

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT
ADAMS, NEW YORK 13605
BOARD OF EDUCATION
REGULAR MEETING, NOVEMBER 8, 2023**

TRUSTEES PRESENT: Joseph Eberle II, James Juczak, Carrie Mangino, Troy Matteson,
Justin VanCoughnett, Stephanie Widrick

TRUSTEES EXCUSED: Pamela Thomas

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

STAFF PRESENT: Cynthia Bache, Jon Christopher, Justin Crossway, Sarah Crossway,
Betsy Dufresne, Ashley Garza, Mike Herron, Jeanette Longden, Debi
Maitland (at 6:21 p.m.), Sally Newton, Sarah OYong, Jody Riordan,
Jodi Sheley (at 6:11 p.m.), Brenna Shepard, Amy Simpson, Karen
Thomas, Kim Trudell, Shannon VanCoughnett, Justin West, Erin
Wiley

OTHERS PRESENT: Lauren Edgar, Lucas Edgar, Brenda Harwood, James King, Robert
Stackel, Alissa Waite (at 6:04 p.m.), Andre Watts, Sophia Watts,
Douglas Welbourne Jr (at 6:05 p.m.)

CALL TO ORDER

Vice President Matteson 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.

APPROVAL OF AGENDA

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 agenda.

Yes 6 No 0 Motion: Carried

APPROVAL OF MINUTES

A motion was made by Trustee Eberle and seconded by Trustee Mangino to approve the Board of Education minutes of the regular meeting held on October 25, 2023.

Yes 6 No 0 Motion: Carried

A motion was made by Trustee Eberle and seconded by Trustee Juczak to approve the Board of Education minutes of the special meeting held on November 1, 2023.

Yes 6 No 0 Motion: Carried

PUBLIC FORUM

No comments were made.

PRESENTATION & APPROVAL OF SENIOR CLASS TRIP

Senior Class representatives Lauren Edgar, Lucas Edgar, James King, Andrew Watts, and Sophia Watts presented detailed information regarding the Senior Class Trip to the Cleveland Zoo, Cleveland, Ohio and Cedar Point Amusement Park, Sandusky, Ohio on June 8-9, 2024. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick 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 senior class overnight trip to Cleveland and Sandusky, Ohio on June 8-9, 2024, with required chaperones and at no cost from the District's school budget as presented.

Yes 6 No 0 Motion: Carried

ENTRANCES AND DEPARTURES

Alissa Waite entered the meeting at 6:04 p.m. during the above information. Douglas Welbourne Jr entered the meeting at 6:05 p.m. during the above information. Lauren Edgar, Lucas Edgar, James King, Andrew Watts, and Sophia Watts departed the meeting at 6:07 p.m. after the above information.

PRESENTATION & APPROVAL OF INDEPENDENT AUDIT & EXTRA-CLASSROOM AUDIT REPORTS

Robert Stackel, External Auditor, presented the annual independent audit report, which included the single audit, and the the annual extra-classroom audit activity report 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 Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the annual independent audit report, which included the single audit, and the annual extra-classroom audit activity report for the fiscal year ending June 30, 2023, as presented to the Board.

Yes 6 No 0 Motion: Carried

ENTRANCE AND DEPARTURE

Jodi Sheley entered the meeting at 6:11 p.m. during the above information. Debi Maitland entered the meeting at 6:21 p.m. during the above information. Robert Stackel departed the meeting at 6:31 p.m. after the above information.

ADMINISTRATIVE UPDATES

Sarah OYong provided an update regarding the Special Education Department and student services. Topics included current staffing, supports and services provided, and programs. Discussion followed. Jon Christopher provided an update regarding the Clarke Middle School. Topics included building celebrations and highlights, enrollment, attendance, extracurricular activities, achievement,

ADMINISTRATIVE UPDATES (Continued)

discipline, social emotional wellness, building goals, and upcoming events. Discussion followed. Shannon VanCoughnett and Justin West provided information regarding the Clarke High School. Topics included the opening of school, building celebrations and highlights, budget considerations, upcoming events, and building goals. Discussion followed.

DEPARTURES

Jeanette Longden departed the meeting at 6:35 p.m. during the above information. Justin Crossway departed the meeting at 6:46 p.m. during the above information. Jon Christopher, Sarah OYong, Shannon VanCoughnett, and Justin West departed the meeting at 7:08 p.m. after the above information.

APPROVAL OF MOA BETWEEN SJCSD & SJTA

Upon the recommendation of the Superintendent of Schools, 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 memorandum of agreement between the South Jefferson Central School District and the South Jefferson Teachers' Association for the purpose of addressing the substitute shortage effective October 31, 2023, through June 30, 2024, as presented.

Yes 6 No 0 Motion: Carried

DEPARTURES

Sally Newton and Kim Trudell departed the meeting at 7:09 p.m. during the above information.

ACKNOWLEDGEMENT OF HOMESCHOOLING LIST

The Board acknowledged the homeschooling requests from three (3) families to homeschool their children for the 2023-2024 school year.

APPROVAL OF CSE/CPSE RECOMMENDATIONS

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 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: #17287, 18437, 17029, 17525, 15747, 17494, 18724, 18911, 17750, 17957, 18924, 16521, and 18744.

Yes 6 No 0 Motion: Carried

DISTRICT UPDATES/ITEMS OF INFORMATION

Superintendent Chamberlain provided information regarding the JLSBA presentation, upcoming musical concerts and drama performances, the "Come to the Table" event, and the recent Business Office changes and happenings. She also provided information regarding the use of school facilities. Discussion followed.

RESIGNATION- COOK

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 accept the resignation request from Nikki England from her position as Cook effective November 1, 2023.

Yes 6 No 0 Motion: Carried

RESIGNATION- AIDE

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 accept the resignation request from Jennifer Burt from her position as Aide effective December 4, 2023.

Yes 6 No 0 Motion: Carried

APPOINTMENT- TRANSPORTATION AIDE

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 appoint Joan Bartosz as Transportation Aide for 2.5 hours per day at a rate of \$14.20 per hour effective December 1, 2023.

Yes 6 No 0 Motion: Carried

APPOINTMENT- PART-TIME TEMPORARY STENOGRAPHER

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 Shelli Carlberg as Part-Time Temporary Stenographer at a rate of \$25.55 per hour, not to exceed 100 hours, effective November 13, 2023, through February 12, 2024.

Yes 6 No 0 Motion: Carried

APPOINTMENT- MENTOR

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 appoint Anthony Cronk as a Formal Mentor (T Nestor) effective for the 2023-2024 school year.

Yes 6 No 0 Motion: Carried

APPOINTMENT- EXTRACURRICULAR/CLUB & CLASS ADVISOR

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 appoint the following as an Extracurricular/Class & Club Advisor with a stipend according to the negotiated agreement effective for the 2023-2024 school year:

Brenna Shepard National Honor Society Advisor

Yes 6 No 0 Motion: Carried

APPOINTMENT- UNPAID ADMINISTRATIVE INTERN

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 Melanie Berry as an unpaid Administrative Intern effective September 1, 2023, through December 31, 2023.

Yes 6 No 0 Motion: Carried

APPOINTMENT- STUDENT LIFEGUARD

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 appoint Catherine Eaton as a student lifeguard at a rate according to the lifeguard pay scale effective for the November 9, 2023, through June 30, 2024.

Yes 6 No 0 Motion: Carried

APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM

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 approve the support staff substitute list as presented and as follows and in accordance with the fingerprinting, background clearance requirements, and SED requirements effective for the 2023-2024 school year:

Kenadee Hamilton school monitor
Cameron Jackson cleaner
Nancy Anderson..... school monitor
Ryan Hines..... cleaner

Yes 6 No 0 Motion: Carried

APPOINTMENTS- VOLUNTEERS

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 following volunteers effective for the 2023-2024 school year:

- Landen Snyder*Music Accompanist for Concerts
- Brett Poffenberger*..... Wilson
- Trisha Poffenberger* Wilson

Yes 6 No 0 Motion: Carried

APPOINTMENTS- WINTER VOLUNTEER ASSISTANT COACHES

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 appoint the following as Winter Volunteer Assistant Coaches effective for the 2023-2024 school year:

- Julie DelPapa*Girls Basketball
- Morgan Jordal*Girls Basketball
- Alyssa Stevenson*.....Girls Basketball

Yes 6 No 0 Motion: Carried

APPROVAL OF TREASURER’S REPORT (8/23)

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 following Treasurer’s Report for August 2023:

	<u>Ending Balance</u>
GENERAL FUND	
Checking WSB	\$698,065.74
Savings Chase	1,878,410.68
Savings NY Class	3,113,329.04
Unemployment Reserve	73,422.52
Property Loss Reserve	7,379.17
Liability Reserve	24,570.09
TRS Reserve	678,947.48
ERS Reserve	522,576.62
Worker’s Comp Reserve	313,587.98
Payroll Checking WSB	22,182.26
FOOD SERVICES FUND	
Checking WSB	421,474.11

APPROVAL OF TREASURER'S REPORT (8/23) (Continued)

CAPITAL FUND		
	Savings Chase	338.44
	Savings NY Class	1,044,186.78
	Reserve NY Class	0.49
MISCELLANEOUS SPECIAL REVENUE		
	Scholar Savings WSB	9,787.24
GROUP BENEFITS		
	Health Checking WSB	823,097.04
	Health Catalyst	0.00
	Health Savings NY Class	6,115,611.44
	Dental Checking WSB	247,817.63
	Flex Spending WSB	23,092.52
OTHER ACCOUNTS		
	Tax Collector- WSB	0.00
	Tax Collector- WSB ACC	28,155.04
	Extra-Curricular WSB	232,581.53

Yes 6 No 0 Motion: Carried

SCHEDULE OF CHECKS WRITTEN INFORMATION

The schedule of checks written for the month of August 2023 was included in the Board packet and reviewed by the Board.

APPROVAL OF BUDGET REPORT

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 budget report for August 2023.

Yes 6 No 0 Motion: Carried

REVENUE REPORT INFORMATION

The revenue report for the month of August 2023 was included in the Board packet and reviewed by the Board.

APPROVAL OF HEALTH INSURANCE (8/23) RECAP

The Health Insurance Report for August 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 Widrick to adopt the following resolution:

APPROVAL OF HEALTH INSURANCE (8/23) RECAP (Continued)

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

Yes 6 No 0 Motion: Carried

DEPARTURE

Debi Maitland departed the meeting at 7:30 p.m. during the above information.

APPROVAL OF TREASURER'S REPORT (9/23)

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Mangino 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 following Treasurer's Report for September 2023:

	<u>Ending Balance</u>
GENERAL FUND	
Checking WSB	\$461,833.27
Savings Chase	5,401,431.68
Savings NY Class	2,125,990.49
Unemployment Reserve	73,738.08
Property Loss Reserve	7,410.90
Liability Reserve	24,675.69
TRS Reserve	681,865.30
ERS Reserve	524,822.43
Worker's Comp Reserve	314,935.63
Payroll Checking WSB	0.00
FOOD SERVICES FUND	
Checking WSB	455,685.26
CAPITAL FUND	
Savings Chase	338.80
Savings NY Class	1,048,674.76
Reserve NY Class	0.00
MISCELLANEOUS SPECIAL REVENUE	
Scholar Savings WSB	18,815.98
GROUP BENEFITS	
Health Checking WSB	919,607.88
Health Catalyst	0.00
Health Savings NY Class	6,141,893.83
Dental Checking WSB	247,063.61
Flex Spending WSB	203,347.95

APPROVAL OF TREASURER'S REPORT (9/23) (Continued)

OTHER ACCOUNTS		
	Tax Collector- WSB	1,174,380.32
	Tax Collector- WSB ACC	618,383.09
	Extra-Curricular WSB	243,459.26

Yes 6 No 0 Motion: Carried

SCHEDULE OF CHECKS WRITTEN INFORMATION

The schedule of checks written for the month of September 2023 was included in the Board packet and reviewed by the Board.

APPROVAL OF BUDGET REPORT

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the budget report for September 2023.

Yes 6 No 0 Motion: Carried

REVENUE REPORT INFORMATION

The revenue report for the month of September 2023 was included in the Board packet and reviewed by the Board.

APPROVAL OF HEALTH INSURANCE (9/23) RECAP

The Health Insurance Report for September 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 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 approve the Health Insurance Report dated September 2023.

Yes 6 No 0 Motion: Carried

ACCEPTANCE OF ELECTRIC BID FOR CAPITAL OUTLAY PROJECT

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 award the lowest responsible sealed bid to Watson Electric, Inc. for electrical work for the 2023-2024 Capital Outlay Project as presented to the Board.

Yes 6 No 0 Motion: Carried

APPROVAL OF TAX COLLECTOR'S REPORT & SIGNING OF UNPAID TAXES

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 Tax Collector's Report dated November 7, 2023, and does hereby authorize the signing of the list of unpaid taxes that will be returned to the county for penalty purposes.

Yes 6 No 0 Motion: Carried

BUSINESS OFFICE UPDATE

School Business Administrator Hartshorne provided an update regarding the Business Office. He expressed appreciation for the warm welcome to the district and refreshing environment. Topics included the NYS Comptroller's Audit, the External Audit, tax collection, and the bid opening for the Capital Outlay project. Discussion followed.

DEPARTURES

Cynthia Bache, Sarah Crossway, Betsy Dufresne, Ashley Garza, Brenda Harwood, Mike Herron, Jody Riordan, Jodi Sheley, Brenna Shepard, Amy Simpson, Karen Thomas, Alissa Waite, Douglas Welbourne Jr, and Erin Wiley departed the meeting at 7:37 p.m.

EXECUTIVE SESSION

A motion was made by Trustee VanCoughnett and seconded by Trustee Widrick to enter into Executive Session for contractual purposes.

Yes 6 No 0 Motion: Carried Time: 7:38 p.m.

A motion was made by Trustee Eberle and seconded by Trustee Juczak to exit Executive Session.

Yes 6 No 0 Motion: Carried Time: 8:24 p.m.

ADJOURNMENT

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

Yes 6 No 0 Motion: Carried Time: 8:25 p.m.

Respectfully submitted,

Michelle L. Jaques
District Clerk