

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, NOVEMBER 18, 2020**

TRUSTEES PRESENT: Kenneth Bibbins, Todd Dack (via telephone), Kelly Davis, Randy Jerome, 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

STAFF PRESENT: Jennifer Bach, Renee Besaw, Erin Bier, Justin Crossway, Lowell Davis, Stacie Dively, Andrea Eaton, Tony Gianfagna, Jessica Horning, Heather Joss, Ellen Mocuiski, Sarah Morris, Sarah OYong, Jennifer Peters, Abby Stone, Shannon Zaykoski

OTHERS PRESENT: <https://www.youtube.com/watch?v=cN2-3hIKqi4>  
Patrick Eaton, James Juczak, Kate Mangan, Joe Shammas

**CALL TO ORDER- PLEDGE OF ALLEGIANCE**

Vice 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 Old Gym in the Wilson Elementary School and led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

A motion was made by Trustee Bibbins and seconded by Trustee VanCoughnett to approve the agenda.

Yes 6 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Davis and seconded by Trustee Jerome to approve the Board of Education minutes of the regular meeting held on October 28, 2020.

Yes 6 No 0 Motion: Carried

**PUBLIC FORUM**

Kate Mangan shared her experiences and viewpoint as the mother of two fifth graders and a ninth grader and her appreciation for the way the District is navigating and handling school since March 2020. Sarah Morris read a statement on behalf of the South Jefferson Teachers Association thanking the Board for their support and providing support to the Board. The Board thanked them for their input.

**FIRST READING: STAFF ACCEPTABLE USE POLICY**

A first reading of the *Staff Acceptable Use Policy* was included in the Board packet and reviewed by the Board. Discussion followed.

**APPROVAL OF HISTORICAL ASSOCIATION CONTRACT**

The contract agreement with the Historical Association of South Jefferson for the 2020-2021 school year 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 VanCoughnett to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the contract agreement with the Historical Association of South Jefferson for the 2020-2021 school year as presented.

Yes 6 No 0 Motion: Carried

**APPROVAL OF CSE/CPSE RECOMMENDATIONS**

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 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 #14692, 17367, 17586, 17547, 17959, 18121, and 18122.

Yes 6 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Superintendent Slater provided an update regarding transportation aid, expenses and reimbursements. He also provided information regarding other area school district's models for learning and an update on Chromebooks which was included in the Board packet. Assistant Superintendent Parsons provided information regarding professional development standards, synchronous teaching and learning, technology, comparison data, and benchmarks. Photos of the columns under the Clarke Building were included in the Board packet and reviewed by the Board. Eighteen of the columns need repairs. The District's architectural team is addressing the issue. Information regarding COVID micro-clustering was included in the Board packet and reviewed by the Board. Other information included a proposal for two Pixellot systems for the District. Discussion followed.

**DEPARTURE**

Kate Mangan exited the meeting at 6:31 p.m. during the above information.

**APPROVAL OF CONTRACT WITH KNOWRE**

The contract with KnowRe for providing an online core supplement for Grades 1-12 helping teachers personalize learning for students was included in the Board packet and reviewed by the Board.

**APPROVAL OF CONTRACT WITH KNOWRE (Continued)**

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 approve the contract with KnowRe as presented to the Board.

Yes 6 No 0 Motion: Carried

**LEAVE OF ABSENCE- SCHOOL PSYCHOLOGIST**

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 leave of absence request for maternity purposes from Amanda Gervera from her position as School Psychologist effective approximately April 25, 2021, and extending for twelve weeks after delivery.

Yes 6 No 0 Motion: Carried

**LEAVE OF ABSENCE- GUIDANCE COUNSELOR**

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 leave of absence request for maternity purposes from Jenna Gianfagna from her position as Guidance Counselor effective approximately December 20, 2020, and extending for six to eight weeks after delivery.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- HEAD AUTOMOTIVE MECHANIC**

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 appoint Charles Briggs as 12-month Head Automotive Mechanic (Civil Service Title: Head Automotive Mechanic) at the Bus Garage for 8 hours per day at a rate of \$28.31 per hour effective October 7, 2020.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- TWO-RUN BUS DRIVER**

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 appoint Matthew Shephard as Two-Run Bus Driver (Civil Service Title: Bus Driver) at a rate of \$16.54 per hour effective November 9, 2020.

**APPOINTMENT- TWO-RUN BUS DRIVER (Continued)**

Yes 6 No 0 Motion: Carried

**APPOINTMENT- TWO-RUN BUS DRIVER**

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 appoint Mary White as Two-Run Bus Driver (Civil Service Title: Bus Driver) at a rate of \$16.54 per hour effective November 9, 2020.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- FOOD SERVICE HELPER**

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 Kelsey Switzer as Food Service Helper (Civil Service Title: Food Service Helper) for 3 hours per day at the Clarke High School at a rate of \$12.50 per hour effective November 23, 2020.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- CLEANER**

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 Edward Hunter as Cleaner (Civil Service Title: Cleaner) for 8 hours per day at the Wilson Elementary School at a rate of \$12.50 per hour effective November 23, 2020.

