

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, DECEMBER 11, 2019**

TRUSTEES PRESENT: Todd Dack, Erin Gardner, Randy Jerome, Pamela Thomas

TRUSTEES ABSENT: Kelly Davis, James Juczak, Justin VanCoughnett

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

**CALL TO ORDER**

President Dack called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:03 p.m. in the Board of Education Room in the Wilson Elementary School and led in the Pledge of Allegiance.

**APPROVAL OF AGENDA**

A motion was made by Trustee Gardner and seconded by Trustee Jerome to approve the agenda as amended.

Yes 4 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Gardner and seconded by Trustee Jerome to approve the Board of Education minutes of the regular meeting held on November 13, 2019.

Yes 4 No 0 Motion: Carried

**PUBLIC FORUM**

No comments.

**APPROVAL OF CAPITAL OUTLAY PROJECT BID**

Information regarding capital outlay project bids 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 Thomas and seconded by Trustee Gardner to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the lowest bid from S & L Electric for the capital outlay project as presented to the Board.

Yes 4 No 0 Motion: Carried

**APPROVAL OF SUBSTITUTE PAY RATES**

Information regarding substitute pay rates 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 Gardner to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve increasing the hourly substitute pay rates for cleaners, secretaries, office aides, bus aides, aides/assistants, food service helpers, cooks, food service drivers, greeters, laborers and increasing the hourly pay rate for student lifeguards to \$11.80 per hour to comply with federal minimum wage requirements and increasing the hourly pay rates for LPNs to \$15.06 per hour; RNs to \$19.88 per hour; bus drivers to \$16.39 per hour; mechanics and mechanic helpers to \$12.88 per hour; summer recreation drivers to \$14.00 per hour; adult lifeguard instructors to \$12.50 per hour; swim lesson instructors to \$16.00; and extracurricular supervisors to \$15.00 per hour effective December 31, 2019.

Yes 4 No 0 Motion: Carried

**HOMESCHOOLING LIST ACKNOWLEDGEMENT**

The Board acknowledged the homeschooling request from one (1) family to homeschool their child for the 2019-2020 school year.

**APPROVAL OF CSE/CPSE RECOMMENDATIONS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Gardner 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 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 #16734, 16718, 17927, 14692, 17347, 17672, 17494, 14723, 17916, 17917, 17918, 17776, 14771, 17031, 15688, 17915, 17820, 17923, 17919, and 17922.

Yes 4 No 0 Motion: Carried

**APPROVAL OF PAROCHIAL TRANSPORTATION REQUEST**

A request for transportation to and from parochial school for the 2019-2020 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 Gardner and seconded by Trustee Thomas to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the transportation request from parents/guardians of one (1) student for student transportation to and from parochial school for the 2019-2020 school year as presented to the Board.

Yes 4 No 0 Motion: Carried

**APPROVAL OF POLICIES**

Information regarding the updated policy manual as recommended by the Policy Committee 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 Gardner to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby waive the three-reading requirement and accept the proposed revisions to the policy manual: adopt the following as revised policies- 1650, 3140, 3310, 3420, 5660, 5741, 6110, 6120, 6121, 6151, 6170, 7131, 7210, 7211, 7222, 7240, 7250, 7360, 7530, 7580, 8130, 8250; and delete the following policies that are not required- 3410, 5681, 6171, 7221, 7551; as presented to the Board and by doing so, adopt it as policy.

Yes 4 No 0 Motion: Carried

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby waive the three-reading requirement and accept the proposed revisions to the policy manual: remove current Sections 1000-4000 as presented to the Board and by doing so, adopt it as policy.

Yes 4 No 0 Motion: Carried

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Thomas 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 waive the three-reading requirement and accept the proposed revisions to the policy manual: adopt updated Sections 1000-4000 as presented to the Board and by doing so, adopt it as policy.

Yes 4 No 0 Motion: Carried

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby waive the three-reading requirement and accept the proposed revisions to the policy manual: adopt the required policies in Sections 5000-8000; newly adopted required policies will supersede and override current edition of policy in Sections 5000-8000.

Yes 4 No 0 Motion: Carried

**RESIGNATION- TWO-RUN BUS DRIVER**

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

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby accept the resignation request from Craig Madden from his position as Two-Run Bus Driver effective November 20, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- VOCAL MUSIC TEACHER**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Gardner 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 Kerryanne Schenck to a term appointment, not eligible for tenure, as a 1.0 FTE Vocal Music Teacher at the Mannsville Elementary Building effective December 16, 2019, through June 30, 2020, with a salary at Step 1 of the negotiated agreement and credit for 50 graduate hours and a Master's degree.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- TYPIST**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Valerie Zehr to the position of 12-month Typist to the Athletic Coordinator (Civil Service: Typist) at the Clarke Middle/High School for 7.5 hours per day effective February 8, 2020.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- TYPIST**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Jennifer Keeney to the position of 11-month Typist (Civil Service: Typist) at the Clarke Middle School for 7.5 hours per day effective February 8, 2020.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- TYPIST**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Betsy Dufresne to the position of 11-month Typist (Civil Service: Typist) at the Wilson Elementary Building for 7.5 hours per day effective February 8, 2020.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- TYPIST**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Brittany Stinson to the position of 11-month Typist (Civil Service: Typist) at the Mannsville Elementary Building for 7.5 hours per day effective February 8, 2020.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- TWO-RUN BUS DRIVER**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Ronald Zehr to the position of Two-Run Bus Driver (Civil Service: Bus Driver) at a rate of \$16.54 per hour effective November 25, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- AIDE**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Hollie Hoover to the position of Aide (Civil Service: School Monitor) for 5.75 hours per day at the Wilson Elementary Building at a rate of \$11.80 per hour effective November 25, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- MAINTENANCE AIDE/CUSTODIAN**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Thomas 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 Chris Ives to the position of District-Wide Maintenance Aide/Custodian (Civil Service: Custodian) for 8 hours per day at a rate of \$15.93 per hour effective December 23, 2019.

Yes 4 No 0 Motion: Carried

**APPOINTMENT- WEIGHT ROOM SUPERVISOR**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Kyle Baker as Weight Room Supervisor with a stipend of \$420 effective for the 2019-2020 Fall Season.

**APPOINTMENT- WEIGHT ROOM SUPERVISOR (Continued)**

Yes 4 No 0 Motion: Carried

**APPOINTMENTS- WEIGHT ROOM SUPERVISORS**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Aaron Rivers and Randy Fuller as Weight Room Supervisors with a stipend of \$210 each effective for the 2019-2020 Winter Season.

Yes 4 No 0 Motion: Carried

**APPOINTMENTS- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Gardner and seconded by Trustee Thomas 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 2019-2020 school year:

- Dawn Boulio, uncertified*.....BS, Criminal Justice
- Paul Fairchild, uncertified* ..... BS, Aeronautics ('23)
- Karlaina McClelland, uncertified* ..... BS, Graphic Design
- Taylor Edgar, uncertified*.....BA, Psychology ('23)
- Kathryn Loveland, uncertified* .....MS, Childhood Ed
- Benjamin Ouderkirk, certified*.....Biology 7-12
- Dewey Stewart III, uncertified*.....BS, Elementary Education

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 Thomas 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 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 2019-2020 school year:

- Mark Hess*..... maintenance
- Devon Kimball* ..... cleaner
- Craig Madden* ..... bus driver
- Kent Frawley*..... laborer
- Kylie Wood*..... school monitor

Yes 4 No 0 Motion: Carried

**APPROVAL OF TREASURER'S REPORT (10/19)**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Thomas and seconded by Trustee Gardner 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 2019:

	<b><u>Ending Balance</u></b>
<b>GENERAL FUND</b>	
Checking WSB	\$416,178.08
Savings Chase	2,960,834.27
Savings NY Class	5,697,107.19
<b>FOOD SERVICES FUND</b>	
Checking WSB	73,724.79
<b>CAPITAL FUND</b>	
Savings Chase	100,068.23
Savings NY Class	8,269.34
<b>TRUST &amp; AGENCY</b>	
Scholar Savings WSB	10,540.89
Payroll Checking WSB	0.00
<b>GROUP BENEFITS</b>	
Health Checking WSB	374,235.36
Health Catalyst	0.00
Health Savings NY Class	979,526.86
Dental Checking WSB	147,947.76
Flex Spending WSB	171,141.46
<b>OTHER ACCOUNTS</b>	
Tax Collector- WSB	50,514.33
Tax Collector- WSB ACC	85,746.41
Extra-Curricular WSB	220,638.98

Yes 4 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

The schedule of checks written for the month of October 2019 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 Gardner and seconded by Trustee Thomas 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 2019.

**APPROVAL OF BUDGET REPORT (Continued)**

Yes 4 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

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

**APPROVAL OF HEALTH INSURANCE (10/19) RECAP**

The Health Insurance Report for October 2019 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 Thomas and seconded by Trustee Gardner 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 2019.

Yes 4 No 0 Motion: Carried

**APPROVAL OF HEALTH INSURANCE (11/19) RECAP**

The Health Insurance Report for November 2019 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 Gardner and seconded by Trustee Thomas 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 November 2019.

Yes 4 No 0 Motion: Carried

**APPROVAL OF SURPLUS PROPERTY**

Information regarding surplus property 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 Thomas 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 find that the personal property, 1988 Ford Tractor and Toshiba Phone System Strata CTX, is of no further use to the School District, and is declared surplus property which shall be disposed of by the School District in a manner consistent with Board Policy #5250 and legal requirements governing sale of School District property. The Board authorizes the Business Office to sell the Property using the method that will yield the maximum financial benefit to the School District in a manner consistent with Board Policy #5250 and legal requirements. This resolution shall take effect immediately.

Yes 4 No 0 Motion: Carried



**DISTRICT UPDATES/ITEMS OF INFORMATION**

Assistant Superintendent Parsons provided district updates. Topics included grants, holiday concerts, community activities, and other recent and current events. Discussion followed.

**BUDGET DEVELOPMENT 2020-2021 TIMELINE INFORMATION**

The 2020-2021 budget development timeline was included in the Board packet and reviewed by the Board. Discussion followed.

**ADJOURNMENT**

A motion was made by Trustee Thomas and seconded by Trustee Gardner to adjourn the meeting.

Yes 4 No 0 Motion: Carried Time: 6:51 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk