-2024

C.1	Substitute Bus Attendant: <b>Dallas Dockstader</b> , effective September 1, 2023
C.2	<u>Teacher Aide: Maria Montalvo Radcliff</u> , to a 1.0 FTE position as a Teacher Aide, with a



	52-week probationary period, effective September 12, 2023, at a rate of \$14.62 per hour
C.3	<u>Teacher Aide: Kirsten Potter</u> , to a 0.6 FTE position as a Teacher Aide, with a 52-week probationary period, effective September 12, 2023, at a rate of \$14.62 per hour
C.4	<u>Substitute Teacher, Uncertified, Substitute Teaching Assistant &amp; Substitute Teacher Aide: Kylie Rejman</u> , effective September 12, 2023
C.5	<u>Teaching Assistant: Yasmine Smith*</u> ; pending certification, to a four (4) year probationary appointment in the special subject tenure area of teaching assistant, to a four (4) year probationary appointment in the special subject tenure area of teaching assistant, effective October 2, 2023, to October 1, 2027; \$21,500.  <i>*The expiration dates of the 4-year probationary appointment 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 employee must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-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 teaching assistant receives an ineffective composite or overall rating in the final year of the probationary period, the teaching assistant shall not be eligible for tenure at that time.</i>
C.6	<u>Substitute Bus Driver: Daryl Thaler</u> , effective July 1, 2023

D. Salary Adjustments 2023-2024

D.1	<u>Amend Long-Term Substitute English as a Second Language Teacher, Kalyn Deans</u> , long term English as a Second Language Teacher, effective September 1, 2023, through June 30, 2024; Step 8 +48M; \$65,275; with professional certification in Childhood Education Grades 1-6.
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E. Co-Curricular Appointments 2023-2024

E.1	Swim Timer/Scorer	Steve Baumes	\$ per contract
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F. Volunteers 2023-2024

F.1	Elementary Volunteer	Elisabeth MacCormick
F.2	Elementary Volunteer	Claire McDonald
F.3	Elementary Volunteer	Michelle Miller
F.4	Elementary Volunteer	Howard Nelson
F.5	Elementary Volunteer	Christine Ward

8.0 Business Office Reports/Informational Items – None

9.0 Superintendent's Report/Informational Items – Superintendent Jensen shared information regarding enrollment counts, the facilities committee meeting with the architects and the first thirty percent of the design phase of the capital project, and the planetarium's Spitz projector.

10.0 Board of Education/Committees

A. Committees

A.1	<u>Athletics</u> ; Matt Bennett, Rachel McCarthy, Heather Rejman	Will meet on Monday, September 25 <sup>th</sup> at 5:00 pm in the Guidance Office Conference Room
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A.2	<i>Audit</i> ; Tim Pallokat, Heather Rejman, Kelsey Rossbach	Will meet on Tuesday, October 10 <sup>th</sup> at 5:15pm in the District Office
A.3	<i>Budget/Finance</i> ; Dave Harvatine, Janet Lehman, Tim Pallokat	Will meet after the audit results are available to the district.
A.4	<i>Directions/Long-Range Education</i> ; Janet Lehman, Rachel McCarthy, Kelsey Rossbach	Will meet on Thursday, September 28 <sup>th</sup> at 9 am in the District Office
A.5	<i>Facilities</i> ; Matt Bennett, Dave Harvatine, Kelsey Rossbach	Met on Thursday, September 7 <sup>th</sup> at 9 am in the District Office; will meet again on Thursday, November 2 <sup>nd</sup> at 9 am in the District Office
A.6	<i>Policy</i> ; Rachel McCarthy, Heather Rejman	Will meet on Monday, October 23 <sup>rd</sup> at 5 pm in the District Office
A.7	<i>Safety/Wellness</i> ; Janet Lehman, Rachel McCarthy	Will meet in November.
A.8	<i>Transportation</i> ; Matt Bennett, Tim Pallokat	
A.9	<i>Cayuga Onondaga School Boards Association (COSBA)</i> ; Dave Wiemann	No report.

11.0 Visitor Recognition; Residents Wishing to Address the Board

Linda Clark attempted to address the Board of Education with comments relating to the employees and students of the district, which are not permitted.

Executive Session

On a motion by Janet Lehman, seconded by Heather Rejman, the Board of Education entered executive session at 7:15 pm to meet with Linda Clark regarding her comments for the Board of Education.

Motion carried: Yes – 7 No – 0

Return to Open Session

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education returned to open session at 8:10 pm.

Motion carried: Yes – 7 No – 0

12.0 Adjournment

On a motion by Dave Harvatine, seconded by Rachel McCarthy, the Board of Education meeting adjourned at 8:14 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**

**Grade:** \_\_\_\_\_

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

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>				
09/12/2023	09/25/2023	Committee on Special Education / Requested Review	Classified				
<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>
Special Class	09/26/2023	06/27/2024	6:1+2	1	Daily	6hr.	BOCES Classroom
Occupational Therapy	09/26/2023	06/27/2024	Individual	1	Weekly	30min.	Therapy Room
Occupational Therapy	09/26/2023	06/27/2024	Individual	1	Weekly	30min.	Classroom
Counseling	09/26/2023	06/27/2024	Small Group	1	Weekly	30min.	Classroom
Counseling	09/26/2023	06/27/2024	Individual	1	Weekly	30min.	Counselor's Office
Team Meeting	09/06/2023	06/27/2024		1	Weekly	.5 hour	Classroom

**Grade:** \_\_\_\_\_

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

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>				
09/11/2023	09/25/2023	Committee on Special Education / Transfer Student - Agreement No Meeting	Classified				
<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>
Consultant Teacher Services (Math)	09/12/2023	06/27/2024	Direct and Indirect	1	Daily		Integrated
Consultant Teacher Services (ELA)	09/12/2023	06/27/2024	Direct and Indirect	1	Daily		Integrated
Physical Therapy	09/12/2023	06/21/2024	Small Group	1	Weekly	30min.	School Environment
Occupational Therapy	09/12/2023	06/21/2024	Small Group	2	Weekly	30min.	School Environment
Speech/Language Therapy	09/12/2023	06/21/2024	Small Group	1	Monthly	3hr.	School Environment
Program Aide	09/12/2023	06/27/2024		1	Daily	5 hours 30 minutes	All Classes except recess and lunch
							Gymnasium

**Grade:** \_\_\_\_\_

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

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>
09/13/2023	09/25/2023	Section 504 Committee / Program Review	Section 504

**Grade:** \_\_\_\_\_

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

<u>Meeting Date</u>	<u>BOE Date</u>	<u>Committee / Reason</u>	<u>Decision</u>				
09/05/2023	09/25/2023	Committee on Special Education / Transfer Student - Agreement No Meeting	Classified				
<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>

**Student:** 'Board of Education Copy' **Grade:** \_\_\_\_\_

Meeting Date	BOE Date	Committee / Reason	Decision
09/05/2023	09/25/2023	Section 504 Committee / Transfer Student - Agreement No Meeting	Section 504 - Non-Resident

**Student:** 'Board of Education Copy' **Grade:** \_\_\_\_\_

Meeting Date	BOE Date	Committee / Reason	Decision				
08/18/2023	08/28/2023	Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Classified Preschool				
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Special Class in an Integrated Setting	09/06/2023	06/27/2024	8:1+1	1	Daily	5hr.	Preschool Classroom
Speech/Language Therapy	09/06/2023	06/27/2024	Individual	3	Weekly	30min.	Speech Therapy Room

**Student:** 'Board of Education Copy' **Grade:** \_\_\_\_\_

Meeting Date	BOE Date	Committee / Reason	Decision				
09/08/2023	09/25/2023	Committee on Special Education / Initial Eligibility Determination Meeting	Classified PP Non-Resident				
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Occupational Therapy	09/26/2023	06/27/2024	Individual	2	Weekly	30min.	Therapy Room
Speech/Language Therapy	09/26/2023	06/27/2024	Individual	2	Weekly	30min.	Speech Therapy Room
Speech/Language Consultation	09/26/2023	06/27/2024		5	Yearly	5 hour	Classroom/Therapy Room

**Student:** 'Board of Education Copy' **Grade:** \_\_\_\_\_

Meeting Date	BOE Date	Committee / Reason	Decision				
09/20/2023	09/25/2023	Committee on Special Education / Annual Review	Classified				
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location
Physical Therapy	09/20/2023	06/27/2024	Individual	2	Weekly	30min.	Home
Occupational Therapy	09/20/2023	06/27/2024	Individual	1	Weekly	30min.	Home
Physical Therapy	07/10/2023	08/18/2023	Individual	1	Weekly	30min.	Home
Occupational Therapy	07/10/2023	08/18/2023	Individual	1	Weekly	30min.	Home

**Student:** 'Board of Education Copy' **Grade:** \_\_\_\_\_

Meeting Date	BOE Date	Committee / Reason	Decision
04/21/2023	05/22/2023	Section 504 Committee / Annual Review	Exited

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

**Grade:**

<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>
06/14/2023	08/14/2023	Committee on Special Education / Initial Eligibility Determination Meeting	Classified

<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>
Speech/Language Therapy	09/06/2023	06/27/2024	Small Group	2	Weekly	30min.	Therapy Room
Speech/Language Therapy	09/06/2023	06/27/2024	Individual	2	Weekly	15min.	Therapy Room
Counseling	09/06/2023	06/27/2024	Individual	1	Weekly	30min.	Therapy Room
Team Meeting	09/06/2023	06/27/2024		5	Yearly	.5 hour	Classroom

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

**Grade:**

<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>
08/22/2023	08/28/2023	Committee 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>
Resource Room Program	09/06/2023	06/27/2024	5:1	1	Daily	40min.	Resource Room

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

**Grade:**

<b>Meeting Date</b>	<b>BOE Date</b>	<b>Committee / Reason</b>	<b>Decision</b>
09/07/2023	09/25/2023	Subcommittee on Special Education / Requested Review Transfer Student	Classified PP Non-Resident

<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>
Speech/Language Therapy	09/25/2023	06/26/2024	Individual	2	Weekly	30min.	Speech Therapy Room

# **Exhibit #3**

**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: Southern Cayuga High School Submitted by: Caitlin Rejman

Destination Gerace Research Center - San Salvador, Bahamas

Departure: Saturday March 2nd, 2024 Approx. 2am (pending flight confirmation) SC High School  
Date Time Location

Dismissal time n/a

Return: Saturday March 9nd, 2024 Approx. 10pm (pending flight confirmation) SC High School  
Date Time Location

Number of participating staff 1 Name(s) Caitlin Rejman

Grade level(s) 12th Number of students attending 6

Is bus transportation needed? To the Syracuse airport at day of departure and return

Approximate number of miles round trip 100 miles/day (2 days)

Are substitutes needed? yes 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)*

The objective of this trip is to provide juniors and seniors that have already taken basic high school level science classes with an opportunity to conduct authentic and meaningful science research and data collecting in the field, while providing a culture experience different from their own. Participating students will be staying at the Gerace Research Centre, an affiliate of the University of the Bahamas and all data/research done will contribute to the biological and ecological growth of the studied marine ecosystems and foster further research. It is necessary that all participating students have taken and passed Living Environment to have the necessary scientific background for this trip.

*(continued)*



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

**ACTIVITIES**

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

Prior to the trip, students will learn how to properly collect the data needed for this trip that will be determined by the Research Center closer to the trip date. Students will also learn how to identify crucial species needed for data collection.

**ACTIVITIES** *(continued)*

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

Students will spend every morning visiting a different snorkeling site around the island to conduct fish population surveys and other in-water data collection asked for at the time of the trip for the research center. Afternoons will be spent either at a second snorkeling site, or data collecting in the jungles on the island, cave sites, or in the tide pools. There are also several historical sites that can be visited in the afternoon such as plantation ruins, lighthouses, and the landing site of Christopher Columbus. After dinner, students will spend time in the classroom or labs to discuss the results and pool information from the day and discuss the research goals for the following day.

- Itinerary

7:30 - Breakfast

8:30 - Meet at trucks and leave for site visit to snorkel

11:00 - Return from morning snorkel

Noon - Lunch

1:00 - Afternoon snorkel, or other on-land location (tidepool, beach, jungle, cave etc.)

4:00 - Return to field station - Free time until dinner to enjoy research center amenities such as basketball court

5:30- Dinner

6:00-Library open/work time on school work

7:00 - Class or lab time

9:30 - Return to dorms, free time

11:00- lights out

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

**ACTIVITIES** *(continued)*

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

Upon arrival, students will be asked to create a presentation for the school board, and will analyze any final gathered data to be sent back to the research center.

**CORRELATION**

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

This trip will be correlating with Marine Science studies in the field. Students will be conducting authentic research in a marine setting involving marine biology, biogeography, ecology, conservation, and potentially geology.

**PROVISIONS FOR CONTINUITY OF SCHOOL WORK**

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

All teachers have been notified and will be sending work with the students. Designated study time will be set aside each day for students to only focus on the school work they are missing from that day where students can work in study groups at the Research Centre library or in our designated classroom. Students will have access to the library computers as well.

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

This trip is designed to be a supplement to science education but is not part of a class requirement. Students that are not participating in the trip will not be asked to complete an alternative assignment. This is an optional extension to provide an opportunity for science to be conducted in the field.

*(continued)*

**Exhibit #4**

**Attendees:**

Name	Company / Affiliation	Title	Attendance
Jake Smith	RSA Architects	Vice President	Present
Mike Asmolik	RSA Architects	Project Architect	Present
Patrick Jensen	SCCSD	Superintendent	<b>Present</b> / Absent
Loretta Van Horn	SCCSD	Asst. Superintendent	<b>Present</b> / Absent
Dave Harvatine	SCCSD - BOE	Facilities Committee	<b>Present</b> / Absent
Kelsey Rossbach	SCCSD - BOE	Facilities Committee	<b>Present</b> / Absent
Matt Bennett	SCCSD - BOE	Facilities Committee	<b>Present</b> / Absent

**Discussion:**

- The upcoming review schedule was discussed with everyone present. Thursdays at 9am works for everyone. The 60% review meeting would be November 2<sup>nd</sup> at 9am.
- Jake and Mike (RSA) reviewed the 30% drawing set with the District administration and facilities committee listed above.
- RSA started with the review of the site work campus-wide.
  - Site Sewer Line Replacement
    - RSA shared that the camera scoping of the original 1960's clay sewer pipes was complete. During the investigation, it was noted that the clay piping is shallow and in some cases above the frost line. Based on the fixed pipe elevations when exiting the buildings (at main school, Bus Garage, and Planetarium) and the pipe inlet to the septic tank with respect to the 1960's leach field at the west lawn of the school, this condition would remain even if replacing the entire line with new PVC.
    - The existing clay pipe did not have breaks but did have buildup at several locations. The pipe sections appeared intact and engineers put the expected life of the piping at less than 10 years.
    - Based on the recent site work completed in this area, the Administration wished to hold off on replacing the sewer lines and replace when necessary or when the next cycle of paving in this area would be required.
  - Site Storm Sewer Improvements
    - RSA shared the results of the camera scoping of the 15" clay storm pipe, roof drain piping (under floor slab), and smaller storm piping near the playground.
    - The 15" clay pipe from the 1960's is intact and has no breaks. There is a high water line in the pipe showing how full the pipe gets even after a long period of no rain. The smaller pipes near the playground had rocks in the line but could be cleared out.
    - RSA's engineers are looking into the drainage calculations from all the piping tied into the original 15" line over the decades, this includes all the field / lawn drainage and roof leaders. Replacing the 15" pipe with larger will not be an option as it runs under the elementary school addition. It was discussed to alleviate volume on the 15" pipe, separate branches for the fields could be routed more to the east.

- Concession Bldg. Leach Field
  - An update was given on the perc tests for the new concession stand leach field where several holes were dug on the upper ball field areas. All perc tests were above the minimum 60 min/inch and are not suitable for a conventional leach field.
  - RSA discussed two other options. Option one would be replacing the existing holding tank (+/- 250 gal.) with a larger tank. Option two would be building a sand filter bed system designed similar to the 1960's leach field in front of the school. This would result in a 50-75% cost increase and modification to the District's SPDES permit.
  - The Administration and Committee felt the cost for the sand filter bed system was too much in relation to how often the storage tank is cleaned out. The District asked RSA how much a larger tank would cost and if any change in permits is required.
  
- Baseball and Softball Field Scoreboards
  - Locations for the scoreboards were roughly determined based on the outfields and sun direction.
  - The scoreboard for baseball was located 300' from home plate in left field. The scoreboard for softball was changed from 250' to 200' from home plate and located in right field.
  - RSA discussed the main field scoreboard being replaced in its current location on the existing steel and a mock-up LED matrix would be installed to make sure the brightness of the new sign is acceptable.
  
- New Elementary Playground
  - RSA briefly discussed the playground. Patrick mentioned he formed a committee to review the options. Student voting is starting on which existing pieces are most popular.
  
- Additional Site Work Scope Items
  - The Administration and Committee confirmed additional site work scope for RSA to estimate and design. The items would become alternates for bidding.
    - Asphalt replacement at Bus parking area and north entrance road
    - Re-surface the running track
    - Playground rubber surface in-lieu of engineered wood fiber
  - RSA noted that during the walkthrough of the concession building, Harold Van Horn mentioned the well pumps for the field irrigation storage tanks would not run if the sound system for the field was on. The storage tanks would then be filled by hose off the school water system. This could be easily fixed by installing a transfer switch on a panel at the well. The Administration and Committee agreed this condition should be corrected as part of the electrical work at the concession building.
  
- Starting at the Poplar Ridge School, RSA shared development of the interior and exterior scope items.
  - Auditorium Seating
    - The existing Auditorium seat count is 611. By going to 22" seats, which includes some 21" and 20" seats for aisle radius adjustments, the new seat count would be around 572. The leveling of additional ADA seating areas in the back would decrease the number slightly. The District and Committee had no concern with the reduction in seat count.

- HS Gym & Pool Bleacher Replacement
  - RSA provided updated information from Nickerson's site visit and the District's requests. With the requests of seatbacks for the first row of the team's side, and going to unequal tiers (team side 8 tier, visitor side 9 tier), flex-rows for ADA, the current base quote increased by \$35,404. The existing footprint of the bleachers was also measured by Nickerson to make sure there was no encroachment and maximize seat count. The new seat count would be 838 seats while the existing wood bleachers are approximately 1080 seats. The District and Committee like the look and were OK with the added cost. Additional cost options such as logos and end curtains could be selected later. The District requested a count for the number of seat backs in the first row and if the aisle locations can be adjusted for the entire team to site together. RSA has reached out to Nickerson and will provide the updates.
  - The pool bleachers came in two options. Option one is similar to the gym bleachers (polymer seats / steel frame) but comes coated with a special finish for pool areas. RSA explained this is a new option from Hussey and while its approximately \$5,000 less, the track record isn't available for the durability and operation in a pool environment. The second option is an exterior grade bleacher, with aluminum bench seats, galvanized frame, and stainless hardware. The Administration and Committee selected the aluminum seat / galvanized frame option.
  
- ES Gym & Roll-Up Divider
  - There was a quick discussion on the Elementary Gym. It was noted the roll-up curtain would be installed and the wall for the folding gym partition could be removed. Patrick and the Committee asked if they could install additional bleachers in that area since the sight lines would be improved. Matt mentioned the Elementary Gym gets near capacity for events. RSA to look into the cost of additional bleachers along with the additional demo and floor repair work.
  
- AG Shop & Pantry Separation Wall
  - RSA reviewed the heating scope for the AG Shop and discussed the possibility of installing a full height wall with coiling shutter on the red line at the pantry. The wall would improve the heating of the AG Shop and reduce draft from the open OH door at the loading area of the pantry when in use. Patrick mentioned he would like to review the wall idea with the staff.
  
- VAT Removal
  - RSA shared with the District and Committee the locations of VAT flooring still remaining. The quantity of VAT throughout the building exceeds the budget value set during pre-referendum. The Administration and Committee selected the classrooms off Corridor 400 since other work will be occurring nearby. Adjacent rooms across the corridor containing VAT will be placed as add alternates to the bid.
  
- Corridor Doors
  - RSA showed photos of various door vintages, wood door species (oak vs. maple), and hardware of doors in the building that would be replaced for everything to look visually similar. The door replacement count would exceed current estimates and would need to be reviewed for prioritization. Patrick mentioned he would take a walk after the meeting and see the conditions of the doors and various hardware pieces. Further discussion will be required.

- Exterior Masonry Work
  - The exterior elevation drawings showed areas of repointing, cleaning, and new soft joints. Jake discussed with the group the west elevation of the school has the most deficiencies. It was also discussed that the scope will evolve overtime so this would be a scope item for future BCS.
- Main Corridor Renovation & Hall of Fame Corridor
  - Drawings were shown detailing the new wall tile layout and display case locations. RSA discussed with Patrick that there would need to be a walkthrough with the District to quantify what existing corridor components should remain (recessed cabinets, applied trim, old clocks, etc.)
  - New ceiling clouds were shown and RSA discussed access to above ceiling valves and MEP equipment. Loretta asked about the temperature change when the existing ceiling tiles are removed. RSA will review the condition with their engineers.
- RSA reviewed the Bus Garage scope of work with the Administration and Committee.
  - Bus Garage Boiler
    - RSA discussed with the group that a new boiler would require a larger room for code required working clearances. RSA asked if the District would consider adding a propane tank for the building in order to install a smaller, high efficiency condensing boiler in the existing room. The Administration did not like the idea of another fuel source and the higher cost of propane compared to fuel oil. It was then discussed options of moving the boiler room walls to help with the space constraints but further review is required. Patrick asked if they needed the back door to the repair bays if the walls are relocated and if the new boiler would be required to be in a room since it's not student occupied. RSA mentioned they would look into the ideas further with their engineers.
  - Floor Slab Replacement
    - Jake reviewed the floor slab conditions of bay #3 and bay #4. The trench drain in bay #4 looks to be in the worst shape. Loretta is going to take a look at both conditions and discuss her thoughts after.
  - HVAC Improvements Building-Wide
    - Review of the conditions by RSA brought up the question on whether the District would like to heat the two end bays that are adjacent to the drivers and dispatch area. RSA noted during their walkthrough, District staff mentioned the pipes to the restroom freezing. Jake explained the mezzanine framing condition creating a wind tunnel affect that would chill the pipes when the OH doors are left open as cold storage. The Administration does not want to heat the storage bays but rather install insulation to stop cold air from driving into the ceiling / mezzanine floor framing.
- RSA reviewed the Planetarium scope of work with the Administration and Committee.
  - Carpeting
    - RSA asked if the District wished to install new carpeting wall to wall in the planetarium unlike the existing condition (ends just behind the last seat row). The District agreed the carpeting should go wall to wall.

- Main Entry Door
  - Mike reviewed the new aluminum double door and if the District wished to have a removable mullion. He explained the card swipe currently is on the center mullion of the existing frame. The District would like to have a removable mullion as it's the only way to get large items in and out of the planetarium. Mike explained with the removable mullion, the cardswipe would need to be relocated to an adjacent wall so as not to interfere with the removable mullion operation. Loretta agreed the card swipe could be located to the wall on the left hand side (west).
  
- Masonry Restoration
  - RSA explained and showed photos of the brick masonry conditions at the Planetarium. While the entire building needs repointing, soft joints, and cleaning in select locations, the west wall upper brick appears to be buckling out from the stone panels above. RSA recommended tackling the west wall as a priority and the other exterior walls becoming bid alternates. The District and Committee agreed.
  
- RSA reviewed the Greenhouse scope of work with the Administration and Committee.
  
- ADA Access
  - RSA showed photos of the existing greenhouse. The new work would entail replacing the ramp handrails and making a new entrance slab area on the north side.
  - The Administration and Committee asked if the timber wall planting beds could be replaced due to their condition. RSA discussed how to replace them and noted it would add to the project cost for the building. RSA was then asked to look into any potential aid from SED for the Greenhouse work.

### Distribution List:

1. All attendees present or absent.

*The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn unless RSA is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.*