

# SOUTHERN CAYUGA CENTRAL SCHOOL DISTRICT

Board of Education Meeting Minutes  
High School Library

March 13, 2023  
7:00 p.m.

1.0 Call to Order at 7:07 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, Christine Brozon, David Harvatine, Janet Lehman,  
Rachel McCarthy, Heather Rejman, Kelsey Rossbach

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

**Others present:** Marcy Hand

3.0 Approval of the Amended Agenda

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

Motion carried: Yes – 7 No – 0

The calendar was reviewed.

4.0 Questions from the audience regarding agenda items – none

5.0 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 5.0 A through G.

On a motion by Christine Brozon, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

A. Minutes; Board of Education meeting February 27, 2023

B. Minutes; Board of Education special meeting March 6, 2023

C. **Amended CSE Recommendations; 2022/2023**

D. District Calendar; 2023-2024

E. Accept Proposals as received for External Auditing Services

<b>Firm</b>	<b>Fees</b>
<b>Fust Charles Chambers LLP, Syracuse, NY</b>	
<i>Initial Fee for 2022-2023</i>	\$19,800
<i>Fiscal Year Ending 2023-2024</i>	\$20,790
<i>Fiscal Year Ending 2024-2025</i>	\$21,830
<i>Fiscal Year Ending 2025-2026</i>	\$22,922
<i>Fiscal Year Ending 2026-2027</i>	\$24,069
<i>Fees for additional services outside the audit scope</i>	\$75 to \$195/hour depending on service level required

<b>Firm</b>	<b>Fees</b>
<b>Bonadio &amp; Co., LLP, Pittsford, NY</b>	
<i>Initial Fee for 2022-2023</i>	\$28,000
<i>Fiscal Year Ending 2023-2024</i>	\$29,400
<i>Fiscal Year Ending 2024-2025</i>	\$30,900
<i>Fiscal Year Ending 2025-2056</i>	\$32,500
<i>Fiscal Year Ending 2026-2027</i>	\$34,125
<i>Fees for additional services outside the audit scope</i>	\$140 to \$385/hour depending on service level required

F. Award to Bonadio & Co., LLP for External Auditing Services

G. Dryden Central School District, Health Services Resolution;

CONTRACT FOR HEALTH SERVICES; An agreement made this 13<sup>th</sup> day of March, 2023 by and between the Board of Education of the Southern Cayuga Central School District, the Central Office of which is located at 2384 State Route 34B, Aurora, New York, as party of the first part, and the Dryden Central School District, Dryden, New York as party of the second part.

Witnesseth, that whereas, party of the first part has been duly empowered by the provisions of Section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in the Dryden Central School District, Dryden, New York to begin on September 7, 2022, and to end on June 30, 2023.

Now therefore the said party of the first part hereby agrees to pay the part of the second part the sum of **\$1,024.07** for health and welfare services to be provided under Section 912 to approximately **one (1)** child residing in said Southern Cayuga Central School District and attending non-public schools in said Dryden Central School District, Dryden, New York.

And the party of the second part hereby agrees with the party of the first part as follows: the health and welfare service provided shall consist of the following: physician services, nurse services, school psychological services, school social work services, school speech therapy services. The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the non-public school: supplies and equipment for use by the physician, school nurse, psychologist, social worker and speech therapist (i.e. scales, vision and hearing testing devices, health record forms, first-aid supplies and all other readily transportable equipment and supplies pertaining to delivery of services).

It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

It is mutually agreed by and between the parties hereto that the pupil charge shall be recomputed at the end of the school year for which the charge is made based on actual cost divided by the Basic Educational Data System (BEDS) day enrollment on October 5, 2022.

It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the Superintendent of Schools.

Witness whereof, the parties have set their hands the day and year above written.

H. Resolution Regarding State Environmental Quality Review Act 2023/2024 Capital Outlay Project; RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby adopts the SEQRA resolution for the **2023/2024 Capital Outlay Project**

On a motion by Christine Brozon, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

**WHEREAS**, the Board of Education of the Southern Central School District (the “Board”) has considered the effect upon the environment of proposed work in connection with its **2023/2024 Capital Outlay Project**, including, but not limited to the following:

Replacement of doors and door hardware at the Popular Ridge Campus.

**WHEREAS**, the Board has reviewed the scope of the project presented by its architects and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

**WHEREAS**, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c), now therefore;

**BE IT RESOLVED**, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

I. Resolution Regarding State Environmental Quality Review Act for a proposed District-wide 2023 Capital Improvement Project; RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby adopts the SEQRA resolution for a proposed District-wide **2023 Capital Improvement Project**

On a motion by Christine Brozon, seconded by Matt Bennett

Motion to amend State Environmental Quality Review Act for a proposed District-wide 2023 Capital Improvement Project to add bus garage

On a motion by David Harvatine seconded by Rachel McCarthy

Motion carried: Yes – 7 No – 0

**WHEREAS**, the Board of Education of the Southern Cayuga Central School District (the “Board”) has considered the effect upon the environment of the proposed District-wide **2023 Capital Improvement Project**, which will include, but is not limited to the following:

Renovations, improvements, replacements and upgrades to the athletic fields, grounds and buildings at Poplar Ridge School, the Observatory building, the Concession building, **Bus Garage** and Greenhouse.

**WHEREAS**, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

**WHEREAS**, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c), now therefore;

**BE IT RESOLVED**, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

Motion carried: Yes – 7 No – 0

**J. 2023 Capital Improvement Project**; RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby adopts *by roll call vote*, a resolution to place a proposition on the ballot for the **2023 Capital Improvement Project (Amended Item)**

On a motion by Christine Brozon, seconded by David Harvatine

Superintendent Jensen shared his Capital Project Update at this point during the meeting, rather than during Section 8.0. He recapped the March 9<sup>th</sup> Facilities Committee Meeting determinations, reviewed timelines, shared debt roll off and state building aid information. He and Assistant Superintendent Van Horn answered Board member questions.

Matthew Bennett voting yes  
Christine Brozon voting yes  
David Harvatine voting yes  
Janet Lehman voting yes  
Rachel McCarthy voting yes  
Heather Rejman voting yes  
Kelsey Rossbach voting yes

Motion carried: Yes – 7 No – 0

**BE IT RESOLVED**, by the Board of Education of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, as follows:

Section 1. The propositions hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters at the Annual School District Meeting and Election to be held in said School District, on the 16th day of May, 2023.

Section 2. The School District Clerk is hereby authorized and directed to include as a part of the notice of the Annual District Meeting and Election notice with reference to the submission of said propositions in substantially the following form:

**2023 Capital Improvement Project Proposition**

Shall the following resolution be adopted, to-wit:

**BE IT RESOLVED**, that the Board of Education of the Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, is hereby authorized to construct improvements to and reconstruct School District buildings and facilities, including original furnishings, equipment, machinery, apparatus, appurtenances, site improvements, (including athletic field improvements) and other incidental improvements and expenses in connection therewith, at a maximum estimated cost not to exceed \$15,500,000, and that \$2,400,000 of Capital Reserve Fund (2019) monies shall be used to pay a portion thereof, and that the remaining \$13,100,000 of said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District shall be issued.

**K. Bus Purchase Resolution**; RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby adopts *by roll call vote*, a resolution to place a proposition on the ballot for the purchase of school buses. This will maintain the five-year bus replacement plan. **(Amended Item)**

On a motion by Christine Brozon, seconded by Matt Bennett

Assistant Superintendent Van Horn answered Board member questions regarding the district's 5-year bus replacement plan, State aid, bus warranties and numbers of daily bus runs.

Matthew Bennett voting yes  
Christine Brozon voting yes  
David Harvatine voting yes  
Janet Lehman voting yes  
Rachel McCarthy voting yes  
Heather Rejman voting yes  
Kelsey Rossbach voting yes

Motion carried: Yes – 7 No – 0

BE IT RESOLVED, by the Board of Education of Southern Cayuga Central School District, Cayuga and Tompkins Counties, New York, as follows:

Section 1. The propositions hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters at the Annual School District Meeting and Election to be held in said School District, on the 16th day of May, 2023.

Section 2. The School District Clerk is hereby authorized and directed to include as a part of the notice of the Annual District Meeting and Election notice with reference to the submission of said propositions in substantially the following form:

### School Bus Proposition

Shall the following resolution be adopted, to-wit:

**BE IT RESOLVED**, that the Board of Education of the Southern Cayuga Central School District, Cayuga and Tompkins County, New York, is hereby authorized to pay the cost of (2) 66 Passenger School Buses, (1) 54 Passenger Wheelchair Bus, and (1) Minivan for student transportation including incidental equipment and expenses in connection therewith, at an aggregate maximum estimated cost not to exceed \$551,381 therefor, and that \$551,381, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District shall be issued.

The School District has determined this purchase to be a “Type II Action” pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act, the implementation of which as proposed, the regulations provide, will not result in any significant adverse environmental impact.

#### 6.0 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 6.0 A through F, for the 2022/23 school year or for the term as indicated.

On a motion by Christine Brozon, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

#### A. Resignation

A.1 Elementary School MTSS Coordinator: **Boyan Mnahoncak**, effective March 13, 2023

#### B. Appointments

B.1 Elementary School MTSS Coordinator: **Meghan Picciano**, \$3,068 stipend pro-rated, effective March 14, 2023

B.2 Substitute Bus Attendant: **Nancy West**, effective March 14, 2023

B.3 Substitute Bus Driver: **Daryl Thaler**, effective March 6, 2023

B.4 Substitute Cleaner: **Abigail Matzen**, effective March 14, 2023

B.5 Substitute Food Service Helper: **Jaimmie Bajanen**, effective March 14, 2023

B.6 Substitute Registered Professional Nurse: **Paige Winkky-Wade**, effective March 14, 2023

**B.7 Cleaner: Jeffery Weaver**, to a 1.0 FTE position as a Cleaner, with a 52-week probationary period, effective March 16, 2023 at a rate of \$15.00 per hour (**Amended Item**)

C. Spring Sports Appointment 2022-2023:

	<i>Sport</i>	<i>Staff Member</i>	<i>Stipend</i>
C.1	Modified Track	<b>Colton Gregg</b>	\$2,139

D. Volunteers:

D.1	Varsity Baseball Volunteer	Aaron Brozon
D.2	Varsity Baseball Volunteer	Aaron Dingy
D.3	Varsity Track & Field Volunteer	Phil Johnson
D.4	Jr/Sr High School Volunteer	Kia Larsen
D.5	Varsity Tennis Volunteer	Josh Saville
D.6	Varsity Softball Volunteer	Grace Van Horn

E. Salary Adjustments: 2022/2023 school year, based on verification of completed Masters level classes and/or Masters level classes previously approved.

	<i>Staff Member</i>	<i>Current Step</i>	<i>Masters Level Credits Earned</i>	<i>New Step</i>	<i>Adjustment Amount</i>
E.1	<b>Francis Calarco</b>	Step 7 + 42M	6	Step 7 + 48M	\$583

F. Changes in Employment Status

F.1 Licensed Mental Health Counselor: **Jayda Calhoun**, to a 52-week probationary Civil Service appointment, effective February 24, 2023

7.0 Business Office Reports/Informational Items

A. Treasurer's Reports

BE IT RESOLVED that the SCCS Board of Education, on the recommendation of the Superintendent of Schools, hereby accepts the Treasurer's Reports for January and February 2023.

On a motion by Christine Brozon, seconded by Matt Bennett

Motion carried: Yes – 7 No – 0

B. Claims Auditor Reports: October, November, December, 2022

8.0 Superintendent's Report/Informational Items – Superintendent Jensen shared Grant information and costs with the Board.

9.0 Board of Education/Committees

A. Future Discussion Topics Dave Harvatine asked whether the district has received any final direction from NYSED regarding the use of “Chiefs” and we have not. Janet Lehman inquired about a summer day retreat/training for the Board. Heather Rejman would like to have the SCCS website as a topic for future discussion.

B. Committees:

B.1 Athletics; Matt Bennett, Dave Harvatine, Rachel McCarthy

Met on Monday, March 13<sup>th</sup> at 6:00 pm, meeting minutes will be provided. Committee members reviewed spring sports participation numbers. Golf participation is very low, they're planning to keep our coach in place for this season.

B.2 Audit; Chris Brozon, Heather Rejman, Kelsey Rossbach

No report.

B.3 Budget/Finance; Chris Brozon, Dave Harvatine, Janet Lehman

The committee will meet when the district receives finalized numbers from the State.

B.4 Directions/Long-Range Education; Matt Bennett, Chris Brozon, Rachel McCarthy

Superintendent Jensen will schedule a meeting.

B.5 Facilities; Dave Harvatine, Janet Lehman, Kelsey Rossbach

Met on Thursday, March 9<sup>th</sup> at 8:00 am, **meeting minutes provided (Amended Item)**

B.6 Policy; Matt Bennett, Rachel McCarthy, Heather Rejman

Will meet on Monday, April 10<sup>th</sup> at 6:00 pm in the District Office.

B.7 Safety/Wellness; Chris Brozon, Janet Lehman

The SCCS Leadership Team will discuss re-unification plan and staff will received Stop the Bleed training on March 17, 2023.

B.8 Transportation; Heather Rejman, Kelsey Rossbach

Assistant Superintendent Van Horn reported the February break updated Transfinder training went well, we're now waiting for the company to migrate data, bus installation will occur during April break, and we can then pilot the program.

B.9 Cayuga Onondaga School Boards Association (COSBA) Executive Committee;

There was no report from Dave Wiemann, however Kelsey Rossbach reminded the Board of Save the date information: Cayuga-Onondaga BOCES Annual Meeting, Thursday, April 13<sup>th</sup> at 6pm at the BOCES campus in Auburn and the COSBA (Cayuga-Onondaga School Boards Association) Dinner and Awards Banquet, Thursday, May 25<sup>th</sup> at 5:30 pm at the Springside Inn, Auburn.

10.0 Visitor Recognition; Residents Wishing to Address the Board – none

The Board did not hold an Executive Session to discuss collective bargaining with one of the District's unions. Superintendent Jensen spoke about a tentative agreement with the SCTA.

11.0 Adjournment

On a motion by David Harvatine, seconded by Rachel McCarthy, the Board of Education meeting adjourned at 8:46 pm.

Motion carried: Yes – 7 No – 0

Respectfully submitted,  
Marcy Hand, District Clerk