Yes 6 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 Davis to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Joseph Richter as Cleaner (Civil Service Title: Cleaner) for 8 hours per day at the Clarke High School at a rate of \$12.50 per hour effective November 23, 2020.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- POOL OPERATOR**

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:

**APPOINTMENT- POOL OPERATOR (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Chris Berry as Pool Operator with a stipend according to the negotiated agreement effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- PSYCHOEDUCATIONAL EVALUATOR**

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 appoint Leann Dunckel as Psychoeducational Evaluator at a rate of \$800 per evaluation effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- DISTRICT LIAISON FOR THE EDUCATION OF HOMELESS CHILDREN & YOUTH/504**

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 Sarah OYong as District Liaison for the Education of Homeless Children and Youth/504 effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- STUDENT TEACHER (OBSERVATIONS)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 Mackenzie Gehrke as a Student Teacher (Observations) at the Clarke Middle School effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- BUS MONITOR**

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 Jane Lampman as Bus Monitor (Civil Service Title: School Monitor) for 2.5 hours per day at a rate of \$12.50 per hour effective November 23, 2020.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- 5-HOUR PRE-LICENSING COURSE INSTRUCTOR**

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 Jon Snow as 5-Hour Pre-Licensing Course Instructor at a rate of \$350 per course effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENT- ADULT EDUCATION COORDINATOR**

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 Val Zehr as Adult Education Coordinator at a rate of \$450 per semester effective for the 2020-2021 school year.

Yes 6 No 0 Motion: Carried

**APPOINTMENTS- 2020-2021 CLUB & CLASS ADVISORS**

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 appoint the following as Club & Class Advisors with stipends according to the negotiated agreement effective for the 2020-2021 school year:

- Judith Whitney* .....HS & MS Yearbook Advisor
- Tina Groff*..... Computer Support/Teacher Assistant
- Desiree Porter* ..... Wilson Art Club Advisor

Yes 6 No 0 Motion: Carried

**APPOINTMENTS- 2020-2021 AIE/AIS PROVIDERS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Davis 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 the following as AIE/AIS Providers with stipends according to the negotiated agreement effective for the 2020-2021 school year:

- Deb Kehoe* ..... AIE Provider @ M/W
- Lowell Davis*..... AIE Provider @ W
- Jennifer Burns* ..... AIE Provider @ W
- Tracy Puckett* ..... AIE Provider @ M
- Lindsey Whitmore* ..... AIE Provider @ M
- Schreene Babcock*..... After-School AIS @ MS
- Travis Purvis*..... After-School AIS @ MS
- Abby Stone* ..... After-School AIS @ MS

**APPOINTMENTS- 2020-2021 AIE/AIS PROVIDERS (Continued)**

<i>Brian Edgar</i> .....	After-School AIS @ MS
<i>Katie Compo</i> .....	After-School AIS @ MS
<i>Leslie Robare</i> .....	After-School AIS @ MS
<i>Rachel Fishbein</i> .....	After-School AIS @ MS
<i>Leah Conners</i> .....	After-School AIS @ MS
<i>Jason Elliott</i> .....	Sub for After-School AIS @ MS
<i>Logan Whitmore</i> .....	Sub for After-School AIS @ MS
<i>Taylor Sorrell</i> .....	Sub for After-School AIS @ MS
<i>Canaan Leonard</i> .....	After-School AIS @ HS
<i>Alyssa Freeland</i> .....	After-School AIS @ HS
<i>Emily Mager</i> .....	After-School AIS @ HS
<i>David Easton</i> .....	After-School AIS @ HS
<i>Sarah Morris</i> .....	After-School AIS @ HS
<i>Erin Wiley</i> .....	After-School AIS @ HS

Yes 6 No 0 Motion: Carried

**APPOINTMENTS- WINTER INTRAMURAL SPORTS COACHES**

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 the following as Winter Intramural Sports Coaches with stipends according to the memorandum of agreement effective for the 2020-2021 school year:

<i>Justin Crossway</i> .....	Indoor Track
<i>Paul Gaede</i> .....	Swim
<i>Benita Cataldo</i> .....	Swim
<i>Michelle Whitley</i> .....	Girls Basketball
<i>Jen Williams</i> .....	Girls Basketball
<i>Kyle Baker</i> .....	Boys Basketball
<i>Robert Ingerson</i> .....	Boys Basketball
<i>Pat Conners</i> .....	Wrestling
<i>Kris Shirley</i> .....	Wrestling
<i>Kayla Schillinger</i> .....	Cheerleading
<i>Robert Piddock</i> .....	Girls Basketball
<i>Aaron Rivers</i> .....	Girls Basketball
<i>Taylor Sorell</i> .....	Girls Basketball
<i>Logan Whitmore</i> .....	Wrestling

Yes 6 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 reappoint Hailey Pooler to the instructional substitute list in accordance with the fingerprinting and background clearance requirements effective for the 2020-2021 school year.

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

Yes 6 No 0 Motion: Carried

**APPOINTMENTS- SUPPORT STAFF SUBSTITUTE ADDENDUM**

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 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:

- Chris Snyder*..... bus driver
- Kelly Sullivan*.....Reappointment from 2019-2020; school monitor
- Valerie Deon*.....cleaner

Yes 6 No 0 Motion: Carried

**REDUCTION OF NON-INSTRUCTIONAL BUS MONITOR POSITIONS IN CONNECTION WITH PARTICIPATION IN THE NYS SHARED WORK PROGRAM**

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 reduce all Bus Aide and Bus Monitor positions currently held by Jane Lampman, Tammy McCargar, Jessica Nowlin, and Carol Thomas to 80% full-time equivalent consistent with the District’s approved application for participation in the NYS Department of Labor Shared Work Program and a Memorandum of Agreement between the District and the CSEA regarding the same effective November 19, 2020.

Yes 6 No 0 Motion: Carried

**DEPARTURE**

Lowell Davis departed the meeting at 6:55 p.m.

**APPROVAL OF TREASURER’S REPORT (10/20)**

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 approve the following Treasurer’s Report for October 2020:

<b>GENERAL FUND</b>	<u>Ending Balance</u>
Checking WSB	\$658,505.10
Savings Chase	3,050,571.55
Savings NY Class	1,334,318.56



**APPROVAL OF TREASURER'S REPORT (10/20) (Continued)**

<b>FOOD SERVICES FUND</b>	
Checking WSB	204,866.21
<b>CAPITAL FUND</b>	
Savings Chase	100,142.93
Savings NY Class	8,333.04
<b>TRUST &amp; AGENCY</b>	
Scholar Savings WSB	26,704.66
Payroll Checking WSB	0.00
<b>GROUP BENEFITS</b>	
Health Checking WSB	1,218,589.70
Health Catalyst	0.00
Health Savings NY Class	686,020.90
Dental Checking WSB	195,398.95
Flex Spending WSB	184,790.60
<b>OTHER ACCOUNTS</b>	
Tax Collector- WSB	2,606,549.39
Tax Collector- WSB ACC	280,951.90
Extra-Curricular WSB	212,875.52

Yes 6 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

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

Yes 6 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

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

**APPROVAL OF HEALTH INSURANCE (10/20) RECAP**

The Health Insurance Report for October 2020 was included in the Board packet and reviewed by the Board. Discussion followed.

**APPROVAL OF HEALTH INSURANCE (10/20) RECAP (Continued)**

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 approve the Health Insurance Report dated October 2020.

Yes 6 No 0 Motion: Carried

**APPROVAL OF TAX COLLECTOR'S REPORT & SIGNING OF UNPAID TAXES**

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 Tax Collector's Report dated November 18, 2020, and does hereby authorize the signing of the list of unpaid taxes that will be returned to the county for penalty purposes.

Yes 6 No 0 Motion: Carried

**ADMINISTRATIVE REPORT: FUND BALANCE REVIEW**

School Business Administrator Harvey provided an overview of fund balances and reserves for the 2019-2020 school year. She also provided a fiscal update. A PowerPoint presentation was viewed. Topics included school aid and property taxes, revenues vs expenditures, economic profile, peer summary, budget concerns, and ways to overcome budget challenges. Discussion followed.

**DEPARTURES**

Jennifer Bach, Renee Besaw, Erin Bier, Justin Crossway, Stacie Dively, Andrea Eaton, Patrick Eaton, Tony Gianfagna, Jessica Horning, Heather Joss, James Juczak, Ellen Mocuiski, Sarah Morris, Sarah OYong, Jennifer Peters, Joe Shammas, Abby Stone, and Shannon Zaykoski departed the meeting at 7:10 p.m.

**EXECUTIVE SESSION**

A motion was made by Trustee Bibbins and seconded by Trustee VanCoughnett to enter into Executive Session for contractual purposes and to discuss the employment history of particular people.

Yes 6 No 0 Motion: Carried Time: 7:11 p.m.

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

Yes 6 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 6 No 0 Motion: Carried Time: 8:06 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk