

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

July 1, 2022

MINUTES

REORGANIZATION MEETING

1.0 CALL TO ORDER

Superintendent Patrick Jensen as Temporary Chairperson, called the meeting to order at 5:00 pm and led the pledge of allegiance.

Board members present: Matthew Bennett, Christine Brozon, Janet Lehman, Heather Rejman, Rachel McCarthy, Kelsey Rossbach

Board members absent: Dave Harvatine

Board members leaving early: Kelsey Rossbach at 5:50 pm

Administrators present: Patrick Jensen, Loretta Van Horn

Others present: Marcy Hand, Curtis Lonsky

2.0 APPROVAL OF THE AGENDA

-- On a motion by Chris Brozon, seconded by Matt Bennett, the agenda was approved.

Motion carried: Yes – 6 No – 0

Election of President of Board of Education

-- On a motion by Chris Brozon, seconded by Rachel McCarthy, Kelsey Rossbach was nominated for the Office of President of the Board of Education.

Motion carried: Yes – 6 No – 0

-- Oath of Office to President; District Clerk Marcy Hand administered the oath of office to President Kelsey Rossbach.

Election of Vice President of Board of Education

-- On a motion by Rachel McCarthy, seconded by Matt Bennett, Christine Brozon was nominated for the Office of Vice President of the Board of Education.

Motion carried: Yes – 6 No – 0

-- Oath of Office to Vice President; District Clerk Marcy Hand administered the oath of office to Vice President Christine Brozon.

-- President Kelsey Rossbach then led the remainder of the meeting.

-- BOE Committees/BOE Committee Participation: Board members discussed committee assignments.

-- Athletics; Matt Bennett, Dave Harvatine, Rachel McCarthy

-- Audit; Chris Brozon, Heather Rejman, Kelsey Rossbach

-- Budget/Finance Committee; Chris Brozon, Dave Harvatine, Janet Lehman

-- Directions/Long-Range Education Committee; Matt Bennett, Chris Brozon, Rachel McCarthy

- Facilities Committee; Dave Harvatine, Janet Lehman, Kelsey Rossbach
- Policy Committee; Matt Bennett, Rachel McCarthy, Heather Rejman
- Safety/Wellness Committee; Chris Brozon, Janet Lehman
- Transportation Committee; Heather Rejman, Kelsey Rossbach
- Cayuga Onondaga School Boards Association (COSBA) Executive Committee; Dave Wiemann

3.0 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 3.0 for the 2022/23 school year.

Motion made by Chris Brozon, seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

APPOINTMENTS FOR THE 2022/2023 SCHOOL YEAR

Group A

- District Clerk; Marcy Hand @ \$5,875
- Alternate District Clerk; Loretta Van Horn
- District Treasurer; Gloria Sherman
- Deputy Treasurer; Loretta Van Horn
- Claims Auditor; Mary Hemans
- Internal Auditor; TST BOCES
- Independent External Auditor for 2022/23; Insero & Co.; \$17,000

Group B

- School Attorney; Ferrara Fiorenza PC @ \$225 per hour plus expenses
- School Physician; Community Medical Center
- Bond Counsel; Orrick, Herrington & Sutcliffe LLP

Group C

- Central Treasurer for Student Extra-Classroom Activities Fund; Gloria Sherman
- Chief Advisors to Student Co-Curricular Activities; Luke Carnicelli & Boyan Mnahoncak
- Purchasing Agent; Loretta Van Horn
- Deputy Purchasing Agent; Patrick Jensen
- Payroll Certification Officer; Loretta Van Horn
- Records Access Officer for Freedom of Information (FOIL) Requests; Loretta Van Horn
- Records Appeal Officer; Patrick Jensen
- Records Management Officer; Loretta Van Horn
- Representative to Board of Directors, Cayuga-Onondaga Health Care Plan; Loretta Van Horn
- Medicaid Billing Compliance Officer; Loretta Van Horn
- Supervisors of Attendance: Luke Carnicelli & Boyan Mnahoncak

Group D

- Residency Designee; Loretta Van Horn

Group E

- Petty Cash Custodians, \$75 each account
 - Boyan Mnahoncak, Elementary School
 - Luke Carnicelli, Secondary School
 - Marcy Hand, Superintendent's Office
 - Jenice Jones, Cafeteria

Group F

- Committee on Special Education; *attached page 12*
- Sub-Committee on Special Education; *attached page 12*
- Committee on Preschool Special Education; *attached page 12*
- Impartial Hearing Officers

The BOE president and/or vice president is authorized to appoint Hearing Officer(s) for special education hearing(s) in regard to pending request(s) for a hearing, from the approved listing of Hearing Officers on the NYSED website, subject to ratification by the Board at its next meeting.

Group G

- Title IX Compliance Officer; Loretta Van Horn for Personnel; Patrick Jensen for Students
- Section 504 Compliance Officer; Lindsay Herrling
- Title VI Civil Rights Compliance Officer; Loretta Van Horn
- Homeless Coordinator; Lindsay Herrling @ \$2,000
- School Lunch Program Officer; Loretta Van Horn
- School Lunch Program Appeal Officer; Patrick Jensen
- ADA Compliance Officer; Loretta Van Horn
- Asbestos Compliance Officer; Harold Van Horn
- Spill Prevention Officer; Harold Van Horn

DESIGNATIONS FOR THE 2022/2023 SCHOOL YEAR

Group I

- Official Depositories of Funds
 - Cayuga Lake National (CD, Savings, Multi Fund Checking, Capital Checking, Federal Checking, Student Activities Checking)
 - NYLAF (Investments, Savings)
- Official Newspapers
 - The Auburn *Citizen*
 - The Syracuse *Post Standard*
- Official Check Signers/District Signatories
 - District Treasurer Gloria Sherman
 - BOE Vice President
 - Deputy Treasurer

Group J

- Members to Sherwood Scholarship Committee
 - Luke Carnicelli
 - BOE Vice President
 - Sharon Culver
- Members to Koon Scholarship Committee
 - Molly Chase (secretary)
 - Sharon Culver
 - Judith Miladin
 - Superintendent

APPROVALS FOR THE 2022/2023 SCHOOL YEAR

- Substitute Pay Rates; *attached page 13*
- Starting Pay Rates; per contracts
- Organizational Memberships
 - Cayuga-Onondaga School Boards Association, \$TBA
 - Central New York School Boards Association, \$TBA
 - Rural School Boards Association, \$TBA

APPROVALS FOR THE SUPERINTENDENT or DESIGNEE

- Certify NYS Teachers' Retirement Reports
- Apply for Grants in Aid
- Approve Conference Requests & Leaves in accordance with Board of Education Policy and expenses as allowed
- Sign Requests to Participate in Group Bidding with Cooperating School Districts and BOCES
- Authorize Budget Transfers within Legal Limits
- Execute BOCES and Cooperative Service Contracts
- Employ Temporary, Part-Time, per Diem or Substitute Personnel
- Temporarily Fill Vacant Positions Pending Consideration and Appointment by the Board of Education
- Require Employees to be Examined by a Physician as Designated, in Accordance with Section 913 of NYS Education Law
- Receive Court Notification Regarding a Student's Sentence/Adjudication in Certain Criminal Cases and Juvenile Delinquency Proceedings
- Grant the Use of Buildings and Grounds Pursuant to Board of Education Policy and Bylaws
- Certify NYS Employees' Retirement Reports
- Borrow Maximum Allowable Amounts by Law on Tax Anticipation Notes and Revenue Anticipation Notes
- Grant District Participation in the Cooperative Bidding Process with the Cayuga-Onondaga and Onondaga-Cortland-Madison BOCES
- Approval for the District Treasurer to Invest Revenue Funds with the Approval of the Superintendent
- Approval for the Clerk of the Board of Education, Superintendent and/or Board of Education President to Sign Legal Documents and Contracts on Behalf of the Board
- Approval for the Business Official and Clerk of the Board to Open all Bids

- Approval of Mileage Rate at IRS rate at \$0.62.5 per mile
 - Approval of the Establishment of the Cost of Copying Documents for the Public at \$0.25 per page
 - Approval for minimum hourly wage to agree with New York State law
 - Approval of the Indemnification of Employees, Board of Education and Authorized Volunteers Acting within the Scope of Their Employment or Duties for the Benefits and Protections Pursuant to those Provided by NYS Education Law
- Change Orders authorize the Superintendent to approve change orders for various projects, up to and including \$10,000 each; changes over \$10,000 will be brought to the Board Facilities Committee for approval.
- Standard Workday and Reporting Resolution

Be it resolved that the Southern Cayuga CSD Board of Education hereby establishes the following as a standard workday for elected and appointed officials and will report the following days worked to the NYS and Local Employees' Retirement System based on the timekeeping system records or the record of activities maintained and submitted by these officials to the clerk of this body for the ensuing year ending June 30, 2023.

 - District Treasurer, Gloria Sherman; 8 hours
 - Secretary to the Superintendent/District Clerk/Confidential Secretary to the Director of Special Education and Student Services, Marcy Hand; 8 hours
 - Account Clerk/Typist, Kim Bergen; 8 hours
 - Part-Time Account Clerk, Michelle Howe; 3.75 hours
 - Network Administrator, Greg Hurd; 8 hours
 - Computer Systems Technician, Scott DeChick; 8 hours
- Re-adoption of all Policies, Regulations, Code of Ethics and Board of Education Ground Rules in Effect During the Previous Year

**PART II
REGULAR MEETING**

Calendar

Enjoy the Summer -- July & August
Regular Meeting – August 8, 2022 at 5:00 pm
Regular Meeting – August 22, 2022 at 5:00 pm

4.0 PRESENTATIONS --none

5.0 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 5.0.

Motion made by Chris Brozon, seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

-- Minutes BOE regular meeting June 21, 2022

-- CSE Recommendations; 2021/2022 & 2022/2023

-- Surplus Items; outdated driver education, math and social studies textbooks, tattered and worn girls and boys basketball jerseys and shorts, girls and boys soccer jerseys and shorts, boys baseball jerseys and girls and boys track and field/cross country uniforms to be sold or discarded if deemed no value.

-- Resolution authorizing the Superintendent to submit the Certification Form for Exemption from the Internal Auditor Requirement, per Subdivision 2 of Section 2116-b of the Education Law, for the 2022/23 school year, because we meet the criteria for the exemption with an enrollment of less than 1,500 students in the 2021/22 school year.

6.0 PERSONNEL/CONSENT ITEMS

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, for the 2022/23 school year or for the term as indicated.

Motion made by Chris Brozon, seconded by Matt Bennett.

Motion carried: Yes – 6 No – 0

-- RESIGNATIONS

-- **Daniel Barrow**, Teacher, for personal reasons, effective July 1, 2022

-- **Felicity Miller**, Senior Clerk/Typist, for personal reasons, effective July 22, 2022

-- **LEAVE OF ABSENCE REQUESTS**

-- Lindsay Herrling, Director of Special Education & Student Services; for maternity purposes; from on or about November 1, 2022 until on or about December 14, 2022.

-- **APPOINTMENTS**

-- Miscellaneous Appointments

- Patricia Bodine-Oxford, Substitute School Psychologist, \$50 per hour
 - Lindsay Herrling, substitute interviews, 2022/2023 school year; \$1,725 stipend
 - Jennifer Lesch, Event Chaperone, \$50 per event/session/game
 - Curtis Lonsky, summer laborer 2022
 - Katelynn Taylor, Volunteer
 - Ryan Vanacore, Fitness Room Supervisor, \$20 per hour
- Driver Education Teacher; Greg Otis for the summer of 2022, June 27 to July 28, at a rate of \$6,000
- Teaching Assistant, **Rachel Franklin** of Aurora, NY; 1.0 FTE Teaching Assistant; September 1, 2022, to August 31, 2026; \$20,500.

Be it resolved that the Board of Education hereby appoints Rachel Franklin of Aurora, NY, pending certification, to a four (4)-year probationary appointment in the Special subject tenure area of teaching assistant, effective September 1, 2022, and to August 31, 2026. To be granted tenure the employee must have received composite or overall annual professional performance review ratings pursuant to Education Law Sections 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the employee receives an ineffective composite or overall rating in the final year of the probationary period, she shall not be eligible for tenure at that time.

-- Teaching Assistant, **Brett Jillson** of Aurora, NY; 1.0 FTE Teaching Assistant; September 1, 2022, to August 31, 2026; \$20,500.

Be it resolved that the Board of Education hereby appoints Brett Jillson of Aurora, NY, with pending certification, to a four (4)-year probationary appointment in the Special subject tenure area of teaching assistant, effective September 1, 2022, and to August 31, 2026. To be granted tenure the employee must have received composite or overall annual professional performance review ratings pursuant to Education Law Sections 3012-c and/or 3012-d of either effective or highly effective in at least three of the four preceding years and if the employee receives an ineffective composite or overall rating in the final year of the probationary period, he shall not be eligible for tenure at that time.

-- Teacher, Jacquelyn Phillips of Auburn, NY; 1.0 FTE Secondary English Teacher; September 1, 2022, to August 31, 2026; Step 3+0M, \$51,985

Be it resolved that the Board of Education hereby appoints Jacquelyn Phillips of Auburn, NY, who holds initial certification in English Language Arts (grades 5-12), to a four (4)-year probationary appointment in the English Tenure Area, as 1.0 FTE Secondary English Teacher, effective September 1, 2022, to August 31, 2026; (unless extended in accordance with the law). This expiration date is tentative and conditional only. Except to the extent required by the applicable provisions of Section 3012 of the Education Law, to be granted tenure the teacher 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 teacher receives an ineffective composite or overall rating in the final year of the probationary period, she shall not be eligible for tenure at that time.

-- Jr/Sr High School Summer Curriculum Work 2022:

<i>Title</i>	<i>Staff Members</i>	<i>Total hours @ \$44/hour</i>	<i>Total \$</i>
NYS standard & assessment review -- collab w/ PB	Acacia Phillips	10	\$440
NYS standard & assessment review -- collab w/ PB	Chris Bartolotta	10	\$440
NYS standard & assessment review -- collab w/ PB	TBA	10	\$440
NYS standard & assessment review -- collab w/ PB	TBA	10	\$440
NYS standard & assessment review -- collab w/ PB	Colton Gregg	5	\$220
NYS standard & assessment review -- collab w/ PB	Mary Beth Howell	5	\$220
SCCS K-12 Tech Curriculum Writing	Carissa Smith	5	\$220
AP Music Theory Curriculum Writing	Elissa Murphy	5	\$220
VEX/Robotics Curriculum Writing	Caitlin Rejman	5	\$220
CCC Chem 103 Curriculum Writing	Caitlin Rejman	5	\$220
Spanish 7 Curriculum Writing	Kathy Perez	10	\$440
Spanish 3/CCC 101 Curriculum Writing	Becky Davis	5	\$220
Geometry Curriculum Writing	CJ Calarco	10	\$440
LE/Ecology Curriculum Writing	Michele Shaw	10	\$440
AP Calculus Curriculum Writing	Mariel Schneggenburger	10	\$440
Math 7/8 ELL Curriculum Writing	Colton Gregg	5	\$220
Math 7/8 ELL Curriculum Writing	Mary Beth Howell	5	\$220
Global 9 Curriculum Writing	Justin Frisbie	10	\$440
STEAM 7 Curriculum Writing	Colton Gregg	10	\$440

<i>Title</i>	<i>Staff Members</i>	<i>\$125/day</i>	<i>Total \$</i>
AP Calculus Training	Mariel Schneggenburger	4 days	\$500
SUPA Pub Affairs Training	Steve Baumes	5 days	\$625

-- Elementary School Summer Curriculum Work 2022:

<i>Title</i>	<i>Staff Members</i>	<i>Total hours @ \$44/hour</i>	<i>Total \$</i>
Reading Standards- research-based learning lesson development	Rhonda Hayden	3	\$132
Reading Standards- research-based learning lesson development	Stacey Gavurnik	3	\$132
MTSS Process	Lindsay Osborne	5	\$220
MTSS Process	Meghan Picciano	5	\$220
MTSS Process	Rhonda Hayden	3	\$132
MTSS Process	Stacey Gavurnik	3	\$132
MTSS Process	Tammy Perkins	3	\$132
MTSS Process, Tiered students, ELA focus, interventions	Lindsay Osborne	3	\$132
MTSS Process, Tiered students, ELA focus, interventions	Meghan Picciano	3	\$132
Superkids Grade 1 - Curriculum Prioritization	Jeannette Lutkins	5	\$220
Superkids Grade 1 - Curriculum Prioritization	Nicole Franklin	5	\$220
Superkids Grade 1 - Curriculum Prioritization	Shelly Moscato	5	\$220
Spanish Curriculum- Curriculum Map Writing	Kathleen Perez	10	\$440
Research evidence-based Tier 2 and Tier 3 interventions	Lindsay Osborne	5	\$220
Research evidence-based Tier 2 and Tier 3 interventions	Julia Dunsmoor	5	\$220
Research evidence-based Tier 2 and Tier 3 interventions	Tammy Perkins	5	\$220
Update grade level subject specific curriculum maps	Julia Dunsmoor	5	\$220
Update grade level subject specific curriculum maps	Craig McMeekin	5	\$220
Update grade level subject specific curriculum maps	Emma Greenfield	5	\$220

<i>Title</i>	<i>Staff Members</i>	<i>\$125/day</i>	<i>Total \$</i>
LETRS Volume 1, Units 1-4	Shelly Moscato	4 days	\$500
LETRS Volume 1, Units 1-4	Jennifer Lesch	4 days	\$500
LETRS Volume 1, Units 1-4	Kendra Collier	4 days	\$500
CKLA Amplify Grades 3-5 Curriculum PD	Michelle Jones	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Cristiane Lourenco	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Jessica Michaels	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Bethany Murphy	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Jennifer Sikora	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Angela Simmons	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Chelesa Munson	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Kendra Collier	1 day	\$125
CKLA Amplify Grades 3-5 Curriculum PD	Jenn Davis	1 day	\$125
Next Generation Middle School Science Classroom PD	Emma Greenfield	1 day	\$125
Next Generation Middle School Science Classroom PD	Craig McMeekin	1 day	\$125
Superkids 2nd Grade PD	Jennifer Lesch	1 day	\$125

Superkids 2nd Grade PD	Samantha Tratt	1 day	\$125
Superkids 2nd Grade PD	Smith, Meghan	1 day	\$125

7.0 BUSINESS OFFICE REPORTS/INFORMATIONAL ITEMS --none

8.0 SUPERINTENDENT’S REPORT/INFORMATIONAL ITEMS

Kelsey Rossbach left the meeting at 5:50 pm.

Superintendent Jensen gave a facilities update. The safety plan is posted online. He spoke about the Pandemic Plan, and gave ARP Grant, CARES Act Grant updates. He spoke about applying for a Homeless Youth Grant. Janet Lehman asked about the capital project. Assistant Superintendent Van Horn spoke about the upcoming \$100k project

9.0 BOARD OF EDUCATION; COMMITTEES/DISCUSSION TOPICS

-- Discussion Topics

- Janet Lehman inquired about Code of Conduct and Mission Statement updates. Discussion ensued regarding employee exit interviews, upcoming board meeting presentations and proposals.

-- Athletics- none

-- Audit- none

-- Budget/Finance- none

-- Directions/Long-Range Education

- Janet Lehman inquired about whether a community survey has taken place yet. Superintendent Jensen reported the committee has begun work on creating one. He also spoke about a graduate survey that was sent to graduates twice. Heather Rejman asked whether those results had been shared with the Board yet.

-- Facilities - none

-- Policy - none

-- Safety/Wellness - none

-- Transportation - none

-- Cayuga Onondaga School Boards Association (COSBA) Executive Committee; Dave Wiemann - none

11.0 QUESTIONS FROM THE AUDIENCE REGARDING AGENDA ITEMS

Curtis Lonsky stated how he is generally curious about the board’s processes.

EXECUTIVE SESSION

On a motion by Rachel McCarthy seconded by Matt Bennett, the Board of Education entered executive session at 6:24 pm to discuss collective bargaining with the Southern Cayuga Teachers' Association.

Motion carried: Yes – 5 No – 0

RETURN TO OPEN SESSION

On a motion by Rachel McCarthy seconded by Matt Bennett, the Board of Education returned to open session at 7:00 pm.

Motion carried: Yes – 5 No – 0

ADJOURNMENT

On a motion by Rachel McCarthy seconded by Matt Bennett, the Board of Education meeting adjourned at 7:00 pm.

Motion carried: Yes – 5 No – 0

Respectfully submitted,
Marcy Hand, District Clerk