

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT
ADAMS, NEW YORK 13605
BOARD OF EDUCATION
REGULAR MEETING, FEBRUARY 14, 2024**

TRUSTEES PRESENT: Joseph Eberle II, James Juczak, Troy Matteson, Justin VanCoughnett

TRUSTEES EXCUSED: Pamela Donoghue, Carrie Mangino, Stephanie Widrick

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

STAFF PRESENT: Olivia Barker, Bailey Mackey, Jeffery Smith

CALL TO ORDER

Vice President Matteson called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:01 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 VanCoughnett 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 4 No 0 Motion: Carried

APPROVAL OF MINUTES

A motion was made by Trustee Eberle and seconded by Trustee Juczak to approve the Board of Education minutes of the regular meeting held on January 24, 2024.

Yes 4 No 0 Motion: Carried

PUBLIC FORUM

No comments were made.

FOOD SERVICE AND BUILDINGS & GROUNDS DEPARTMENTS 2024-2025 BUDGET CONSIDERATIONS

Bailey Mackey provided detailed information regarding the Food Service Department. Included in the information were department highlights and accomplishments, goals for the upcoming school year, equipment desired for the upcoming school year, and staffing needs. Discussion followed. Jeffery Smith provided detailed information regarding the Buildings and Grounds Department. Included in the information were department highlights and accomplishments, goals for the upcoming school year, equipment desired for the upcoming school year, and staffing needs. Discussion followed.

DEPARTURES

Bailey Mackey and Jeffery Smith departed the meeting at 6:30 p.m.

REAPPROVAL OF POLICY STATEMENT FOR WORKPLACE VIOLENCE PREVENTION PROGRAM

The policy statement for the Workplace Violence Prevention Program, which will be renamed the South Jefferson Workplace Violence Prevention Plan, 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 VanCoughnett to adopt the following resolution:

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

Yes 4 No 0 Motion: Carried

APPROVAL OF HONOR BAND OVERNIGHT TRIP REQUEST

Overnight trip request information regarding two Middle School students being selected to play in the New York State Middle School Honor Band in Syracuse, New York from March 1-2, 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 VanCoughnett and seconded by Trustee Eberle to adopt the following resolution:

RESOLVED, the Board of Education of the South Jefferson Central School District does hereby approve the Honor Band overnight trip request including costs, chaperones, and transportation information to Syracuse, New York from March 1-2, 2024, as presented to the Board.

Yes 4 No 0 Motion: Carried

APPROVAL OF SOFTBALL OVERNIGHT TRIP REQUEST

Information regarding a Girls Varsity Softball overnight trip to Greek Peak, Cortland, New York from April 22-24, 2024, for teambuilding, recreational activities, and field play 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, the Board of Education of the South Jefferson Central School District does hereby approve the Girls Varsity Softball overnight trip request including team costs, chaperones, volunteer chaperones, and transportation information to Cortland, New York from April 22-44, 2024, as presented to the Board.

Yes 4 No 0 Motion: Carried

APPROVAL OF AMENDED EMPLOYMENT SUMMARIES

An amendment to the Management Confidential employment summaries was included in the Board packet and reviewed by the Board. Discussion followed.

APPROVAL OF AMENDED EMPLOYMENT SUMMARIES (Continued)

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 amendment to the terms and conditions of employment for the following positions as presented to the Board:

Senior Account Clerk - Payroll Clerk
Principal Account Clerk - Accounts Payable Clerk
Account Clerk/Typist - Health Insurance Clerk
Senior Micro-Computer Technician
Micro-Computer Technician
Micro-Computer Technician
Micro-Computer Repair Technician

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: #17600, 18918, 18853, 17317, 15759, 16162, 15485, 15395, 17888, 16831, 15981, 16539, 16743, 16448, 18112, 16236, 16785, 17586, 17333, 17547, 17524, 17494, 17340, 17715, 17250, 17873, 15404, 15697, 15779, 15410, 15425, 16348, 18785, 16940, 17103, 16064, 18176, 18637, 18405, 18122, 17660, 18810, 18811, 18935, 18775, 18765, and 16822.

Yes 4 No 0 Motion: Carried

DISTRICT UPDATES/ITEMS OF INFORMATION

Membership information from the National Association of Federally Impacted Schools and nominating procedures and qualifications for election to the Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES Board were included in the Board packet and reviewed by the Board. Superintendent Chamberlain provided information regarding multi-tiered systems and supports (MTSS); attendance at advocacy meetings regarding foundation aid, tax cap, and electric buses; the 180-day calendar; and student art show projects. Discussion followed.

APPROVAL OF OUT OF COUNTRY TRIP REQUEST

An out-of-country trip request to Montreal, Quebec, Canada on May 26, 2024, for French Class students to see the Old Port of Montreal, practice their French, and to see the Cirque du Soleil performance *Kurios!* 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:

APPROVAL OF OUT OF COUNTRY TRIP REQUEST (Continued)

RESOLVED, the Board of Education of the South Jefferson Central School District does hereby approve the out-of-country trip request to Montreal, Quebec, Canada on May 26, 2024, for French Class students as presented to the Board.

Yes 4 No 0 Motion: Carried

RESIGNATION- TRANSPORTATION 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 accept the resignation request from Joan Bartosz from her position as Transportation Aide effective February 19, 2024.

Yes 4 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 VanCoughnett 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 Sara Abbott from her position as Aide effective February 25, 2024.

Yes 4 No 0 Motion: Carried

RESIGNATION- BUILDING MAINTENANCE MECHANIC

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 accept the resignation request from Christopher Berry from his position as Building Maintenance Mechanic effective February 26, 2024.

Yes 4 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 VanCoughnett 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 Desiree LaDuke from her position as Aide effective February 24, 2024.

Yes 4 No 0 Motion: Carried

CHANGE IN START DATE- 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:

CHANGE IN START DATE- SPECIAL EDUCATION TEACHER (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in start date for Kelly Brodeur for her position as Special Education Teacher at the Mannsville Elementary Building from effective March 4, 2024, through June 30, 2024, to effective February 26, 2024, through June 30, 2024.

Yes 4 No 0 Motion: Carried

APPOINTMENT- CLEANER

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 Ariel Jimenez as 12-month Cleaner (Civil Service Title: Cleaner) at the Wilson Elementary Building for 8 hours per day at a rate of \$15.00 per hour effective February 26, 2024.

Yes 4 No 0 Motion: Carried

APPOINTMENT- CLEANER

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 appoint Cameron Jackson as 12-month Cleaner (Civil Service Title: Cleaner) at the Wilson Elementary Building for 8 hours per day at a rate of \$15.00 per hour effective February 26, 2024.

Yes 4 No 0 Motion: Carried

APPOINTMENT- CLEANER

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 Kyle Filkins as 12-month Cleaner (Civil Service Title: Cleaner) at the Clarke Building for 8 hours per day at a rate of \$15.00 per hour effective February 26, 2024.

Yes 4 No 0 Motion: Carried

APPOINTMENT- CLEANER

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 Michael Hendrickson as 12-month Cleaner (Civil Service Title: Cleaner) at the Clarke Building for 8 hours per day at a rate of \$15.00 per hour effective February 26, 2024.

Yes 4 No 0 Motion: Carried

APPOINTMENTS- EXTRACURRICULAR/CLUB & CLASS ADVISORS

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 Extracurricular/Class & Club Advisors with stipends according to the negotiated agreement effective for the 2023-2024 school year:

Erin Mullin, Sarah Morris, Christi Johnson, Krista Juczak, Phyllis Sauer, Nicole Smith, Jared Bast
.....HS Musical

Yes 4 No 0 Motion: Carried

APPOINTMENTS- 2023-2024 STUDENT TEACHERS

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 appoint the following as 2023-2024 Student Teachers:

Mallory Widrick W- 4th Grade- Hull eff. 1/29/24-5/12/24
Hannah LaDueMS- 6th Grade- Compo eff. 1/29/24-5/12/24

Yes 4 No 0 Motion: Carried

APPOINTMENT- INSTRUCTIONAL 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 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:

Johanna Messer, uncertified in NY..... OR certified- Chemistry/Physics; NJ certified- Science

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 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 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:

Jennifer Eastmanschool monitor
Wanda Lucas bus driver
Sarah Orr cleaner

APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM

Kelsey Switzerschool monitor
Catherine Cummings food service helper
Melissa Hinesschool monitor
Daniel McCargar bus driver

Yes 4 No 0 Motion: Carried

APPOINTMENTS- VOLUNTEERS/CHAPERONES

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 as volunteers/chaperones effective for the 2023-2024 school year:

Brendon Levac Volunteer Assistant for Weight Room
Susy Fairchild.....Spanish Club Fieldtrip Chaperone
Katie HuestisSpanish Club Fieldtrip Chaperone
Madison BernhardtSpanish Club Fieldtrip Chaperone
Emilie Conley Art Fieldtrip Chaperone
Rachel Rarick..... Art Fieldtrip Chaperone

Yes 4 No 0 Motion: Carried

APPROVAL OF TREASURER’S REPORT (12/23)

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 following Treasurer’s Report for December 2023:

	<u>Ending Balance</u>
GENERAL FUND	
Checking WSB	\$1,285,486.41
Savings Chase	5,976,183.26
Savings NY Class	2,154,487.71
Unemployment Reserve	74,726.49
Property Loss Reserve	7,510.17
Liability Reserve	25,006.44
TRS Reserve	691,005.14
ERS Reserve	531,857.27
Worker’s Comp Reserve	319,157.12
Payroll Checking WSB	0.00
FOOD SERVICES FUND	
Checking WSB	250,240.87

APPROVAL OF TREASURER'S REPORT (12/23) (Continued)

CAPITAL FUND		
	Savings Chase	339.90
	Savings NY Class	1,062,731.44
	Reserve NY Class	0.00
MISCELLANEOUS SPECIAL REVENUE		
	Scholar Savings WSB	4,575.32
GROUP BENEFITS		
	Health Checking WSB	555,893.55
	Health Catalyst	0.00
	Health Savings NY Class	6,224,221.16
	Dental Checking WSB	259,068.32
	Flex Spending WSB	141,930.19
OTHER ACCOUNTS		
	Tax Collector- WSB	1.08
	Tax Collector- WSB ACC	0.00
	Extra-Curricular WSB	259,063.76

Yes 4 No 0 Motion: Carried

SCHEDULE OF CHECKS WRITTEN INFORMATION

The schedule of checks written for the month of December 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 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 budget report for December 2023.

Yes 4 No 0 Motion: Carried

REVENUE REPORT INFORMATION

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

APPROVAL OF HEALTH INSURANCE (12/23) RECAP

The Health Insurance Report for December 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:

APPROVAL OF HEALTH INSURANCE (12/23) RECAP (Continued)

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

Yes 4 No 0 Motion: Carried

2024-2025 TAX CAP CALCULATION & APPROVAL

School Business Administrator Hartshorne presented information regarding the tax levy limit cap calculation. Discussion followed.

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 tax levy limit cap calculation of 2.49% as presented to the Board.

Yes 4 No 0 Motion: Carried

APPROVAL OF 2024-2025 MORIC INITIAL SERVICE REQUEST

Information regarding services from the Mohawk Regional Information Center (MORIC) 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 VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the services with the Mohawk Regional Information Center for the 2024-2025 school year as presented to the Board.

Yes 4 No 0 Motion: Carried

APPROVAL OF HVAC COMMISSIONING SERVICES

Information regarding HVAC Commissioning Services associated with the 2023 Capital Improvement Project 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 Juczak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the HVAC Commissioning Services associated with the 2023 Capital Improvement Project as presented to the Board.

Yes 4 No 0 Motion: Carried

APPROVAL OF MANNSVILLE PLAYGROUND QUOTE

Information regarding the Mannsville Elementary School playground quote 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:

APPROVAL OF MANNSVILLE PLAYGROUND QUOTE (Continued)

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the Mannsville playground quote as presented to the Board.

Yes 4 No 0 Motion: Carried

BUSINESS OFFICE UPDATE

School Business Administrator Hartshorne provided an update regarding the Business Office. Topics included the exit conference with the Office of the State Comptroller; the capital project; ARPA funds; and MORIC and BOCES budget meetings. Discussion followed.

DEPARTURE

Olivia Barker departed the meeting at 7:17 p.m. during the above information.

ADJOURNMENT

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

Yes 4 No 0 Motion: Carried Time: 7:34 p.m.

Respectfully submitted,

Michelle L. Jaques
District Clerk