

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, MARCH 11, 2020**

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

TRUSTEES ABSENT: Pamela Thomas, Justin VanCoughnett

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

STAFF PRESENT: Connie Bast, Brian Hallett, Dave Hatchell, Ellen Mocuiski,  
Sarah Morris

OTHERS PRESENT: Caleb Landry, Landen Snyder, Andrew Sullivan, Jacob Whelan

**CALL TO ORDER**

President Dack called the regular meeting of the South Jefferson Central School District Board of Education to order at 6:01 p.m. in the Board of Education Room in the Wilson Elementary School and led in the Pledge of Allegiance.

**APPOINTMENT & OATH OF NEW BOARD OF EDUCATION MEMBER BIBBINS**

District Clerk Jaques asked for a motion to elect Kenneth Bibbins as the new Member of the Board of Education replacing Erin Gardner.

Motion 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, pursuant to Section 1709(17) of the Education Law, does hereby appoint Kenneth Bibbins as a member of the Board of Education, to fill the vacancy created by the resignation of Erin Gardner. Such appointment shall be effective immediately upon Mr. Bibbins' filing of his official oath of office with the District Clerk, and shall remain in effect until the next regular school district election on May 19, 2020. The person elected to fill the remainder of Ms. Gardner's term (through June 30, 2024) shall take office immediately upon such person's filing of the official oath of office with the District Clerk.

Yes 4 No 0 Motion: Carried

Trustee Bibbins was administered the Oath of Office. Trustee Bibbins stated that as a condition of his service as a member of the South Jefferson Central School District Board of Education, he is required to recuse himself from any district matters that involve the New York State Department of Transportation in any capacity. District Clerk Jaques turned the meeting over to President Dack.

### **APPROVAL OF AGENDA**

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

Yes 5 No 0 Motion: Carried

### **APPROVAL OF MINUTES**

A motion was made by Trustee Juczak and seconded by Trustee Jerome to approve the Board of Education minutes of the regular meeting held on February 12, 2020.

Yes 5 No 0 Motion: Carried

### **PUBLIC FORUM**

No comments.

### **BUILDINGS & GROUNDS UPDATE REPORT**

Dave Hatchell provided a detailed report regarding the district's buildings and grounds. He also provided information regarding the Critical Issues Summit he attended in Albany with various state representatives. Information included capital outlay projects, lead testing, energy benchmarking and savings, building needs updates and concerns, and the novel coronavirus (COVID-19). Discussion followed.

### **HS MUSICAL PRESENTATION- "THE MUSIC MAN"**

Cast members from the Spring High School Musical "The Music Man" introduced themselves, performed a song titled "It's You" and provided information about the show. Show times are scheduled for March 20 at 7:00 p.m. and March 21 at 2:00 p.m. and 7:00 p.m. in the High School Auditorium. There is also an ice cream social on Saturday before the matinee. The Board of Education thanked the students for the presentation and wished them well on their performances.

### **DEPARTURES**

Connie Bast, Caleb Landry, Landen Snyder, Andrew Sullivan, and Jacob Whelan departed the meeting at 6:22 p.m. Dave Hatchell departed the meeting at 6:23 p.m.

### **FIRST DRAFT OF 2020-2021 BUDGET**

Superintendent Slater and School Business Administrator Harvey provided a first draft of the 2020-2021 budget. A PowerPoint presentation was reviewed. Information included the district's mission; historical perspective; budget needs assessment and planning; snapshot of ways the district engages, challenges, and nurtures; non-instructional supports; health care considerations; BOCES capital project information; revenues and expenses; the proposed budget; current status; and what's on the ballot. Discussion followed.

### **2020--2021 EXECUTIVE BUDGET PROPOSAL**

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.

### **APPROVAL OF LEGAL NOTICE**

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:

**APPROVAL OF LEGAL NOTICE (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby authorize the district clerk to publish a legal notice announcing the budget, bus and capital reserve fund propositions, and Board member election as presented to the Board and announcing the public hearing to be held on Monday, May 11, 2020, at 6:00 p.m. and the district vote on Tuesday, May 19, 2020, between the hours of 12:00 p.m. and 9:00 p.m.

Yes 5 No 0 Motion: Carried

**APPROVAL OF BUS PROPOSITION**

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:

BE IT RESOLVED, by the Board of Education of the South Jefferson Central School District, as follows:

Section 1. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters of the District at the 2020 annual budget vote and election (the "Vote").

Section 2. The proposition set forth below shall be submitted at the Vote and the District Clerk shall include notice of the proposition in substantially the following form in the legal notice of the Vote:

AND FURTHER NOTICE IS HEREBY GIVEN that at said Annual Budget Vote and Election to be held on May 19, 2020, the following propositions will be submitted:

PROPOSITION I

Purchase of School Buses

Shall the Board of Education purchase and finance six (6) student transportation vehicles at an estimated cost not to exceed \$781,000, including necessary furnishings, fixtures and equipment and all other costs incidental thereto and to expend a total sum not to exceed \$781,000, which is estimated to be the total maximum cost thereof, and levy a tax for the foregoing in the amount of \$781,000, which shall be levied and collected in annual installments in such years and in such amounts as may be determined by the Board of Education and in anticipation of the collection of such tax, bonds and notes of the District are hereby authorized to be issued at one time or from time to time in the principal amount not to exceed \$781,000, and a tax is hereby voted to pay the interest on said obligations when due.

Section 3. This resolution shall take effect immediately.

Yes 5 No 0 Motion: Carried

**APPROVAL OF CAPITAL RESERVE PROPOSITION**

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:

**APPROVAL OF CAPITAL RESERVE PROPOSITION (Continued)**

BE IT RESOLVED, by the Board of Education of the South Jefferson Central School District that the following proposition providing for the establishment and funding of a capital reserve fund be presented to the voters of the School District at the 2020 annual budget vote and election, and that the School District's legal notice for the 2020 annual budget vote and election include the proposition:

PROPOSITION II  
2020 Capital Reserve Fund

RESOLVED, the Board of Education of the South Jefferson Central School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, "2020 Capital Reserve Fund" created to defray the cost of the construction and reconstruction of School District buildings and facilities, including original equipment, machinery, apparatus, appurtenances, furnishings and other incidental improvements and expenses in connection therewith, and to defray the cost of, in whole or in part, and in order to accomplish the same, the Board is hereby authorized to establish the ultimate amount of such reserve fund to Seven Hundred Fifty Thousand Dollars (\$750,000) inclusive of accrued interest and other investment earnings, with a probable term of ten (10) years. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of capital projects, such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

Yes 5 No 0 Motion: Carried

**HOMESCHOOLING LIST ACKNOWLEDGEMENT**

The Board acknowledged the homeschooling requests from two (2) families to homeschool their children 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 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 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 #17951, 14527, 17176, 17340, 17923, 17932, 17688, 16940, 14789, and 14606.

Yes 5 No 0 Motion: Carried

**APPROVAL OF POLICIES**

Updated information regarding the policy manual 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 Davis and seconded by Trustee Jerome to adopt the following resolution:

**APPROVAL OF POLICIES (Continued)**

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 Section 7000 as presented to the Board and by doing so, adopt it as policy.

Yes 5 No 0 Motion: Carried

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 waive the three-reading requirement and accept the proposed revisions to the policy manual: adopt updated Section 7000 as presented to the Board and by doing so, adopt it as policy.

Yes 5 No 0 Motion: Carried

**APPROVAL OF PAROCHIAL TRANSPORTATION REQUESTS**

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:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the transportation requests from parents/guardians of two (2) students for student transportation to and from parochial schools for the 2019-2020 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF OVERNIGHT TRIP REQUEST**

An overnight trip request from the Boys' Varsity Lacrosse Team to travel to Boston, MA on April 16-18, 2020, for team building/bonding, exposure to colleges, scrimmage play, and to gain experiences 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 Juczak 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 overnight trip request from the Boys' Varsity Lacrosse Team to travel to Boston, MA on April 16-18, 2020, for team building/bonding, exposure to colleges, scrimmage play, and to gain experiences with required chaperones and at no cost from the District's school budget.

Yes 5 No 0 Motion: Carried

**DISTRICT UPDATES/ITEMS OF INFORMATION**

Superintendent Slater provided detailed information regarding responding to the novel coronavirus (COVID-19). The district is preparing for the inevitable. Plans for continuing operations are being formulated. Discussion followed. Information regarding the BOCES Annual

**DISTRICT UPDATES/ITEMS OF INFORMATION (Continued)**

Meeting, photos from Albany, and Pivot Employee Assistance Services data were included in the Board packet and reviewed by the Board. Discussion followed.

**RETIREMENT- SPECIAL EDUCATION TEACHER**

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 the resignation for retirement request from Cathy Shelmidine from her position as Special Education Teacher effective June 30, 2020.

Yes 5 No 0 Motion: Carried

**LEAVE OF ABSENCE- SPECIAL EDUCATION TEACHER**

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 a six-to-eight week paid leave of absence request for maternity purposes from Katlyn Hirschey from her position as Special Education Teacher effective approximately March 9, 2020.

Yes 5 No 0 Motion: Carried

**LEAVE OF ABSENCE- COOK MANAGER**

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 an eight week paid leave of absence request for maternity purposes from Bailey Mackey from her position as Cook Manager effective approximately May 18, 2020.

Yes 5 No 0 Motion: Carried

**LEAVE OF ABSENCE-KINDERGARTEN TEACHER**

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 a six-to-eight week paid leave of absence request for maternity purposes from Vanessa Zangari from her position as Kindergarten Teacher effective approximately May 25, 2020.

Yes 5 No 0 Motion: Carried

**CHANGE IN START DATE- RN**

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

**CHANGE IN START DATE- RN (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in start date for Melinda Casselmon for her position as RN from March 16, 2020, to March 23, 2020.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- SPECIAL EDUCATION TEACHER**

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 Renee Besaw as 1.0 FTE Special Education Teacher at the Wilson Elementary Building with a four-year probationary appointment effective February 14, 2020, with a salary at Step 2 of the negotiated agreement and credit for 71 graduate hours and a Master's degree.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- TYPIST**

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 permanently appoint Sandra Mills as 11-month Typist (Civil Service Title: Typist) at the Bus Garage for 5.75 hours per day at a rate of \$14.25 per hour effective February 25, 2020.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- STUDENT TEACHER**

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:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Brianna Hall as a Student Teacher (Observation) at the Mannsville-Manor Elementary Building effective March 2020 through May 2020.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- STUDENT 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 Ashleigh McKinney as a Student Teacher at the Wilson Elementary Building effective March 2020 through May 2020.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- WEIGHT ROOM SUPERVISOR**

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 appoint Kyle Baker as Weight Room Supervisor for Spring 2020 with a stipend of \$420.

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

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 following instructional substitute list as presented to the Board and in accordance with the fingerprinting and background clearance requirements effective for the 2019-2020 school year:

- David Andalora*, certified .....Special Education
- Leah Denny*, certified .....Occupational Therapist
- Antonia Marsala*, uncertified.....MS, Early Childhood Ed 1/21
- Julia Rolando*, uncertified ..... BA, Anthropology & Theatre

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 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 following support staff substitute list as presented to the Board and in accordance with the fingerprinting and background clearance requirements effective for the 2019-2020 school year:

- Anna Blount* .....RN
- Susanna Fairchild* ..... school monitor
- Kerry Roberge* ..... school monitor
- Bradley Meeks* .....cleaner
- Emma Rogers* ..... school monitor

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- VOLUNTEER ASSISTANT COACHES**

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 following volunteer assistant spring coaches as presented for the 2019-2020 school year:



**APPOINTMENTS- VOLUNTEER ASSISTANT COACHES (Continued)**

Steve Widrick ..... Baseball  
Marisa Clark ..... Girls Lacrosse  
Chadwick Greene ..... Boys Lacrosse

Yes 5 No 0 Motion: Carried

**APPROVAL OF TAX LEVY LIMIT REVISION**

School Business Administrator Harvey presented revised information regarding the tax levy limit cap calculation. The fiscal year 2020-2021 proposed tax levy remains 3.38% as previously approved at the March 11 Board of Education meeting. Discussion followed.

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 approve the tax levy limit cap of 3.38%.

Yes 5 No 0 Motion: Carried

**APPROVAL OF 2020-2021 CAPITAL OUTLAY SEQRA**

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:

WHEREAS, the South Jefferson Central School District (the "District") Board of Education has considered, in consultation with its Architectural firm Ashley McGraw, the impacts to the environment of following Scope of Work to be completed:

Replacement of gymnasium lighting and all outdoor security lighting at the Maynard P. Wilson Elementary Building with LED lighting.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR part 617.5(c), now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

Yes 5 No 0 Motion: Carried

**APPROVAL OF HEALTH SERVICES FOR CARTHAGE PAROCHIAL STUDENTS**

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 health services contract with the Carthage Central School District for South Jefferson residents attending parochial schools for the 2019-2020 school year.

Yes 5 No 0 Motion: Carried

**APPROVAL OF TREASURER'S REPORT (1/20)**

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 following Treasurer's Report for January 2020:

	<u>Ending Balance</u>
<b>GENERAL FUND</b>	
Checking WSB	\$8,538.81
Savings Chase	5,034,383.61
Savings NY Class	4,718,308.66
<b>FOOD SERVICES FUND</b>	
Checking WSB	157,633.41
<b>CAPITAL FUND</b>	
Savings Chase	100,105.98
Savings NY Class	8,301.85
<b>TRUST &amp; AGENCY</b>	
Scholar Savings WSB	10,544.94
Payroll Checking WSB	0.00
<b>GROUP BENEFITS</b>	
Health Checking WSB	116,949.20
Health Catalyst	0.00
Health Savings NY Class	983,378.54
Dental Checking WSB	164,157.85
Flex Spending WSB	125,121.50
<b>OTHER ACCOUNTS</b>	
Tax Collector- WSB	0.00
Tax Collector- WSB ACC	0.00
Extra-Curricular WSB	223,426.44

Yes 5 No 0 Motion: Carried

**SCHEDULE OF CHECKS WRITTEN INFORMATION**

The schedule of checks written for the month of January 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 Juczak 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 January 2020.

Yes 5 No 0 Motion: Carried

**REVENUE REPORT INFORMATION**

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

**APPROVAL OF HEALTH INSURANCE (1/20) RECAP**

The Health Insurance Report for January 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 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 Health Insurance Report dated January 2020.

Yes 5 No 0 Motion: Carried

**ADJOURNMENT**

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

Yes 5 No 0 Motion: Carried Time: 7:35 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk