

JASPER-TROUPSBURG CENTRAL SCHOOL DISTRICT

July 8, 2020

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Reorganization Meeting

Members Present –

Administration -

Michael A. Mead, Superintendent
Christopher D. Parker, 6-12 Principal-Absent
LeeAnne H. Jordan, Elementary Principal

Keith Kraus, President
Jodi M. VanGorden, Vice President-Zoom
Andrew Butler-Zoom
Chad C. Groff
Amy Aldrich
Jason Hayes-Absent
Andrew Cornell

Others –

Melinda S Morgan, District Clerk
Gay Fairbrother, Interim Business Manager
Alexis Devine, District Treasurer
Jean Green
Nancy Wyant

The meeting was held at the junior/senior high school building and called to order by the District Clerk, Mrs. Morgan, at 6:00 P.M. The Pledge of Allegiance was done.

The District Clerk administered the oath of office to newly elected board member Andrew Butler.

A motion was made by Andrew Cornell and seconded by Chad Groff and carried to nominate Keith Kraus as President of the Board of Education for the 2020-2021 fiscal year.
The vote was 6-yes, 0-no.

Keith Kraus was declared Board of Education President for the 2020-2021 fiscal year.

A motion was made by Amy Aldrich and seconded by Andrew Cornell and carried to nominate Jodi VanGorden as Vice President of the Board of Education for the 2020-2021 fiscal year.
The vote was 6-yes, 0-no.

Jodi VanGorden was declared Board of Education Vice President for the 2020-2021 fiscal year.

The District Clerk turned the meeting over to President Keith Kraus.

The following appointments were presented for the 2020-2021 fiscal year:

A motion was made by Andrew Cornell seconded by Chad Groff and carried to appoint Mr. Michael A. Mead as the Superintendent of Schools.
The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to appoint Mrs. Melinda S Morgan as District Clerk.

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The vote was 6-yes, 0-no.

The oath of office will be administered to the district clerk.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Mrs. Kate Ross as deputy district clerk.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Ms. Sheila Leach as Tax Collector

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Lead Evaluators for Teachers:

- Mr. Christopher D. Parker
- Mrs. LeeAnne H. Jordan
- Mr. Michael A. Mead

A motion was made by Andrew Cornell seconded by Chad Groff and carried to appoint Lead Evaluators for Principals:

- Mr. Christopher D. Parker
- Mrs. LeeAnne H. Jordan
- Mr. Michael A. Mead

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint the following attendance officers:

- Mr. Christopher D. Parker – 7-12
- Mrs. LeeAnne H. Jordan – Pre K-6

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to appoint the following DASA Coordinators:

- Mr. Christopher D. Parker – 7-12
- Mrs. LeeAnne H. Jordan – Pre K-6

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Dr. Daniel Curtin as school physician.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Buffamante, Whipple, Buttafaro, and P.C. as the independent auditors.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Bernard P. Donegan, Inc. as Financial Advisor.

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The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Timothy McGill as bond counsel.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to designate Citizens & Northern Bank, JP Morgan Chase Bank, Community Bank, NA, and Five Star Bank as official depositories for all district funds.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to designate the Addison Post and the Hornell Evening Tribune as official newspapers.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to designate the Superintendent of Schools as district payroll certifier.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Mrs. Alexis Devine as the District Treasurer.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Mr. Michael A. Mead as Deputy District Treasurer.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to designate the District Treasurer or Superintendent (as second signer) as the authorized signers for all district checks.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Mrs. Susan Smalt as treasurer of the district extracurricular activity fund.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to appoint Mrs. Melinda S Morgan as deputy treasurer of the district extracurricular activity fund.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to appoint Mr. Michael A. Mead, Superintendent, as purchasing agent.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to appoint Mrs. Susan Smalt as deputy purchasing agent.

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The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to establish petty cash funds as follows:

High School Cafeteria Office at \$50.00 with Tori Parmenter as custodian

Elementary School Cafeteria Office at \$25.00 with Tori Parmenter as custodian

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to individually bond the following employees: District Treasurer, Tax Collector, Extracurricular Activity Fund Treasurer, Deputies, Claims Auditor and all other employees as stated in the district's general liability policy.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint the Superintendent of Schools and/or District Clerk as receiver of all bids.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to authorize the District Clerk to appoint chairpersons and tellers for all school district voting for the 2020-2021 fiscal year.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Hogan, Sarzynski, Lynch, DeWind, & Gregory LLP Attorneys at Law as school attorney.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to establish that the Vice President of the Board will execute all duties of the President in case of his/her absence or disability and that the official bank or depository is so informed.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to appoint the Board of Education as a whole as warrant reviewers.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Jodi VanGorden and Andrew Cornell to Capital Project Committee.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Andrew Butler, and Keith Kraus to the transportation committee.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Amy Aldrich, Chad Groff, and Jodi VanGorden to the audit committee.

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The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to approve all existing Board of Education policies:

- Review and reaffirm the following policies:
 - i. Code of Conduct
 - ii. Purchasing
 - iii. Investments
- Adoption of all policies, code of ethics and code of conduct.
- *Resolution:* It is hereby resolved that all policies, code of ethics, code of conduct, regulations and procedures in effect in the Jasper-Troupsburg Central School District during the 2019-20 fiscal year shall be carried over into the 2020-21 fiscal year.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to appoint Utica National Insurance Group as liability insurance carriers.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to approve the district's membership in the GST School Boards Association.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Mrs. Melinda Morgan, District Clerk, as records retention officer.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to designate Mr. Michael A. Mead, Superintendent of Schools, as signer of all federal forms.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to designate Superintendent of Schools to apply for Grants in Aid (State and Federal) as appropriate.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to designate Superintendent of Schools to approve budget transfers within limits prescribed by Commissioner's Regulation Section 170.2 and Board guidelines.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to designate Superintendent of Schools to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings.

The vote was 6-yes, 0-no.

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A motion was made by Andrew Cornell seconded by Chad Groff and carried to approve the appointment of Mr. Michael A. Mead, Superintendent of Schools, as the Title IX/Section 504/ADA Compliance Officer.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Mrs. Patricia Gross as the AHERA Local Educational Agency (L.E.A.) designee.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to appoint Mrs. LeeAnne Jordan as the liaison for Homeless Children and Youth.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint Mrs. Patricia Gross as the school pesticide representative.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Amy Aldrich and carried to appoint Mrs. LeeAnne Jordan as District Data Privacy and Security Officer.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to appoint Ms. Sheila Leach as claims auditor.

The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Chad Groff and carried to appoint TST BOCES as internal auditors.

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to approve the following Substitute Teacher Rates:

- Certified Substitutes - \$95 per day with confirmed certification
- Extended certified substitute work
 - a) Days 1-5 = \$95
 - b) Days 6-30 = \$98
 - c) Days 31+ = 1/200th of step 1 teacher salary
- Uncertified Substitutes - \$88.50 per day

The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Chad Groff and carried to approve the following Substitute Staff Rates:

- School Bus Driver Sub - \$13.50 per hour
- School Bus Monitor Sub – minimum wage rate per hour
- All other positions – minimum wage rate per hour

The vote was 6-yes, 0-no.

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A motion was made by Amy Aldrich seconded by Chad Groff and carried that the Board of Education approves that the District mileage reimbursement rate will be the Federal IRS mileage rate.

The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried for the Superintendent of Schools to attend the 2020-21 NYSCOSS Conferences.

The vote was 6-yes, 0-no.

AGENDA CHANGES: Add #58 and #79

PUBLIC PARTICIPATION –Nancy Wyant asked about Pre-K concerns that 12 children in our district cannot attend due to limits. Jean Green stated that there used to be two classes.

PRESENTATION OF THE DISTRICT COMPREHENSIVE IMPROVEMENT PLAN FOR 2019-2020 BY LEEANNE JORDAN

COMMUNICATIONS –None

CONSENT AGENDA ITEMS:

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to approve the Consent Agenda Items.

The vote was 6-yes, 0-no.

CONSENT AGENDA: MINUTES:

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to approve the following consent agenda items for minutes:

- Minutes of the June 16, 2020 Board meeting
- Minutes of the June 16, 2020 Executive meeting

The vote was 6-yes, 0-no.

CONSENT AGENDA FINANCE:

A motion was made by Amy Aldrich seconded by Chad Groff and carried to approve the following consent agenda items for finance:

- Approval of Warrants
- Approval of Treasurer's Report
- Review of Budget & Revenue Status Reports
- Approval of Extra-Curricular Accounts

The vote was 6-yes, 0-no.

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CONSENT AGENDA: PERSONNEL

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to approve the following consent agenda items for personnel:

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Ms. Sheila Leach as the Internal Claims Auditor for 2020-21 with a stipend in the amount of \$1,250.00 retroactively effective July 1, 2020- June 30, 2021.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Ms. Sheila Leach as the School District Tax Collector for 2020-21 with a stipend in the amount of \$3,000.00 retro-actively effective July 1, 2020- June 30, 2021.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the stipend of \$3,000.00 for Mrs. Kate Ross to provide accounts receivable and accounts payable services for the fiscal year of 2020-21 retro-actively effective July 1, 2020 through June 30, 2021.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mr. Phil Marsh as a substitute teacher, substitute aide, and substitute staff member retro-active to July 1, 2020.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves and accepts the attached Memorandum of Understanding with the Jasper-Troupsburg Teachers' Association for an Instructional Coach Teacher on Special Assignment (TOSA) position for the 2020-21 contractual year retro-actively effective from July 1, 2020 through June 30, 2021.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the appointment of Mrs. Nancy Wyant, per the MOU between the JTTA and the Jasper-Troupsburg Central School District, to the Instructional Coach Teacher on Special Assignment (TOSA) position, for the 2020-21 contractual year retro-actively effective July 1, 2020 through June 30, 2021.

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Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the following appointments to extracurricular coaching positions for 2020-21:

- | | |
|---------------------|----------------------------------|
| ➤ McKenzie Prutsman | -Girls' Varsity Soccer Coach |
| ➤ McKenzie Prutsman | -Girls' Varsity Basketball Coach |
| ➤ Pierce Gunn | -Girls' Modified Soccer Coach |
| ➤ Louis Zver III | -Boys' Varsity Basketball Coach |

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Ms. Sandra Mattison as a summer school reading program bus driver for the summer of 2020.

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mrs. Deb Lemay and Mrs. Karen Gilbert as summer school reading program substitute bus drivers for the summer of 2020.

The vote was 6-yes, 0-no.

CONSENT AGENDA: ACTION ITEMS:

A motion was made by Chad Groff seconded by Andrew Cornell and carried to approve the following Consent Agenda items:

- Approval of a Contract with the Steuben County Public Health for Pre-School Services for 2020-21

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the services contract for 2020-21 with the Steuben County Public Health for Pre-School Services retroactive to July 1, 2020.

- Consideration of Non-Resident Student Requests for the 2020-21 Academic Year

Resolution:

Based upon the recommendations of the Superintendent of Schools, be it resolved that the Board of Education approves the non-resident student requests as presented pending finalization of required non-resident contracts and payments in full for all non-resident requests per Board of Education policy at the approved non-resident tuition rate for the 2020-21 academic year.

- Approval of a Contract with the Office of the Sheriff of Steuben County for School Resource Officer (SRO) Services for 2020-21

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Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the services contract for 2020-21 with the Office of the Sheriff of Steuben County for School Resource Officer (SRO) Services effective September 1, 2020 through June 30, 2021.

- Approval of Student Teaching Placement

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves Mr. Levi J. Bayus to complete his student teaching experience with our physical education department. Pending fingerprinting clearance, this placement will occur between September 3, 2020 and December 16, 2020.

- Recommendation to Approve the Great Minds: “Wit and Wisdom ELA Curriculum” for Grades K-8 Beginning in the 2020-21 Academic School Year

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the addition of the Great Minds: Wit and Wisdom ELA Curriculum for grades K-8 retroactively effective to July 1, 2020 beginning with the 2020-21 Academic School Year.

- Approval of the Jasper-Troupsburg Central School District Comprehensive Improvement Plan (DCIP) for 2020-21

Resolution:

Based upon the recommendation of the Superintendent of Schools, be it resolved that the Board of Education approves the Jasper-Troupsburg Central School District Comprehensive Improvement Plan (DCIP) for 2020-21.

The vote was 6-yes, 0-no.

DISCUSSION ITEMS:

ADMINISTRATIVE REPORTS:

- Mrs. Jordan reported that 38 teachers and aides participated in virtual Kagan professional development on June 29 and June 30. The DCIP team met on July 1 to close the 2019-2020 DCIP and create the framework of the 2020-2021 DCIP. Parent University classes will run from July 14 – August 27. The summer reading and math program will take place online beginning next week. Students have the opportunity to access a short math and ELA lesson each day, Monday- Thursday, for four weeks. Prize points will be awarded for lessons completed. Device return is scheduled for August 7. Students will exchange their device for the Wildcat Leader t-shirt that was purchased for each student through the 6th grade student council. She will be meeting with Gay and Alexis on July 16 to create budgets for our federal funds. On July 22, she will be attending a virtual District Privacy Officer training offered through BOCES.

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- Ms. Fairbrother reported that the independent audit would start on August 10. This is earlier than normal so the ST-3 can be completed.

REVIEW OF OLD ITEMS OR ITEMS TO ADD:

- LaBella June 2, 2020 meeting
- Policy #7315, Policy for determining class rank. Need to have discussion about bonus points and what changes to make in the policy and phase in with freshman class.

PUBLIC FOLLOW-UP –Nancy Wyant thanked the Board for her new appointment. Jean Green informed the Board about some of the ideas for athletics due to COVID. There is discussion of changing different sports to different times of the year.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to leave the regular meeting and go into executive meeting for CPSE, CSE, and 504 Recommendations at 7:47 pm. The vote was 6-yes, 0-no.

A motion was made by Andrew Cornell seconded by Amy Aldrich and carried to leave the executive session for CPSE, CSE, and 504 Recommendations and return to the regular meeting at 7:48 pm. The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to leave the regular meeting and go into executive session, subject to Board approval, for Personnel and Negotiations to Discuss the Employment History of Specific Personnel for Matters Leading to the Appointment, Employment, Dismissal and/or Removal of Specific Personnel at 7:49 pm. The vote was 6-yes, 0-no.

A motion was made by Amy Aldrich seconded by Andrew Cornell and carried to leave the executive session, subject to Board approval, for Personnel and Negotiations to Discuss the Employment History of Specific Personnel for Matters Leading to the Appointment, Employment, Dismissal and/or Removal of Specific Personnel and return to the regular meeting at 9:31 pm. The vote was 6-yes, 0-no.

A motion was made by Chad Groff seconded by Andrew Cornell and carried to adjourn the meeting at 9:31 pm. The vote was 6-yes, 0-no.

Respectfully Submitted,

Melinda S. Morgan

*Melinda S Morgan
District Clerk*