

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION- REGULAR MEETING, APRIL 10, 2019**

TRUSTEES PRESENT: Todd Dack, Kelly Davis, Randy Jerome, James Juczak

TRUSTEES ABSENT: Erin Gardner, Pamela Thomas, Justin VanCoughnett

ALSO PRESENT: Mary Beth Denny, Superintendent of Schools  
Scott Slater, Assistant Superintendent for Programs  
Cora Harvey, School Business Administrator  
Michelle L. Jaques, District Clerk

OTHERS PRESENT: Joy Cumming, French Teacher  
Francoise Piron, French Teacher

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

A motion was made by Trustee Jerome and seconded by Trustee Davis to approve the agenda.

Yes 4 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Jerome and seconded by Trustee Davis to approve the Board of Education minutes of the regular meeting held on March 27, 2019.

Yes 4 No 0 Motion: Carried

**PUBLIC FORUM**

No comments.

**MARINIQUE 2020 TRIP INFORMATION**

Joy Cumming and Francoise Piron presented detailed information regarding a French Club trip to Martinique during February 2020. Discussion followed.

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 French Club proceeding with the tentative planning of the Martinique Trip for 2020 with approval after final plans are made.

Yes 4 No 0 Motion: Carried

**DEPARTURES**

Joy Cumming and Francoise Piron departed the meeting at 6:30 p.m.

**RESOLUTION FOR JOINT AGREEMENT WITH BOCES FOR CAPITAL PROJECT APPROVAL**

The resolution for the Jeff-Lewis BOCES joint agreement with school districts for their 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 Jerome and seconded by Trustee Davis to adopt the following resolution:

RESOLVED, that that Board of Education of the South Jefferson Central School District does hereby authorize the school district to enter into a joint agreement with the Board of Cooperative Educational Services for the sole supervisory district of Jefferson, Lewis, Hamilton, Herkimer and Oneida counties, New York ("BOCES"), and the other component school districts of BOCES, for the acquisition, construction and renovation of facilities to house services provided by BOCES pursuant to section 1950 of the education law and for the allocation of the costs thereof among the component school districts of BOCES as presented.

Yes 4 No 0 Motion: Carried

**UDPATED INTERNAL PURCHASING POLICY RESOLUTION**

The updated Internal Purchasing policy with added "piggyback" purchasing information 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 Jerome and seconded by Trustee Juczak to adopt the following resolution:

**WHEREAS**, section 103(16) of the General Municipal Law authorizes any officer, board or agency of a county, political subdivision or any district therein to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies through a process known as "piggyback" purchasing; and

**WHEREAS**, "piggyback" purchasing is defined as purchasing through the use of an existing contract made by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein, if such contract was made available for use by other government entities, and made through competitive bidding consistent with state law, which may include contracts let on the basis of "best value" as defined in section 163 of the state finance law; and

**WHEREAS**, use of "piggyback" purchasing does not negate applicable minority and women-owned business enterprise program mandates or the preferred source requirements of section 162 of the state finance law; and

**WHEREAS**, the South Jefferson Central School District wishes to adopt the option to use "piggyback" purchasing to allow the District greater flexibility and cost effectiveness;

**UDPATED INTERNAL PURCHASING POLICY RESOLUTION (Continued)**

**BE IT RESOLVED**, the Board of Education of the South Jefferson Central School District hereby authorizes Board Policy Number 5410 to be revised to allow the use of "piggyback" purchasing in compliance with General Municipal Law § 103(16);

**BE IT FURTHERRESOLVED**, that the Board of Education of the South Jefferson Central School District hereby authorizes such purchases through contracts let by "best value" determination, in accordance with General Municipal Law §103(16) and Board Policy Number 5410.

Yes 4 No 0 Motion: Carried

This resolution shall take effect immediately.

**CSE/CPSE RECOMMENDATIONS APPROVAL**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 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 #17681, 14736, 16811, 17675, 17348, 15346, 17681, 17690, 17527, 17529, 17658, 16767, 15710, 17685, and 17706.

Yes 4 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Certificates presented to Wilson and Mannsville Elementary Schools for "Beating the Odds and Building Opportunities" from Better Outcomes Research were included in the Board packet and reviewed by the Board. Superintendent Denny provided information regarding current events, the capital project, continuing education, and upcoming events. Discussion followed.

**RETIREMENT- TWO-RUN BUS DRIVER/AIDE**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 for retirement request from Vicky Terry from her positions as Two-Run Bus Driver and Aide effective April 19, 2019.

Yes 4 No 0 Motion: Carried

**RESIGNATION- AIDE**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 Jody Gray for her position as Aide effective April 11, 2019.

**RESIGNATION- AIDE (Continued)**

Yes 4 No 0 Motion: Carried

**LEAVE OF ABSENCE- ART TEACHER**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the leave of absence request for maternity purposes from Jessie Joss from her position as Art Teacher effective approximately September 9, 2019, and extending six to eight weeks after delivery.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- SATELLITE MANAGER**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Cassandra Morse to the position of Satellite Manager (Civil Service Title: Cook Manager) at the Clarke Middle/High School for 8 hours per day at a rate of \$20.00 per hour effective July 1, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- LONG-TERM SUBSTITUTE SPECIAL EDUCATION TEACHER**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Gary Clark to the position of Long-Term Substitute Special Education Teacher at the Clarke High School effective April 9, 2019, through June 30, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- LONG-TERM SUBSTITUTE ELEMENTARY TEACHER**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Ganell Tremont to the position of Long-Term Substitute Elementary Teacher at the Clarke Middle School effective April 22, 2019, through June 30, 2019.

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 Jerome to adopt the following resolution:

**APPOINTMENT- CLEANER (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Edmund Palmer to the position of Cleaner at the Wilson Elementary Building for 8 hours per day at a rate of \$11.10 per hour effective April 8, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis and seconded by Trustee Jerome 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 to the Board and as follows and in accordance with the fingerprinting and background clearance requirements effective for the 2018-2019 school year:

*Peter Kris Arvedson* (uncertified)..... BS, Natural 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 Juczak and seconded by Trustee Davis 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 and background clearance requirements effective for the 2018-2019 school year:

*Michelle Scales*.....food service helper  
*Kelly Sullivan* ..... school monitor  
*Vicky Terry*..... bus driver

Yes 4 No 0 Motion: Carried

**APPOINTMENTS- VOLUNTEER ASSISTANT COACHES**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as volunteer assistant coaches for the 2018-2019 spring season:

*Chadwick Green*.....Boys Lacrosse  
*Steven Widrick*..... Baseball

Yes 4 No 0 Motion: Carried

**2019-2020 BUDGET ADOPTION**

School Business Administrator Harvey provided the final draft of the 2019-2020 budget totaling \$36,070,720. Information reviewed included a budget overview, summary of revenues and

**2019-2020 BUDGET ADOPTION (Continued)**

expenditures, and three-part budget summary. The budget will also include a bus proposition and Board member election. Discussion followed.

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the 2019-2020 proposed budget totaling \$36,070,720 as presented to the Board and to be presented to the voting public.

Yes 4 No 0 Motion: Carried

**PROPERTY TAX REPORT CARD APPROVAL**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the property tax report card as presented to the Board.

Yes 4 No 0 Motion: Carried

**SIX-DAY BUDGET NOTICE APPROVAL**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Jerome 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 as presented to the Board.

Yes 4 No 0 Motion: Carried

**TREASURER'S REPORT (2/19) APPROVAL**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Jerome and seconded by Trustee Davis 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 February 2019:

	<b><u>Ending Balance</u></b>
<b>GENERAL FUND</b>	
Checking WSB	\$1,153,720.99
Savings Chase	2,896,163.93
Savings NY Class	1,005,664.20
 <b>FOOD SERVICES FUND</b>	
Checking WSB	66,534.18

**TREASURER'S REPORT (2/19) APPROVAL (Continued)****CAPITAL FUND**

Savings Chase	1.79
Savings NY Class	3,023,437.10

**TRUST & AGENCY**

Scholar Savings WSB	19,206.77
Payroll Checking WSB	0.00

**GROUP BENEFITS**

Health Checking WSB	653,509.68
Health Catalyst	0.00
Health Savings NY Class	965,448.01
Dental Checking WSB	109,300.75
Dental Catalyst	0.00
Flex Spending WSB	120,699.60

**OTHER ACCOUNTS**

Tax Collector- Chase	0.00
Tax Collector- WSB	0.00
Extra-Curricular WSB	203,847.26

Yes 4 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

The schedule of checks written for the month of February 2019 was included in the Board packet and reviewed by the Board.

**BUDGET REPORT APPROVAL**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Davis 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 February 2019.

Yes 4 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

The revenue report for the month of February 2019 was included in the Board packet and reviewed by the Board.

**HEALTH INSURANCE (2/19) RECAP APPROVAL**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis and seconded by Trustee Jerome 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 February 2019.

Yes 4 No 0 Motion: Carried

**EXECUTIVE SESSION**

A motion was made by Trustee Juczak and seconded by Trustee Davis to enter into Executive Session for the purpose of discussing personnel and negotiations.

Yes 4 No 0 Motion: Carried Time: 7:17 p.m.

**DEPARTURE & REENTRANCE**

Superintendent Denny departed the meeting during Executive Session at 7:45 p.m. and reentered the meeting at 7:55 p.m.

**EXECUTIVE SESSION (Continued)**

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

Yes 4 No 0 Motion: Carried Time: 8:05 p.m.

**ADJOURNMENT**

A motion was made by Trustee Davis and seconded by Trustee Jerome to adjourn the meeting.

Yes 4 No 0 Motion: Carried Time: 8:06 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk