

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Agenda
High School Library

November 13, 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 – Parent Conference Day – Monday, November 20th
No School – Thanksgiving Recess – Tuesday, November 21st through Friday, November 24th
Senior Citizen Concert & Luncheon – Thursday, December 7th at 12:15 pm
Board of Education Meeting – Monday, December 11th at 6:00 pm
Go Home Early Drill – Friday, December 22nd grades Pre-K and 7-12 dismiss at 1:45 pm,
grades K-6 dismiss at 3:00 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: School Improvement Plan 2023-2024 – Luke Carnicelli, Caitlin Wasielewski, Michael Naylor, Michael Simons

- 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 E.

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

- A. Minutes; Board of Education meeting October 23, 2023 Exhibit #1
- B. CSE Recommendations; 2023/2024 Exhibit #2
- C. Policies, Second Reading; as recommended by the Policy Committee Exhibit #3

| | |
|-----|---|
| C.1 | Policy #5760 Qualifications of Bus Drivers; no revisions recommended |
| C.2 | Policy #5761 Drug and Alcohol Testing for School Bus Drivers and Other Safety-Sensitive Employees; no revisions recommended |
| C.3 | Policy #5551 Allocation of Title I, Part A Funds in the District; no revisions recommended |

E. Participation in Cooperative Energy Purchasing Service for Electricity; resolution authorizing participation in cooperative energy purchasing service (NYSMEC) for electricity

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, Southern Cayuga Central School District (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement for Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the Southern Cayuga Central School District to participate in the NYSMEC, and authorizes and directs the Assistant Superintendent for Business & Operations to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$.0845 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2024, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

7.0 Personnel/Consent Items; Consent Agenda

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby approves the personnel items listed in section 7.0 A through D, for the 2023/24 school year or for the term as indicated.

Motion made by _____ Seconded by _____

Vote: YES ____ NO ____

A. Appointments 2023-2024

| | |
|-----|---|
| A.1 | Substitute Senior Typist; Colleen Ciolek , effective November 14, 2023, \$20.00 per hour |
| A.2 | Substitute Cleaner; Julia Lampman , effective November 14, 2023 |

B. Co-Curricular Appointments 2023-2024

| | | | |
|------|----------------------------------|------------------------|-----------------|
| B.1 | After School Supervisor | Andrea Gregg | \$ per contract |
| B.2 | After School Supervisor | Emma Lutkins | \$ per contract |
| B.3 | After School Supervisor | Nancy Stoneburg | \$ per contract |
| B.4 | Basketball Bookkeeper | Colton Gregg | \$ per contract |
| B.5 | Basketball Bookkeeper | Steve Farkas | \$ per contract |
| B.6 | Basketball Timekeeper/Shot Clock | Chris Stevens | \$ per contract |
| B.7 | Basketball Timekeeper/Shot Clock | Doug Elser | \$ per contract |
| B.8 | Swim Scorekeeper/Timer | Mike VanDoren | \$ per contract |
| B.9 | Tutor | Emma Lutkins | \$ per contract |
| B.10 | Tutor | Chris Zappolo | \$ per contract |

C. Student Practicum, February 9 through May 3, 2024, Wells College students:

| | |
|-----|--|
| C.1 | Lauren Kimball , 40 hours total, with Elishia Hoatland |
| C.2 | Abigail McKenna , 40 hours total, with Luke Carnicelli & Stephen Shepherd |
| C.3 | Alexa Quagliana , 40 hours total, with Luke Carnicelli & Stephen Shepherd |

D. Volunteers 2023-2024

| | | |
|-----|-------------------------------|-----------------------------|
| D.1 | Elementary Volunteer | Elizabeth Crossett |
| D.2 | Elementary Volunteer | Caitlin Green |
| D.3 | Modified Basketball Volunteer | Robert "David" Gregg |
| D.4 | Elementary Volunteer | Melissa Hulme |
| D.5 | Elementary Volunteer | Linda Ramirez |
| D.6 | Elementary Volunteer | Alisha Ryan |
| D.7 | Elementary Volunteer | Lily Talcott |

8.0 Business Office Reports/Informational Items

A. Treasurer's Report

Exhibit #5

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby accepts the post-audit Treasurer's Report for June 2023.

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 | <i>Athletics; Matt Bennett, Rachel McCarthy, Heather Rejman</i> | |
| | Will meet on Thursday, November 16 th at 3:45 pm | |
| A.2 | <i>Audit; Tim Pallokat, Heather Rejman, Kelsey Rossbach</i> | |
| | Met on Monday, October 23 rd , meeting minutes provided | Exhibit #6 |
| A.3 | <i>Budget/Finance; Dave Harvatine, Janet Lehman, Tim Pallokat</i> | |
| | Will meet on Monday, November 13 th at 5 pm | |
| A.4 | <i>Directions/Long-Range Education; Janet Lehman, Rachel McCarthy, Kelsey Rossbach</i> | |
| | Met on Thursday, November 9 th , meeting minutes provided | Exhibit #7 |
| A.5 | <i>Facilities; Matt Bennett, Dave Harvatine, Kelsey Rossbach</i> | |
| | Met on Thursday, November 2 nd , meeting minutes provided | Exhibit #8 |
| A.6 | <i>Policy; Rachel McCarthy, Heather Rejman</i> | |
| | | |
| A.7 | <i>Safety/Wellness; Janet Lehman, Rachel McCarthy</i> | |
| | Will meet on Wednesday, November 15 th at 4 pm | |
| A.8 | <i>Transportation; Matt Bennett, Tim Pallokat</i> | |
| | | |
| A.9 | <i>Cayuga Onondaga School Boards Association (COSBA); Dave Wiemann</i> | |
| | | |

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****

November 13, 2023

High School Library

6:00 PM

1. Draft Minutes – October 23, 2023 Meeting
2. CSE Recommendations 2023-24
3. Policies – Second 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 #5551 Allocation of Title I, Part A Funds in the District; no revisions recommended |

4. Budget Calendar 2024-2025
5. Post-Audit Treasurer's Report – June 2023
6. Audit Committee Meeting Minutes – October 23, 2023
7. Directions/Long Range Education Committee Meeting Minutes – November 9, 2023
8. Facilities Committee Meeting Minutes – November 2, 2023

Exhibit #1

SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

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

October 23, 2023
6:00 pm

- 1.0 Call to Order at 6:04 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, Rachel McCarthy,
Tim Pallokat, Heather Rejman, Kelsey Rossbach

Board absent: None

Administrators present: Patrick Jensen, Mike Naylor

Others present: Marcy Hand, Lori Knopp, Alan Ominsky

Heather Rejman asked the Board of Education to consider moving the Executive Session from prior to Section 7.0 Personnel/Consent Items to the end of the meeting after Section 11.0 Visitor Recognition; Residents Wishing to Address the Board.

- 3.0 Approval of the Amended Agenda – executive session moved to the end of the meeting
On a motion by Rachel McCarthy, seconded by Matt Bennett, the amended agenda was approved.

Motion carried: Yes – 7 No – 0

- 4.0 Questions from the audience regarding agenda items – None

- 5.0 Presentation: External Audit for the 2022/2023 school year – Randy Shepard of Bonadio & CO., LLP of Pittsford, NY reported their findings.

- 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 D.

Motion made by Rachel McCarthy, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

- A. Minutes; Board of Education meeting October 10, 2023
- B. CSE Recommendations; 2023/2024
- 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. Policies, First Reading; as recommended by the Policy Committee

| | |
|-----|---|
| 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 |

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

On a motion by Rachel McCarthy, seconded by Matt Bennett

Motion carried: Yes – 6 No – 0 Abstain – 1 (Kelsey Rossbach)

A. Leave of Absence Request

| | |
|-----|---|
| A.1 | Katie Deming Addy , Bus Attendant; for maternity purposes; from September 13, 2023 through November 8, 2023, to go unpaid from October 25, 2023 through November 8, 2023 |
|-----|---|

B. Amend Leave of Absence Request

| | |
|-----|--|
| B.1 | Michelle Jones , Elementary Teacher, for maternity purposes; effective September 5, 2023 (amended date) through October 29 , 2023 (amended date) |
|-----|--|

C. Amend Change in Employment Status

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

D. Appointments 2023-2024

| | |
|-----|--|
| D.1 | <u>Cleaner</u> : Cassandra Krebs , 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 | <u>Administrative Internship</u> : Elizabeth Tyrrell , 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 | Ed Heslop | \$6,801 |
| E.2 | Junior Varsity Girls Basketball Coach | Colleen Lukas | \$3,743 |
| E.3 | Girls Modified Basketball Coach | Dennis Johnson | \$2,793 |
| E.4 | Varsity Boys Basketball Coach <i>split stipend</i> | Alex Fox | \$2,266.50 |
| E.5 | Varsity Boys Basketball Coach <i>split stipend</i> | Nicholas Dec | \$2,266.50 |
| E.6 | Junior Varsity Boys Basketball Coach <i>split stipend</i> | Collin Walter | \$1,702 |
| E.7 | Junior Varsity Boys Basketball Coach <i>split stipend</i> | Justin Walter | \$1,702 |
| E.8 | Modified Boys Basketball Coach | Colton Gregg | \$2,793 |
| E.9 | Varsity Indoor Track Coach | Steve Holden | \$4,987 |

| | | | |
|------|---|-------------------------|------------------------------|
| E.10 | Modified Fitness Club | Danielle Collier | \$2,793 |
| E.11 | Varsity Boys Swim Coach | Ian Murray | \$4,533 |
| E.12 | Boys Modified Swim Coach | Brett Jillson | \$2,793 |
| E.13 | Substitute Modified Boys Basketball Coach | Nicholas Dec | \$50 per week, up to 3 weeks |
| E.14 | Substitute Modified Boys Basketball Coach | Alex Fox | \$50 per week, up to 3 weeks |
| E.15 | Substitute Modified Boys Basketball Coach | Collin Walter | \$50 per week, up to 3 weeks |
| E.16 | Substitute Modified Boys Basketball Coach | Justin Walter | \$50 per week, up to 3 weeks |
| E.17 | Basketball Coach | Patrick Tyrrell | Volunteer |

F. Amend Appointment

| | |
|-----|---|
| F.1 | Substitute Account Clerk; Beverly Buisch , effective June 28, 2023 |
|-----|---|

G. Special Assignment Summer Work 2024:

| | |
|-----|---|
| G.1 | Elizabeth Tyrrell , 20 paid work days during summer 2024 at a per diem rate of 1/200 th of her salary |
|-----|---|

H. Volunteers 2023-2024

| | | |
|-----|----------------------|---------------------------|
| H.1 | Elementary Volunteer | Michael Bradley |
| H.2 | Elementary Volunteer | Christina Giocondo |
| H.3 | Elementary Volunteer | Molly Osterhoudt |
| H.4 | Elementary Volunteer | Kelsey Rossbach |
| H.5 | Elementary Volunteer | Kate Scanlan |

8.0 Business Office Reports/Informational Items

A. External Audit

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 Rachel McCarthy, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

9.0 Superintendent's Report/Informational Items – No report.

10.0 Board of Education/Committees

A. Committees

| | |
|-----|--|
| A.1 | Athletics; Matt Bennett, Rachel McCarthy, Heather Rejman |
| | No report. |
| A.2 | Audit; Tim Pallokat, Heather Rejman, Kelsey Rossbach |
| | Met tonight prior to the Board of Education meeting. |
| A.3 | Budget/Finance; Dave Harvatine, Janet Lehman, Tim Pallokat |
| | No report. |
| A.4 | Directions/Long-Range Education; Janet Lehman, Rachel McCarthy, Kelsey Rossbach |
| | Met on Thursday, October 19 th , meeting minutes were provided. |

| | |
|-----|--|
| | Will meet again on Thursday, November 9 th at 9 am in the District Office. |
| A.5 | Facilities; Matt Bennett, Dave Harvatine, Kelsey Rossbach |
| | The Facilities Committee will meet on Thursday, November 2 nd at 9 am in the District Office |
| A.6 | Policy; Rachel McCarthy, Heather Rejman |
| | Met on Wednesday, October 18 th , meeting minutes provided |
| A.7 | Safety/Wellness; Janet Lehman, Rachel McCarthy |
| | Will meet on Wednesday, November 15 th at 4 pm in the District Office. |
| A.8 | Transportation; Matt Bennett, Tim Pallokat |
| | No report. |
| A.9 | Cayuga Onondaga School Boards Association (COSBA); Dave Wiemann |
| | Save the date information was shared regarding the May 23, 2023 COSBA awards and banquet ceremony at the Springside Inn, Auburn. |

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

Executive Session

On a motion by Rachel McCarthy, seconded by Matt Bennett, the Board of Education entered executive session at 6:55 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 7:15 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 7:16 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**

Student: Board of Education Copy

Meeting Date 11/03/2023 **BOE Date** 11/13/2023 **Committee / Reason** Subcommittee on Special Education / Program Review **Decision** 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|--------------------|-----------------|---------------------------|---|
| Resource Room Program | 11/06/2023 | 06/27/2024 | 5:1 | 3 | Weekly | 40min. | BOCES Classroom | |
| Special Class - English | 09/06/2023 | 06/27/2024 | 12:1:1 | 1 | Daily | 40min. | BOCES Classroom | |
| Special Class - Social Studies | 09/06/2023 | 06/27/2024 | 12:1:1 | 1 | Daily | 40min. | BOCES Classroom | |
| Consultant Teacher Services | 09/06/2023 | 06/27/2024 | Direct | 1 | Weekly | 1hr. | BOCES Campus | BOCES CTE |
| Teacher Aide | 09/06/2023 | 06/27/2024 | | Daily | Throughout the day | | During General Ed Classes | Adult support to assist with writing tasks, comprehension, chunking information, providing explanations, simplifying concepts, provide redirection. |

Student: Board of Education Copy

Meeting Date 10/31/2023 **BOE Date** 11/13/2023 **Committee / Reason** Subcommittee on Special Education / Requested Review **Decision** 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|---------------|-----------------|---------------------|---|
| Consultant Teacher Services (ELA) | 11/01/2023 | 06/27/2024 | Direct | 1 | Daily | 20min. | Classroom | |
| Consultant Teacher Services (Math) | 11/14/2023 | 06/27/2024 | Direct | 1 | Daily | 20min. | Classroom | |
| Speech/Language Therapy | 11/14/2023 | 06/21/2024 | Small Group | 2 | Weekly | 30min. | Speech Therapy Room | |
| Occupational Therapy | 11/14/2023 | 06/21/2024 | Individual | 1 | Weekly | 30min. | Therapy Room | |
| Physical Therapy | 11/14/2023 | 06/21/2024 | Individual | 1 | Weekly | 30min. | Therapy Room | |
| Occupational Therapy | 11/14/2023 | 06/21/2024 | Small Group | 1 | Weekly | 30min. | Therapy Room | |

Student: Board of Education Copy

Meeting Date 11/06/2023 **BOE Date** 11/13/2023 **Committee / Reason** Subcommittee on Special Education / Transfer Student - Agreement No Meeting **Decision** 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|---------------|-----------------|--------------------|---|
| Occupational Therapy | 11/06/2023 | 06/27/2024 | Individual | 2 | Weekly | 30min. | Therapy Room | |
| Counseling | 11/06/2023 | 06/27/2024 | Individual | 1 | Weekly | 30min. | Counselor's Office | |

Student: Board of Education Copy

Meeting Date 11/01/2023 **BOE Date** 11/13/2023 **Committee / Reason** Section 504 Committee / Reevaluation Review **Decision** Section 504

Grade: _____

Student: 'Board of Education Copy'

Meeting Date 11/07/2023

BOE Date 11/13/2023

Committee / Reason Subcommittee on Special Education / Amendment

Decision 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|---------------|----------------------------|-----------------------------|---|
| Special Class | 09/06/2023 | 06/27/2024 | 6:1+1 | 1 | Daily | 6hr. | BOCES Classroom | |
| Counseling | 09/06/2023 | 06/27/2024 | Individual | 2 | Weekly | 30min. | Counselor's Office | |
| Behavior Intervention Plan | 09/06/2023 | 06/27/2024 | | 1 | Weekly | Throughout the School Year | Special Education Classroom | |
| Team Meetings | 09/06/2023 | 06/27/2024 | | 1 | Weekly | 30 minutes | classroom | |

Grade: _____

Student: 'Board of Education Copy'

Meeting Date 10/25/2023

BOE Date 11/13/2023

Committee / Reason Committee on Special Education / Reevaluation Review

Decision 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|-----------------|-----------------|-----------------|---|
| Resource Room Program | 09/06/2023 | 06/27/2024 | 5:1 | 1 | Every Other Day | 1hr. 30min. | Resource Room | |

Grade: _____

Student: 'Board of Education Copy'

Meeting Date 11/03/2023

BOE Date 11/13/2023

Committee / Reason Committee on Special Education / Requested Review

Decision 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|---------------|-----------------|-------------------------|---|
| Consultant Teacher Services (ELA) | 09/06/2023 | 06/27/2024 | Direct | 1 | Daily | 30min. | Classroom | |
| Resource Room Program | 09/06/2023 | 06/27/2024 | 5:1 | 1 | Daily | 30min. | Resource Room | |
| Speech/Language Therapy | 09/06/2023 | 06/27/2024 | Small Group | 2 | Weekly | 30min. | Therapy Room | |
| Occupational Therapy | 11/14/2023 | 06/27/2024 | Individual | 1 | Weekly | 30min. | Therapy Room | |
| Occupational Therapy Consultation | 11/14/2023 | 06/27/2024 | | 6 | Yearly | 15 minutes | Classroom/Team Meetings | |

Grade: _____

Student: 'Board of Education Copy'

Meeting Date 11/06/2023

BOE Date 11/13/2023

Committee / Reason Committee on Special Education / Transfer Student - Agreement No Meeting

Decision 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> | <u>Service Delivery Recommendations</u> |
|------------------------------------|-------------------|-----------------|--------------|------------------|---------------|-----------------|-------------------------------|---|
| Consultant Teacher Services (ELA) | 11/07/2023 | 06/27/2024 | Direct | 1 | Daily | 1hr. | English / Language Arts Class | |
| Consultant Teacher Services (Math) | 11/07/2023 | 06/27/2024 | Direct | 1 | Daily | 30min. | Math Class | |

| | | | | | | | | |
|---|-------------------|--|---|------------------|---------------|-----------------|---------------------|---|
| Speech/Language Therapy | 11/07/2023 | 06/27/2024 | Small Group | 2 | Weekly | 30min. | Speech Therapy Room | |
| Student: 'Board of Education Copy' | | | | | | | | |
| Meeting Date | BOE Date | Committee / Reason | Decision | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| 11/03/2023 | 11/13/2023 | Committee on Special Education / Program Review | Classified | | | | | |
| Recommended Program/Service | Start Date | End Date | Ratio | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| Special Class | 11/13/2023 | 06/27/2024 | 12:1:1 | 1 | Daily | 2hr. 30min. | BOCES Classroom | |
| Occupational Therapy | 11/13/2023 | 06/27/2024 | Individual | 2 | Monthly | 30min. | Therapy Room | |
| Speech/Language Therapy | 11/13/2023 | 06/27/2024 | Individual | 1 | Weekly | 30min. | Speech Therapy Room | |
| Student: 'Board of Education Copy' | | | | | | | | |
| Meeting Date | BOE Date | Committee / Reason | Decision | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| 10/19/2023 | 11/13/2023 | Committee on Special Education / Initial Eligibility Determination Meeting | Classified PP Within District Dual Enrollment | | | | | |
| Recommended Program/Service | Start Date | End Date | Ratio | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| Speech/Language Therapy | 11/14/2023 | 06/27/2024 | Small Group | 1 | Weekly | 30min. | Therapy Room | |
| Student: 'Board of Education Copy' | | | | | | | | |
| Meeting Date | BOE Date | Committee / Reason | Decision | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| 10/25/2023 | 11/13/2023 | Section 504 Committee / Reevaluation Review | Section 504 | | | | | |
| Student: 'Board of Education Copy' | | | | | | | | |
| Meeting Date | BOE Date | Committee / Reason | Decision | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| 10/24/2023 | 11/13/2023 | Committee on Special Education / Annual Review | Classified | | | | | |
| Recommended Program/Service | Start Date | End Date | Ratio | Frequency | Period | Duration | Location | Service Delivery Recommendations |
| Resource Room Program | 09/06/2023 | 06/27/2024 | 5:1 | 1 | Daily | 40min. | Resource Room | |

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)

Non-Instructional/Business Operations

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 2nd Reading November 13, 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)

Non-Instructional/Business Operations**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 2nd Reading November 13, 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

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 2nd Reading November 13, 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