

**SOUTH JEFFERSON CENTRAL SCHOOL DISTRICT  
ADAMS, NEW YORK 13605  
BOARD OF EDUCATION  
REGULAR MEETING, OCTOBER 25, 2023**

TRUSTEES PRESENT: Joseph Eberle II, James Juczak, Carrie Mangino, Troy Matteson, Pamela Thomas (via Google Meet), Stephanie Widrick

TRUSTEES EXCUSED: Justin VanCoughnett

ALSO PRESENT: Christina Chamberlain, Superintendent of Schools  
Lisa A. Parsons, Assistant Superintendent  
Joseph J. Eberle Sr, Interim School Business Administrator  
Michelle L. Jaques, District Clerk

STAFF PRESENT: Sara Abbott, Abigayle Ackley, Cynthia Bache, Kim Besaw, Amanda Bingle, Heather Brydges, Sandra Burnham, Jon Christopher, Joanna Clark, Justin Crossway, Joy Cumming, Lowell Davis, Deborah Doe, Betsy Dufresne, Andrea Eaton, Heidi Edgar, Teryn Field, Gail Fulkerson, Ashley Garza, Lynn Gayne, Tony Gianfagna, Melissa Gillette, Kristi Goutremout, Meghan Graham, Josh Hartshorne, Amy Hatch, Michael Herron, Robert Houghmaster, Edward Hunter, Brianna Jaspersohn, Morgan Jordal, Heather Joss, Leslie Keefer, Jasamin Kirk, Jane Lampman, Joseph Leviker, Jeanette Longden, Craig Madden, Debi Maitland, Jessica Marrin, Ellen Mocuiski, Leon Muckey, Sally Newton, Liz Nichols, Lindsey Parish, Lindsey Pastor, Danielle Patrick, Jim Pelton, Shelbie Pelton, Jennifer Peters, Michele Porter, Wendy Powell, Rebecca Rabetoy, Tina Ritz, Amber Roberts, Thomas Roberts, Terry Sanders, Dorothy Scofield, Jodi Sheley, Amy Simpson, Jeff Smith, Casey Stevens, Abby Stone, Donna Stuckey, Tracy Stuckey, Matt Sullivan, Paula Sullivan, Nicholas Tate, Carol Thomas, Karen Thomas, Liz Tousley, Heather Tyo, Cindy VanCoughnett, Shannon VanCoughnett, KayLee Valentin, Lisa Waugh, Justin West, Janice Ziegler, Andrew Zuber, Numerous other staff members who did not sign in

OTHERS PRESENT: William Cumming, Brenda Harwood, Ben Pledger, Christina Pledger, Megan Smith, Alissa Waite

**CALL TO ORDER**

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

**APPROVAL OF AGENDA**

A motion was made by Trustee Eberle and seconded by Trustee Juczak to adopt the following resolution:

**APPROVAL OF AGENDA (Continued)**

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the agenda as amended.

Yes 5 No 0 Motion: Carried

**APPROVAL OF MINUTES**

A motion was made by Trustee Widrick and seconded by Trustee Mangino to approve the Board of Education minutes of the regular meeting held on October 11, 2023.

Yes 5 No 0 Motion: Carried

**PUBLIC FORUM**

Vice President Matteson reviewed the guidelines regarding comments presented during public forum. Megan Smith stated she is requesting the State Education Department hold a due process hearing in regards to her son and submitted paperwork to Superintendent Chamberlain. The Board thanked Mrs. Smith and stated the district will follow up.

**SCHOOL BOARD RECOGNITION**

In honor of New York State School Board Recognition Week, October 16 through October 20, 2023, Superintendent Chamberlain thanked the Board Members for their time and commitment to the District and read the Governor's Proclamation.

**NEW STAFF INTRODUCTIONS- BREAK FOR REFRESHMENTS**

New staff were introduced to the Board of Education and welcomed to the District. It was the consensus of the Board to break from the meeting at 6:14 p.m. for the purpose of greeting and visiting with guests. The Board reconvened at 6:27 p.m.

**DEPARTURES**

Many audience members departed the meeting at various times during the break.

**MARTINIQUE TRIP INFORMATION PRESENTATION & APPROVAL**

Joy Cumming and Brianna Jaspersohn presented detailed information and a Google Slideshow regarding a trip to Martinique for upper-level French students and interested staff during February 2025. Discussion followed.

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the proceeding with the tentative planning of the Martinique Trip during February 2025 with approval after final plans are made.

Yes 5 No 0 Motion: Carried

**DEPARTURES**

Joy Cumming, William Cumming, and Brianna Jaspersohn departed the meeting at 6:49 p.m. after the above information.

### **TECH DEPARTMENT UPDATES**

Shelbie Pelton and Andrew Zuber provided detailed information regarding the Technology Department. The information included chromebooks and cases, help desk tickets, cybersecurity, current priorities, staffing, and future plans. Discussion followed.

### **DEPARTURES**

Shelbie Pelton, Ben Pledger, Christina Pledger, and Andrew Zuber departed the meeting at 6:55 p.m. after the above information.

### **ELEMENTARY BUILDING UPDATES**

Tony Gianfagna provided detailed information regarding the Wilson Elementary Building. The information included building highlights and accomplishments, Prekindergarten and Kindergarten orientations, the PTO Fall fundraiser, upcoming events and presentations, and staffing. Jim Pelton provided detailed information regarding the Mannsville-Manor Elementary Building. The information included the full-day Prekindergarten program, recent and current events, building highlights and accomplishments, upcoming events and presentations, and staffing. Discussion followed.

### **APPROVAL OF PAROCHIAL TRANSPORTATION REQUEST**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Mangino 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 two (2) students for student transportation to and from parochial schools for the 2022-2023 school year as presented to the Board.

Yes 5 No 0 Motion: Carried

### **ACKNOWLEDGEMENT OF HOMESCHOOLING LIST**

The Board acknowledged the homeschooling requests from three (3) families to homeschool their children for the 2023-2024 school year.

### **APPROVAL OF CSE/CPSE RECOMMENDATIONS**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Juczak and seconded by Trustee Eberle 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: #15680, 18642, 17293, 18407, 18626, 18859, 18484, 18659, 16332, 15455, 15344, 15989, 18600, 18095, 16079, 16350, 18454, 15465, 18911, 18172, 17245, 18651, 18630, 16685, 17164, 18653, 18646, 18405, and 18145.

Yes 5 No 0 Motion: Carried

### **DISTRICT UPDATES/ITEMS OF INFORMATION**

An invitation to the "Come to the Table" event was included in the Board packet and reviewed by the Board. Superintendent Chamberlain provided information regarding the use of facilities, the School House Property, Board information preferences, DoDEA Grant, Community Eligibility Program,

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

federal impact aid, early dismissal on October 31, and the Strategic Plan. Discussion followed. Assistant Superintendent Parsons provided an update regarding the Athletic Handbook and coaching evaluation process. Discussion followed.

**CHANGE IN APPOINTMENT**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in appointment for Heather Brydges from a four-year probationary appointment as 1.0 FTE Elementary Teacher at the Clarke Middle School to Special Education Teacher at the Clarke Middle School with a salary at Step 1 of the negotiated agreement plus credit for graduate hours and a Master's degree effective September 1, 2023, to June 30, 2024.

Yes 5 No 0 Motion: Carried

**CHANGE IN APPOINTMENT**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in appointment for Casey Stevens from Aide to Teaching Assistant at the Clarke Middle School for 5.75 hours per day at a rate of \$14.50 per hour effective September 1, 2023.

Yes 5 No 0 Motion: Carried

**CHANGE IN APPOINTMENT**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the change in appointment for Betsy Dufresne from 11-month Typist at the Wilson Elementary Building for 7.5 hours per day to 10-month Typist at the Bus Garage for 5.75 hours per day effective October 30, 2023.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- RN**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Sabrina Madden as RN (Civil Service Title: RN) at the Wilson Elementary Building for 8 hours per day at a rate of \$24.52 per hour effective October 23, 2023, to January 15, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- RN**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle 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 Victoria Stokes as RN (Civil Service Title: RN) at the Wilson Elementary Building for 8 hours per day at a rate of \$24.52 per hour effective January 16, 2024.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- ACCOUNT CLERK/TYPIST**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Mangino 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 Andrea Rogers as 12-month, probationary Account Clerk/Typist (Civil Service Title: Account Clerk/Typist) at the Buildings & Grounds/Food Service Office for 7.5 hours per day at a rate of \$17.98 per hour effective October 30, 2023.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- EXTRACURRICULAR SUPERVISOR**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle 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 Desiree LaDuke as extra-curricular supervisor at the extra-curricular supervisor rate effective for the 2023-2024 school year.

Yes 5 No 0 Motion: Carried

**APPOINTMENT- MENTOR**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint Jennifer Fraser as an Informal Mentor (A Bingle) effective for the 2023-2024 school year.

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- 2023-2024 WINTER COACHES**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as 2023-2024 Winter Coaches with stipends according to the negotiated agreement:

**APPOINTMENTS- 2023-2024 WINTER COACHES (Continued)**

*Dylan Estal*..... 8th Grade Modified Boys Basketball  
*TBD (Rosbrook)* ..... 7th Grade Modified Boys Basketball  
*Timothy Allers*..... Assistant Varsity Wrestling

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- 2023-2024 WINTER VOLUNTEER ASSISTANT COACHES**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby appoint the following as 2023-2024 Winter Volunteer Assistant Coaches:

*John Arcaro*..... Indoor Track  
*Jessica Bibbins* ..... Volleyball  
*McKenzi Burnham* ..... Volleyball  
*Kaitlyn Mesler*..... Volleyball  
*Gary Clark*..... Boys Basketball  
*Megan Whitley*..... Girls Basketball  
*Chad Snow* ..... Wrestling  
*Casey Hanson*..... Wrestling  
*Kayla Schillinger* ..... Cheerleading

Yes 5 No 0 Motion: Carried

**APPOINTMENT- INSTRUCTIONAL SUBSTITUTE ADDENDUM**

Upon the recommendation of the Superintendent of Schools, a motion was made by Trustee Eberle and seconded by Trustee Mangino 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 and as follows and in accordance with the fingerprinting, background clearance requirements, and SED requirements effective for the 2023-2024 school year:

*Melissa Roberts, uncertified* ..... MST, Childhood Education (12/23)

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 Eberle and seconded by Trustee Mangino 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 and as follows and in accordance with the fingerprinting, background clearance requirements, and SED requirements effective for the 2023-2024 school year:

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

Joan Bartosz..... Bus Driver  
 Ariel Jimenez .....Cleaner  
 Connor Burt ..... Bus Monitor  
 Kaitlin Plantz ..... Bus Driver  
 Karlisa Reynolds..... School Monitor

Yes 5 No 0 Motion: Carried

**APPOINTMENTS- VOLUNTEERS/CHAPERONES**

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

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the following volunteers/chaperones effective for the 2023-2024 school year:

Jennifer Crowther .....MS  
 Kristin Larkin.....MS  
 Chelsea Johnston..... Wilson

Yes 5 No 0 Motion: Carried

**BUSINESS OFFICE UPDATE**

Interim School Business Administrator Eberle thanked the Board for their tireless efforts. He also provided an update regarding the Business Office. Topics included the NYS Comptroller’s Audit, the annual external audit, tax collection, Capital Outlay project bid opening, preparations for the new School Business Administrator, and thanked the Board for the opportunity to work for the district again. Discussion followed.

**APPROVAL OF UPDATED ERS STANDARD WORK DAY HOURS**

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

RESOLVED, that the South Jefferson Central School District hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Title	Standard Work Day (Hrs/Day)
Account Clerk	7.5
Automotive Mechanic	8
Buildings & Grounds Supervisor/ Director of Facilities	8
Bus Driver	6
Business Manager	7.5

**APPROVAL OF UPDATED ERS STANDARD WORK DAY HOURS (Continued)**

Central Treasurer	7.5
Cleaner	8
Clerk	7.5
Cook Manager	7
Custodian	8
Deputy Treasurer	7.5
Director of Food Service	8
District Treasurer	7.5
Foodservice Helper	6
Library Clerk	7
Lifeguard	6
Maintenance Mechanic	8
Micro-Computer Tech/Repair Tech	8
Network Administrator	8
Nurse Assistant	8
Nurse	8
OT Assistant	7
OT/PT	7
School Monitor	7
Secretary	7.5
Teacher Aide	7
Transportation Aide	6
Transportation Supervisor	8
Typist	7.5

Yes 5 No 0 Motion: Carried

**APPROVAL OF DISPOSING OUTDATED SCOREBOARDS**

A list of inoperable, outdated, and unusable scoreboards for disposal 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 Eberle and seconded by Trustee Mangino to adopt the following resolution:

RESOLVED, that the Board of Education of the South Jefferson Central School District does hereby approve the list of inoperable, outdated, and unusable scoreboards for disposal as presented to the Board.

Yes 5 No 0 Motion: Carried

**APPROVAL OF SALE OF SURPLUS ITEMS**

A list of items to be declared surplus property to be sold by auction was included in the Board packet and reviewed by the Board. Discussion followed.

**APPROVAL OF SALE OF SURPLUS ITEMS (Continued)**

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

RESOLVED, that the Board hereby finds that the personal property identified below 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: 1980's Ezgo golf cart, Life Fitness exercise machine, old kitchen serving line, Minuteman floor machine, (2) old utensil dispensers, (2) portable serving lines, approximately 100 carpet chairs, approximately 50 desk chair combo, and portable scoreboard. The Board authorizes the Business Office to sell the property to the highest responsible bidder using the method that will yield the maximum financial benefit to the School District. This resolution shall take effect immediately.

Yes 5 No 0 Motion: Carried

**DEPARTURES**

Joseph Eberle Sr and the rest of the audience members present departed the meeting at 7:45 p.m.

**EXECUTIVE SESSION**

A motion was made by Trustee Eberle and seconded by Trustee Juczak to enter into Executive Session for the purposes of contractual and details of a particular person.

Yes 5 No 0 Motion: Carried Time: 7:46 p.m.

A motion was made by Trustee Widrick and seconded by Trustee Eberle to exit Executive Session.

Yes 5 No 0 Motion: Carried Time: 8:55 p.m.

**ADJOURNMENT**

A motion was made by Trustee Widrick and seconded by Trustee Juczak to adjourn the meeting.

Yes 5 No 0 Motion: Carried Time: 8:56 p.m.

Respectfully submitted,

Michelle L. Jaques  
District Clerk