

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, APRIL 17, 2024**

TRUSTEES PRESENT: Pamela Donoghue, Joseph Eberle II, James Juczak, Troy Matteson (at 6:05 p.m.), Justin VanCoughnett

TRUSTEES EXCUSED: 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: Erin Clark, Betsy Dufresne, Jeffery Smith, Heather Tyo

OTHERS PRESENT: George Shaffer, Alissa Waite, Douglas Welbourne Jr (at 6:37 p.m.)

**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 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 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 April 3, 2024.

Yes 4 No 0 Motion: Carried

A motion was made by Trustee Eberle and seconded by Trustee VanCoughnett to approve the Board of Education minutes of the special meeting held on April 10, 2024.

Yes 4 No 0 Motion: Carried

**PUBLIC FORUM**

No comments were made.

**DEPARTURES**

Jeffery Smith and Alissa Waite departed the meeting at 6:03 p.m.

**EXECUTIVE SESSION**

A motion was made by Trustee VanCoughnett and seconded by Trustee Juczak to enter into Executive Session for the purposes of collective negotiations and to invite Erin Clark, Betsy Dufresne, George Shaffer, and Heather Tyo into the session.

Yes 4 No 0 Motion: Carried Time: 6:04 p.m.

**ENTRANCE AND DEPARTURES**

Troy Matteson entered the meeting at 6:05 p.m. during Executive Session. Erin Clark, Betsy Dufresne, and Heather Tyo departed the meeting at 6:17 p.m. during Executive Session.

**EXECUTIVE SESSION (Continued)**

A motion was made by Trustee VanCoughnett and seconded by Trustee Matteson to exit Executive Session.

Yes 5 No 0 Motion: Carried Time: 6:33 p.m.

**DEPARTURE AND ENTRANCES**

George Shaffer departed the meeting at 6:34 p.m. Erin Clark, Betsy Dufresne, Jeffery Smith, Heather Tyo, and Alissa Waite entered the meeting at 6:34 p.m.

**JEFF-LEWIS BOCES PROPOSED 2024-2025 ADMINISTRATIVE BUDGET RESOLUTION**

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 2024-2025 proposed administrative budget of the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services as mailed to component districts and presented at the BOCES Annual Meeting.

Yes 5 No 0 Motion: Carried

**JEFF-LEWIS BOCES BOARD ELECTION RESOLUTION**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 cast one ballot each for Mr. Lynn Murray, Mr. Michael Young, and Mrs. Sandra Young-Klindt for three three-year terms of office effective July 1, 2024, through June 30, 2027, on the Jefferson-Lewis-Hamilton-Herkimer-Oneida Board of Cooperative Educational Services.

Yes 5 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: #17568, 18454, 17524, 18181, 17917, 17339, 16795, 16009, 18501, 18259, 18138, 18062, 17730, 17921, and 18949.

Yes 5 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Superintendent Chamberlain provided information regarding the NYS Safety Summit and the Reunification and Accountability workshop she recently attended. She also provided information regarding April as the Month of the Military Child and reviewed the proclamation from Fort Drum, NY which was included in the Board packet. Other information included World Autism Awareness, the Jeff-Lewis School Boards Association Annual Dinner Meeting invitation, and the NYS Odyssey of the Mind Tournament. Assistant Superintendent Parsons provided NYS assessment result information which was also included in the Board packet. Included in the assessment information were assessment results, enrollment trends, participation rates, performance levels, and professional development. Discussion followed.

**ENTRANCE AND DEPARTURE**

Douglas Welbourne Jr entered the meeting at 6:37 p.m. and departed the meeting at 7:05 p.m. during the above updates.

**RETIREMENT- 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, with regret, the resignation for retirement request from Betsy Dufresne from her position as Aide effective April 28, 2024.

Yes 5 No 0 Motion: Carried

**RETIREMENT- FOOD SERVICE HELPER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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, with regret, the resignation for retirement request from Elgitha Peebles from her position as Food Service Helper effective June 14, 2024.

Yes 5 No 0 Motion: Carried

**CHANGE IN HOURS- AIDE**

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 HOURS- AIDE (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the change in hours for David Lohrmann for his position as Aide from 7 hours per day to 5.75 hours per day at the Clarke High School effective April 9, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- TWO-RUN BUS DRIVER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 Daniel McCargar as Two-Run Bus Driver (Civil Service Title: Bus Driver) at a rate of \$20.35 per hour effective April 29, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- STUDENT INTERNS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 Joslin Ramsey and Garrett Simpson as unpaid Student Interns with the Food Service Department for the BOCES Culinary Program effective April 15, 2024, through May 31, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- EXTRACURRICULAR/CLUB & CLASS ADVISORS**

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 the following as Extracurricular/Class & Club Advisors effective for the 2023-2024 school year:

*Ken Bibbins and Jimmy Walker* .....Volunteers, Trap Club

Yes 5 No 0 Motion: Carried

**APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Matteson 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:

*Barbie Redden*.....uncertified

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

Yes 5 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 VanCoughnett 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:

- Sarah Orr* .....school monitor
- Makenzi Rabetoy* ..... cleaner
- Betsy Dufresne* .....school monitor
- Elgitha Peebles*..... food service helper

Yes 5 No 0 Motion: Carried

**APPOINTMENT- SPRING COACH**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 a 2023-2024 Spring Coach with a stipend according to the negotiated agreement:

- Kris Shirley*.....Assistant Boys Modified Lacrosse

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- VOLUNTEERS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 following as volunteers effective for the 2023-2024 school year:

- Kathryn Hitt*.....Wilson, eff. 2023-2024 school year
- Janet Kramer*.....Wilson, eff. 2023-2024 school year
- Ashley Robertshaw* .....Wilson, eff. 2023-2024 school year
- Jesse Roshia*.....Wilson, eff. 2023-2024 school year
- Amy Quonce*.....Wilson, eff. 2023-2024 school year
- Jessica Stranc*.....Wilson, eff. 2023-2024 school year
- Megan Orloff*.....Wilson, eff. 2023-2024 school year
- Claire Hodge*.....Wilson & MS, eff. 2023-2024 school year
- Shannon Britton*..... Mannsville, eff. 2023-2024 school year
- Nicole Redden-LaJoie*..... Mannsville, eff. 2023-2024 school year

Yes 5 No 0 Motion: Carried

**ACKNOWLEDGEMENT- PIVOT COUNSELOR**

The Board acknowledged Nova Yanoch as a PIVOT Counselor at the Clarke Middle School effective May 1, 2024, through June 30, 2024.

**DEPARTURES**

Erin Clark, Betsy Dufresne, and Heather Tyo departed the meeting at 7:14 p.m. after the above information.

**APPROVAL OF TREASURER'S REPORT (3/24)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 March 2024:

	<u>Ending Balance</u>
<b>GENERAL FUND</b>	
Checking WSB	\$434,625.06
Savings Chase	15,664,949.37
Savings NY Class	2,182,785.50
Unemployment Reserve	75,708.01
Property Loss Reserve	7,608.75
Liability Reserve	25,334.87
TRS Reserve	700,081.01
ERS Reserve	538,842.89
Worker's Comp Reserve	323,349.02
Payroll Checking WSB	0.00
<b>FOOD SERVICES FUND</b>	
Checking WSB	277,634.32
<b>CAPITAL FUND</b>	
Savings Chase	341.01
Savings NY Class	1,076,689.70
Reserve NY Class	0.00
<b>MISCELLANEOUS SPECIAL REVENUE</b>	
Scholar Savings WSB	2,765.74
<b>GROUP BENEFITS</b>	
Health Checking WSB	557,612.96
Health Catalyst	0.00
Health Savings NY Class	6,305,972.25
Dental Checking WSB	260,187.07
Flex Spending WSB	90,420.60

**APPROVAL OF TREASURER’S REPORT (3/24) (Continued)**

<b>OTHER ACCOUNTS</b>		
	Tax Collector- WSB	0.00
	Tax Collector- WSB ACC	0.00
	Extra-Curricular WSB	261,756.22

Yes 5 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

The schedule of checks written for the month of March 2024 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 Matteson 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 March 2024.

Yes 5 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

The revenue report for the month of March 2024 was included in the Board packet and reviewed by the Board.

**APPROVAL OF HEALTH INSURANCE (3/24) RECAP**

The Health Insurance Report for March 2024 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 Matteson 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 March 2024.

Yes 5 No 0 Motion: Carried

**APPROVAL OF SPECIAL INSPECTIONS**

Information from Watchdog Building Partners LLC regarding special inspection services for the 2023 Capital Project 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 Matteson and seconded by Trustee Juzcak to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve Atlantic Testing Laboratories to provide special inspection services as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF AIR MONITORING**

Information from Watchdog Building Partners LLC regarding air monitoring for the 2023 Capital 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 Atlantic Testing Laboratories to provide air monitoring services as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF INTERMUNICIPAL AGREEMENTS FOR SUMMER RECREATION PROGRAM**

The intermunicipal agreements with the Town of Adams and the Village of Mannsville for the 2024 Summer Recreation program were 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 Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the intermunicipal agreements with the Town of Adams and the Village of Mannsville for the 2024 Summer Recreation Program as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF SIX-DAY BUDGET NOTICE**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Matteson 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 six-day budget notice for the 2024-2025 proposed budget as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF INTERNAL AUDIT ENGAGEMENT LETTER**

The internal audit engagement letter 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 Matteson to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the internal audit engagement letter as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF UPDATED STIPEND AMOUNTS**

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



**APPROVAL OF UPDATED STIPEND AMOUNTS (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the updated stipend amounts for Management Confidential employees as presented to the Board.

Yes 5 No 0 Motion: Carried

**BUSINESS OFFICE UPDATE**

School Business Administrator Hartshorne provided an update regarding the Business Office. Topics included Frontline Absence Management, the capital project, the property tax report card and the budget, and the health care worker bonus. Discussion followed.

**ADJOURNMENT**

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

Yes 5 No 0 Motion: Carried Time: 7:30 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk