

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, JANUARY 24, 2024**

TRUSTEES PRESENT: Pamela Donoghue, Joseph Eberle II, James Juczak, Stephanie Widrick

TRUSTEES EXCUSED: Carrie Mangino, Troy Matteson, Justin VanCoughnett

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

STAFF PRESENT: Jon Christopher, Justin Crossway, Jason Valentin, Shannon  
VanCoughnett, Justin West (at 6:03 p.m.), Jay Wiley

OTHERS PRESENT: Alissa Waite

**CALL TO ORDER**

President Donoghue called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:02 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 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.

Yes 4 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Eberle and seconded by Trustee Widrick to approve the Board of Education minutes of the regular meeting held on January 10, 2024.

Yes 4 No 0 Motion: Carried

**PUBLIC FORUM**

Justin Crossway presented information asking for permission to apply to the Institute in Practical Educational Science to participate with the State Education Department in learning how to build and validate classroom assessments to effectively realize the Next Generation Science Standards. The Board agreed to this request.

**ENTRANCE**

Justin West entered the meeting at 6:03 p.m. during the above information.

**TRANSPORTATION DEPARTMENT/ ATHLETIC DEPARTMENT/ SECONDARY PRINCIPALS  
2024-2025 BUDGET CONSIDERATIONS**

Jason Valentin provided detailed information regarding the Transportation Department and school buses. Included in the information were annual transportation mileage figures, current bus fleet data, bus replacement schedules, upcoming needs, new mandates, and school bus safety features. Discussion followed. Jay Wiley provided detailed information regarding athletics. Included in the information were highlights and accomplishments, considerations for the upcoming school year, equipment desired for the upcoming school year, goals for the upcoming school year, and staffing needs. Discussion followed. Jon Christopher provided detailed information regarding the Clarke Middle School. Included in the information were building highlights and accomplishments, considerations for the upcoming school year, equipment desired for the upcoming school year, goals for the upcoming school year, and staffing needs. Discussion followed. Shannon VanCoughnett and Justin West provided detailed information regarding the Clarke High School. Included in the information were building highlights and accomplishments, considerations for the upcoming school year, equipment desired for the upcoming school year, goals for the upcoming school year, and staffing needs. Discussion followed.

**DEPARTURES**

Jason Valentin departed the meeting at 6:25 p.m. during the above information. Jay Wiley departed the meeting at 6:36 p.m. during the above information.

**APPROVAL OF POLICY STATEMENT FOR WORKPLACE VIOLENCE PREVENTION PROGRAM**

The policy statement for the Workplace Violence Prevention Program 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 Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the policy statement for the Workplace Violence Prevention Program as presented to the Board.

Yes 4 No 0 Motion: Carried

**ACKNOWLEDGEMENT OF HOMESCHOOLING LIST**

There were no new homeschooling students to acknowledge at this time.

**APPROVAL OF CSE/CPSE RECOMMENDATIONS**

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 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: #18846, 16454, 15071, 14814, 15416, 16817, 15856, 14781, 15023, 13027, 14076, 14379, 15323, 15899, 15258, 15332, 18075, 16558, 16672, 18321, 17969, 18337, 17135, 16300, 16732, 17964, 17281, 16336, 17508, 16733, 16734, 18094, 16132, 16752, 16821, 16707, 16960, 16682, 17702, 18541, 17960, and 18805.

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

Yes 4 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

An invitation to the family presentation “A Parent’s Guide to Keeping Your Child Safe Online”, a letter from the Fort Drum Regional Liaison Organization’s Advocate Drum, Jeff-Lewis School Board Legislative Forum information, and Workplace Violence Prevention Program information were included in the Board packet and reviewed by the Board. Superintendent Chamberlain provided information regarding federal impact aid and the solar eclipse day on April 8. President Donoghue provided information and feedback regarding the January 15<sup>th</sup> edition of New York State School Boards Association’s On Board article regarding BOCES career and technical education programs. Discussion followed.

**DEPARTURE**

Alissa Waite departed the meeting at 7:41 p.m. during the above information.

**APPROVAL OF THERAPY DOG**

Information regarding Ivy Burns completing certification requirements to be a Therapy Dog 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 Eberle to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve Ivy Burns as a certified Therapy Dog in the Wilson Elementary Building as presented to the Board.

Yes 4 No 0 Motion: Carried

**CHANGE IN APPOINTMENT- AIDE**

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 change in appointment for Betsy Dufresne from 10-month Typist at the Bus Garage for 5.75 hours per day to Aide (Civil Service Title: School Monitor) at the High School for 5.75 hours per day at the same rate effective January 29, 2024.

Yes 4 No 0 Motion: Carried

**CHANGE IN APPOINTMENT- TEACHING ASSISTANT**

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 accept the change in appointment for Melanie Wood from Aide to Teaching Assistant at the Mannsville Elementary Building for 5.75 hours per day at a rate of \$15.30 per hour effective January 16, 2024.

Yes 4 No 0 Motion: Carried

**CHANGE IN HOURS- FOOD SERVICE HELPER**

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 change in hours for Tiffney Hyneman for her position as Food Service Helper from 3 hours per day to 5 hours per day at her current rate effective January 29, 2024.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- SPECIAL EDUCATION TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak 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 appoint Kelly Brodeur as Special Education Teacher at the Mannsville Elementary Building with a salary at Step 1 of the negotiated agreement plus credit for graduate hours effective March 4, 2024, through June 30, 2024.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- AIE INSTRUCTOR**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick 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 Jessica Marrin as AIE Instructor at the Mannsville Elementary Building at a rate of \$20.00 per hour effective for the 2023-2024 school year.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- AIE INSTRUCTOR**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick 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 Helen DeNering as AIE Instructor at the Mannsville Elementary Building at a rate of \$20.00 per hour effective for the 2023-2024 school year.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Widrick 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 instructional 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:

**APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM (Continued)**

*Patricia Breen*, certified ..... Childhood Ed 1-6

Yes 4 No 0 Motion: Carried

**APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak 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 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:

*Madelyn Blodgett* .....school monitor  
*Brittany Luszczyński* .....bus monitor

Yes 4 No 0 Motion: Carried

**ACKNOWLEDGMENTS**

The Board acknowledged the following individuals:

*Lonny Snyder* ....PIVOT Taskforce Coordinator for the Youth Alliance @ HS/MS, eff. 1/23/24-6/30/24  
*Kryssy Turner* .....4H Program @ M, eff. 2023-2024 school year  
*Dustin Houppert* .....4H Program @ M, eff. 2023-2024 school year  
*Michele Smithers* .....North Country Family Health Center Therapist @ W, eff. 2/1/24-6/30/24

**BUSINESS OFFICE UPDATE**

School Business Administrator Hartshorne provided an update regarding the Business Office. Topics included the NYS Comptroller’s Audit, budget discussions, budget runs, and the capital project. Discussion followed.

**APPROVAL OF IRS MILEAGE REIMBURSEMENT RATE**

Information regarding the Internal Revenue Service’s standard mileage rates for 2024 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 Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the IRS mileage reimbursement rate for the district of \$0.67 per mile effective January 1, 2024.

Yes 4 No 0 Motion: Carried

**DEPARTURES**

Jon Christopher, Justin Crossway, Shannon VanCoughnett, and Justin West departed the meeting at 7:59 p.m.

**EXECUTIVE SESSION**

A motion was made by Trustee Widrick and seconded by Trustee Juczak to enter into Executive Session for contractual purposes and to discuss the employment history of particular persons.

Yes 4 No 0 Motion: Carried Time: 8:00 p.m.

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

Yes 4 No 0 Motion: Carried Time: 8:20 p.m.

**ADJOURNMENT**

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

Yes 4 No 0 Motion: Carried Time: 8:21 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk