

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, JULY 26, 2023**

TRUSTEES PRESENT: Joseph Eberle II, James Juczak, Carrie Mangino, Pamela Thomas,  
Justin VanCoughnett

TRUSTEES EXCUSED: Troy Matteson, Stephanie Widrick

ALSO PRESENT: Christina Chamberlain, Superintendent of Schools  
Lisa A. Parsons, Assistant Superintendent  
Cora Harvey, School Business Administrator  
Michelle L. Jaques, District Clerk

STAFF PRESENT: Lowell Davis, Heather Joss

OTHERS PRESENT: Liz Bush

**CALL TO ORDER**

President Thomas called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:00 p.m. in the Todd Dack Board Room in the Wilson Elementary School and led the Board in the Pledge of Allegiance.

**APPOINTMENT & OATH OF OFFICE TO BOARD OF EDUCATION MEMBER**

President Thomas announced that James Juczak accepted the Board's recommendation to appoint him as a member of the Board of Education to a 9-month, 26-day term of office effective July 26, 2023, through the school district election on May 21, 2024, to fill the vacancy created by the resignation of Kenneth Bibbins.

A motion was made by Trustee Eberle and seconded by Trustee VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District, pursuant to Section 1709(17) of the Education Law, does hereby appoint James Juczak as a member of the Board of Education, to fill the vacancy created by the resignation of Kenneth Bibbins. Such appointment shall be effective immediately upon Mr. Juczak's filing of his official oath of office with the District Clerk, and shall remain in effect until the next regular school district election on May 21, 2024. The person elected to fill the remainder of Mr. Bibbins's term (through June 30, 2025) shall take office immediately upon such person's filing of the official oath of office with the District Clerk.

Yes 4 No 0 Motion: Carried

Trustee Juczak was administered the Oath of Office.

**APPROVAL OF AGENDA**

A motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the agenda as amended.

Yes 5 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee VanCoughnett and seconded by Trustee Mangino to approve the Board of Education minutes of the reorganizational/regular meeting held on July 11, 2023.

Yes 5 No 0 Motion: Carried

**PUBLIC FORUM**

No comments were made.

**INTERNAL AUDIT PRESENTATION & APPROVAL**

Liz Bush from Bowers & Company, CPAs, PLLC presented the annual internal audit risk assessment report and the corrective action plan which were included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the annual internal audit risk assessment report performed by Bowers & Company, CPAs, for the fiscal year ending June 30, 2023, as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF INTERNAL AUDIT CORRECTIVE ACTION PLAN**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the corrective action plan for the annual internal audit risk assessment report performed by Bowers & Company, CPAs, and for the fiscal year ending June 30, 2023, as presented to the Board.

Yes 5 No 0 Motion: Carried

**DEPARTURE**

Liz Bush departed the meeting at 6:12 p.m.

**POLICY: SECOND READING & APPROVAL**

A second reading of Policy 7530- *Child Abuse and Maltreatment* was presented. Discussion followed.

**POLICY: SECOND READING & APPROVAL (Continued)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby waive the three-reading requirement and accept the updated *Child Abuse and Maltreatment* Policy as presented to the Board and by doing so, adopt it as policy.

Yes 5 No 0 Motion: Carried

**APPROVAL OF AMENDMENT TO EMPLOYMENT AGREEMENT**

An amendment to the Superintendent's Employment Agreement was included in the Board packet and reviewed by the Board. Discussion followed.

A motion was made by Trustee VanCoughnett and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve amendment #1 to the Superintendent's Employment Agreement with such terms and conditions of employment as written as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF CONTRACT AGREEMENT WITH SJ RESCUE SQUAD**

The Basic Life Support Athletic Agreement with the South Jefferson Rescue Squad to provide medical support services for fall and winter athletic events for the 2023-2024 school year was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Basic Life Support Athletic Contract Agreement with the South Jefferson Rescue Squad effective for the 2023-2024 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF 2-d CONTRACT WITH KAHOOT!**

The 2-d contract with Kahoot! for providing a formative assessment tool was included in the Board packet and reviewed by the Board.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the 2-d contract with Kahoot! as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF 2-d CONTRACT WITH BOWERS CPAs & ADVISORS**

The 2-d contract with Bowers CPAs & Advisors for providing auditing services was included in the Board packet and reviewed by the Board.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the 2-d contract with Bowers CPAs & Advisors as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF 2-d CONTRACT WITH COLLEGE BOARD-SPRING BOARD**

The 2-d contract with College Board-Spring Board for providing college preparation was included in the Board packet and reviewed by the Board.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the 2-d contract with College Board-Spring Board as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF 2-d CONTRACT WITH WEVIDEO**

The 2-d contract with WeVideo for providing an online video editor for students was included in the Board packet and reviewed by the Board.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the 2-d contract with WeVideo as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF CSE/CPSE RECOMMENDATIONS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby agree to provide the arrangement of services as included in the Individual Education Plans and/or evaluation summary as recommended by the Committee on Special Education or Committee on Preschool Education for students: #17868, 17492, 17347, 15899, 15258, 17951, 15680, 17529, 17506, 17029, 17317, 18127, 17525, 17499, 17718, 17031, 17123, 17339, 17561, 16574, 16822, 18244, 18259, 17916, 16999, 18207, 17844, 17740, 17650, 18377, 17955, 18052, 17962, 18241, 17222, 17480, 18168, 16851, 18151, 17407, 17568, 16937, 17058, 17552, 17724, 18394, 17716, 17248, 17730, 18387, 17444, 18033, 18405, 17244, 17987, 17396, 15957, 15177, 15022, 17218, 18268, 18172, 16873, 18107, 18626, 17327, 17715, 17628, 18258, 18350, 17371, 15899, 15258, 17951, 15680, 16685, 17529, 17506, 17029, 17317, 18127, 17525, 17499, 17718, 17031, 17123, 17339, 17561, 16574, 16822,

**APPROVAL OF CSE/CPSE RECOMMENDATIONS (Continued)**

18244, 18259, 17916, 18207, 17844, 17740, 18377, 17955, 17962, 17222, 17480, 18168, 16851, 18151, 17407, 17568, 16937, 17058, 17552, 17724, 18394, 17716, 17248, 17730, 18387, 17444, 18033, 18405, 17244, 15864, 17287, 16867, 17881, 17878, 17987, 18427, 17396, 15957, 15022, 18268, 18172, 16873, 18107, 18626, 17327, 17715, 17628, 18350, 18670, 14791, 15039, and 17371.

Yes 5 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Superintendent Chamberlain provided information and updates regarding the 2024 graduation date, cyber security, professional development and conferences, Board training, the Victim Assistance Center’s Safety Night held on July 25, 2023, and staffing. Assistant Superintendent Parsons presented information regarding the Athletic Handbook. The draft of the Strategic Plan was included in the Board packet and reviewed by the Board. Discussion followed. It was the consensus of the Board to change the 2024 graduation date from June 22 to June 29, 2024.

**CHANGE IN APPOINTMENT- ADMINISTRATIVE MENTOR**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in appointment for Scott Slater for his position as Administrator Mentor at a rate of \$100 per day from 20 days to 21 days total effective January-February 2023.

Yes 5 No 0 Motion: Carried

**CHANGE IN APPOINTMENT- SPECIAL EDUCATION TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in appointment for Jasamin Kirk from four-year probationary appointment to 1.0 FTE Special Education Teacher with a salary at Step 1 of the negotiated agreement plus credit for graduate hours effective September 1, 2023, through June 30, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- SUMMER BUILDINGS & GROUNDS DEPARTMENT & 2023-2024 SUBS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as Summer Buildings and Grounds Department employees effective for Summer 2023 and for the 2023-2024 school year:

- Reyna Dunham* ..... Summer Cleaner/Sub Cleaner
- Michael Hendrickson*..... Summer Cleaner/Sub Cleaner
- Richard Bacon, Jr.*..... Summer Cleaner/Sub Cleaner

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- SUMMER TRANSPORTATION DEPARTMENT**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Mangino and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as Summer Transportation Department employees effective for Summer 2023:

- Terry Sanders* ..... Bus Monitor
- Sabrina Reed*..... Bus Monitor
- Rebecca Rabetoy* ..... Bus Driver Trainer

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- ESY (EXTENDED SCHOOL YEAR) PROGRAM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as ESY (Extended School Year) Program employees effective for Summer 2023:

- Cindy VanCoughnett* ..... Teaching Assistant
- Lynn Gayne* ..... Aide
- Beth Graves* ..... Aide

Yes 4 No 0 Abstain 1 (VanCoughnett) Motion: Carried

**APPOINTMENT- SUPPORT STAFF SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the support staff substitute list as presented to the Board and as follows and in accordance with the fingerprinting, background clearance requirements, and SED requirements effective for the 2023-2024 school year:

- Billy Jean Pollock*..... bus driver

Yes 5 No 0 Motion: Carried

**APPOINTMENT- VOLUNTEER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Mangino and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve Nancy Anderson as a volunteer effective for the 2023-2024 school year.

Yes 5 No 0 Motion: Carried

**APPROVAL OF HEALTH INSURANCE (6/23) RECAP**

The Health Insurance Report for June 2023 was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Health Insurance Report dated June 2023.

Yes 5 No 0 Motion: Carried

**DENTAL REPORT INFORMATION & APPROVAL**

Dental report information for the 2022-2023 school year which included rates for the 2023-2024 school year was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the dental report for the 2022-2023 school year with rates increasing 1% for the 2023-2024 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

**ACCEPT MUSIC BID**

Information regarding the low bid from Washington Music Sales Center, Inc. for musical equipment was included in the Board packet and reviewed by the Board. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Juczak and seconded by Trustee Mangino to adopt the following resolution:

WHEREAS, on July 11, 2023, the South Jefferson Central School District (the "School District") issued a bid for musical equipment (the "Contract"); and

WHEREAS, following the Bid opening, the School District received and evaluated bids from one (1) vendor; and

WHEREAS, after review of the Bids, the School District's Administration determined that Washington Music Sales Center, Inc. is the lowest responsible and responsive bidder; and

WHEREAS, in accordance with the recommendation of the School District Administration, the Board of Education wishes to award the Contract for musical equipment to Washington Music Sales Center, Inc.;

NOW, THEREFORE, BE IT RESOLVED, the Board approves award of the Contract for musical equipment pursuant to the Bid issued July 11, 2023, to Washington Music Sales Center, Inc., and the Superintendent is authorized and directed to take all steps necessary to carry out the terms of such Contract. This resolution shall become effective immediately.

**ACCEPT MUSIC BID (Continued)**

Yes 5 No 0 Motion: Carried

**ADJOURNMENT**

A motion was made by Trustee VanCoughnett and seconded by Trustee Eberle to adjourn the meeting.

Yes 5 No 0 Motion: Carried Time: 7:15 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk