

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, JANUARY 27, 2021**

TRUSTEES PRESENT: Kenneth Bibbins, Kelly Davis, Randy Jerome, James Juczak, Pamela Thomas, Justin VanCoughnett, Stephanie Widrick

TRUSTEES ABSENT: None

ALSO PRESENT: Scott B. Slater, Superintendent of Schools  
Lisa A. Parsons, Assistant Superintendent  
Cora Harvey, School Business Administrator  
Michelle L. Jaques, District Clerk

OTHERS PRESENT: Via Webex: Dave Hatchell, Cassandra Morse, RaeAnn Thomas,  
Andrew Zuber  
<https://www.youtube.com/watch?v=LHb55CGabJQ>

**CALL TO ORDER- PLEDGE OF ALLEGIANCE**

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

**APPROVAL OF AGENDA**

A motion was made by Trustee VanCoughnett and seconded by Trustee Juczak to approve the agenda as amended.

Yes 7 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Bibbins and seconded by Trustee Davis to approve the Board of Education minutes of the regular meeting held on January 13, 2021.

Yes 7 No 0 Motion: Carried

**PUBLIC FORUM**

No comments.

**DEPARTMENT SUPERVISORS' 2021-2022 BUDGET CONSIDERATIONS**

Cassandra Morse provided detailed information regarding the Food Service Department. Included in the information were building highlights and accomplishments, goals for the upcoming school year, equipment desired for the upcoming school year, and staffing needs. School Business Administrator Harvey reviewed the profits and losses for the School Lunch Account. Discussion followed. Dave Hatchell 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.

**TECHNOLOGY DEPARTMENT'S 2021-2022 BUDGET CONSIDERATIONS**

RaeAnn Thomas and Andrew Zuber provided detailed information regarding the Technology Department. Included in the information were highlights and accomplishments, department goals and initiatives, cybersecurity and Ed Law 2d compliance, hardware and software. Discussion followed.

**DEPARTURES**

Cassandra Morse departed the meeting at 6:26 p.m. during the above information. Dave Hatchell departed the meeting at 6:47 p.m. during the above information. RaeAnn Thomas and Andrew Zuber departed the meeting at 7:06 p.m. after the above information.

**APPROVAL OF CONTRACT WITH HAPARA, INC.**

The contract with Hapara, Inc. to provide teachers with formative feedback, monitor digital citizenship, and provide for differentiation and personalization of learning and to improve students' executive functioning skills 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 Bibbins 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 contract with Hapara, Inc. as presented to the Board.

Yes 7 No 0 Motion: Carried

**APPROVAL OF CONTRACT WITH EDPUZZLE, INC.**

The contract with EDpuzzle, Inc. to provide a simple, easy-to-use video platform that helps teachers engage their students 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 Jerome to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the contract with EDpuzzle, Inc. as presented to the Board.

Yes 7 No 0 Motion: Carried

**APPROVAL OF CSE/CPSE RECOMMENDATIONS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Bibbins 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 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 #18141, 17954, 18124, 18059, 16421, and 18130.

Yes 7 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Information regarding procedures for the BOCES Board election was included in the Board packet and reviewed by the Board. Superintendent Slater thanked Assistant Superintendent Parsons for launching the new Academic SEAL (Students' Extended Academic Lifeline) Program to provide school work relief to parents. Superintendent Slater provided an update regarding COVID-19, intramurals, sports, and extracurricular activities. Discussion followed.

**CHANGE IN RETIREMENT DATE- HEALTH TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Jerome 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 change in retirement date for Terry Burgess from his position as Health Teacher from June 30, 2021, to July 1, 2021.

Yes 7 No 0 Motion: Carried

**RETIREMENT- REGISTRAR (TYPIST)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Bibbins 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 accept, with regret, the resignation for retirement request from Carol Reed from her position as Registrar (Typist) effective July 30, 2021.

Yes 7 No 0 Motion: Carried

**LEAVE OF ABSENCE- RN**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett 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 Miranda King from her position as RN effective approximately May 12, 2021, and extending for eight weeks after delivery.

Yes 7 No 0 Motion: Carried

**APPOINTMENT- MATHEMATICS TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Bibbins 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 Dylan Estal as 1.0 FTE Mathematics Teacher at the Clarke Middle School with a four-year probationary appointment effective February 3, 2021, with a salary at Step 1 of the negotiated agreement and credit for 12 graduate hours.

Yes 7 No 0 Motion: Carried

**APPOINTMENTS- 2020-2021 INTRAMURAL SPORTS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 Travis Purvis as Intramural Ski Club Advisor with a stipend according to the memorandum of agreement and Kaitlyn Mesler as Volunteer Intramural Volleyball Coach effective for the 2020-2021 school year.

Yes 7 No 0 Motion: Carried

**APPOINTMENT- 2020-2021 SPRING STUDENT TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 Natalie Couse as a Spring Student Teacher effective for the 2020-2021 school year.

Yes 7 No 0 Motion: Carried

**APPOINTMENTS- 2020-2021 ACADEMIC SUPPORT- SEAL PROGRAM**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Adam Brown, Deb Kehoe, Tracy Puckett, Tessa Winkler, Jessica Bibbins, Schreene Babcock, Emily Worden, Katie Compo, Jason Elliott, Erin Wiley, Kathy Hannon, Karen Denny, Mary Beth Denny, David Easton, Sarah OYong, and Lisa Parsons to the Academic SEAL Program effective for the 2020-2021 school year.

Yes 7 No 0 Motion: Carried

**APPOINTMENTS- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

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 appoint the following to the instructional substitute list as presented to the Board and in accordance with the fingerprinting and background clearance requirements effective for the 2020-2021 school year:

*Madeline Felice*.....Reappointment; Special Education  
*Alexandrea Smith*.....Reappointment; BS, Health Science

Yes 7 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 Bibbins to adopt the following resolution:

**APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following to the support staff substitute list as presented to the Board and as follows and in accordance with the fingerprinting, background clearance requirements, and SED requirements effective for the 2020-2021 school year:

*Sandra Mosher* ..... Reappointment; School Monitor  
*Alexandrea Smith*..... Reappointment; School Monitor

Yes 7 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 Davis to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the following volunteers for the 2020-2021 school year:

*Natashia Ramsey* ..... Backpack Program  
*Jay Uhlein*..... All Buildings

Yes 7 No 0 Motion: Carried

**APPROVAL OF TREASURER’S REPORT (12/20)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee VanCoughnett 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 following Treasurer’s Report for December 2020:

	<u>Ending Balance</u>
<b>GENERAL FUND</b>	
Checking WSB	\$1,326,017.89
Savings Chase	3,024,120.73
Savings NY Class	1,334,484.15
<b>FOOD SERVICES FUND</b>	
Checking WSB	214,800.44
<b>CAPITAL FUND</b>	
Savings Chase	100,147.94
Savings NY Class	8,334.01
<b>TRUST &amp; AGENCY</b>	
Scholar Savings WSB	26,959.66
Payroll Checking WSB	0.00

**APPROVAL OF TREASURER'S REPORT (12/20) (Continued)****GROUP BENEFITS**

Health Checking WSB	1,380,210.05
Health Catalyst	0.00
Health Savings NY Class	686,106.06
Dental Checking WSB	203,658.90
Flex Spending WSB	146,132.26

**OTHER ACCOUNTS**

Tax Collector- WSB	1.04
Tax Collector- WSB ACC	0.00
Extra-Curricular WSB	228,711.12

Yes 7 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

The schedule of checks written for the month of December 2020 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 Davis 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 budget report for December 2020.

Yes 7 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

The revenue report for the month of December 2020 was included in the Board packet and reviewed by the Board.

**APPROVAL OF HEALTH INSURANCE (12/20) RECAP**

The Health Insurance Report for December 2020 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 Bibbins 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 December 2020.

Yes 7 No 0 Motion: Carried

**APPROVAL OF BUS BOND RESOLUTION**

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

**APPROVAL OF BUS BOND RESOLUTION (Continued)**

WHEREAS, the South Jefferson Central School District (the "District"), as a local agency pursuant to the New York State Environmental Quality Review Act ("SEQRA"), ECL Section 8-0101, et seq., and implementing regulations, 6 NYCRR Part 617 (the "Regulations") reviewed the impact of the purchase and finance of six (6) student transportation vehicles with all ancillary equipment at an estimated cost not to exceed \$781,000 (the "Vehicles"), and determined by resolution adopted March 11, 2020 that such action constitutes a "Type II Action" under the Regulations and is not subject to review under SEQRA; and

WHEREAS, the qualified voters of the District, at the Annual District meeting duly called and held on June 9, 2020 did vote and adopt a proposition authorizing the purchase and finance of the Vehicles, including necessary furnishings, fixtures and equipment and all other costs incidental thereto, and the expenditure of a total sum not to exceed \$781,000, which is estimated to be the total maximum cost thereof, and said amount, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments as provided by Section 416 of the Education Law; and, in anticipation of such tax, obligations of said School District, in the principal amount not to exceed \$781,000, shall be issued; and

NOW, THEREFORE BE IT RESOLVED, BY THE BOARD OF EDUCATION OF THE DISTRICT, (by favorable vote of not less than two thirds of all the members of said Board of Education) AS FOLLOWS:

Section 1. The District is hereby authorized to purchase the six (6) student transport vehicles, together with such furnishings, equipment, machinery and apparatus as may be required for the purposes for which the Vehicles are to be used and to expend therefor an amount, including preliminary costs and costs incidental thereto and to financing thereof, not to exceed the estimated maximum cost of \$781,000, and said amount is hereby appropriated therefor. The estimated total cost of said specific objects or purposes, including preliminary costs and costs incidental thereto and the financing thereof, is \$781,000 and the plan of financing includes the issuance of serial bonds in the aggregate principal amount not to exceed \$781,000 to finance said appropriation and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds and the interest thereon as the same shall become due and payable, subject to applicable amounts of state assistance available or to any revenues available for such purpose from any other source.

Section 2. Bonds and bond anticipation notes (including the renewal of any bond anticipation notes) of the District are hereby authorized to be issued pursuant to the provisions of the Local Finance Law of the State of New York (the "Local Finance Law"), in a principal amount not to exceed \$781,000 to finance said appropriation for the student transport vehicles.

Section 3. The following additional matters are hereby determined and declared with regard to the purchase and financing of the student transport vehicles:

- (a) Under the Local Finance Law, the period of probable usefulness of the student transport vehicles is five (5) years;

**APPROVAL OF BUS BOND RESOLUTION (Continued)**

- (b) Current funds are not required by the Local Finance Law to be provided prior to the issuance of the bonds and any notes issued in anticipation thereof authorized by this resolution;
- (c) The proposed maturity of the bonds authorized by this resolution will not exceed five (5) years.

Section 4. The temporary use of available funds of the District, not immediately required for the purpose or purposes for which the same were raised or otherwise created, is hereby authorized pursuant to Section 165.10 of the Local Finance Law, for the capital purposes described in Section 1 of this resolution. The reasonably expected source of funds to be used to initially pay for the expenditures authorized by Section 1 of this resolution shall be from the District's General Fund. It is intended that the District shall then reimburse expenditures from the General Fund with the proceeds of the bonds and bond anticipation notes authorized by this resolution and that the interest payable on the bonds and any bond anticipation notes issued in anticipation of such bonds shall be excludable from gross income for federal income tax purposes. This resolution is intended to constitute the declaration of the District's "official intent" within the meaning of Treasury Regulation Section 1.150-2 to reimburse the expenditures authorized by this resolution with the proceeds of the bonds and bond anticipation notes authorized herein. Other than as specified in this resolution, no monies are reasonably expected to be, received, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the objects or purposes described herein.

Section 5. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation thereof shall contain the recital of validity as prescribed by Section 52.00 of the Local Finance Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The full faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District of appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year. The bonds may be issued such that annual installments of principal and interest are substantially level, as provided by law.

Section 6. The validity of the bonds authorized by this resolution and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution are not substantially complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty days after the date of such publication, or
- (c) such obligations are authorized in violation of the provisions of the constitution.



**APPROVAL OF BUS BOND RESOLUTION (Continued)**

Section 7. The power to issue and sell the bonds and any notes issued in anticipation thereof (including any renewal notes), including all powers or duties pertaining or incidental thereto, is hereby delegated to the President of the Board of Education, as Chief Fiscal Officer, except as herein provided. The obligations shall be of such terms, form and contents as may be determined by the Chief Fiscal Officer, pursuant to the Local Finance Law. The Chief Fiscal Officer is authorized to execute and deliver any documents and to take such other action as may be necessary and proper to carry out the intent and provisions hereof.

Section 8. Trespasz & Marquardt, LLP is appointed bond counsel to the District.

Section 9. This resolution shall take effect immediately. The District Clerk is hereby authorized and directed to publish a summary of the foregoing resolution, together with a Notice in substantially the form prescribed by Section 81.00 of the Local Finance Law in the newspapers having general circulation in the District and designated the official newspapers of District for such publication.

The adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Pamela Thomas, President	Voting Yes
Kenneth Bibbins, Vice President	Voting Yes
Kelly Davis	Voting Yes
Randy Jerome	Voting Yes
James Juczak	Voting Yes
Justin VanCoughnett	Voting Yes
Stephanie Widrick	Voting Yes

The resolution was declared adopted.

**2021-2022 EXECUTIVE BUDGET PROPOSAL INFORMATION**

Information regarding the executive budget proposal for state aid was included in the Board packet and reviewed by the Board. School Business Administrator Harvey provided information regarding the executive budget proposal. Discussion followed.

**ACCEPT MUSIC DONATION**

Information regarding a music donation from the Mannsville PTO in the amount of \$560 to purchase ukuleles for the elementary music curriculum 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 Davis to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept, with appreciation, the generous donation of \$560 from the Mannsville PTO to be used to purchase ukuleles for the elementary music curriculum.

Yes 7 No 0 Motion: Carried

**ADJOURNMENT**

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

Yes 7 No 0 Motion: Carried Time: 7:45 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk