

DATE: September 12, 2011

KIND OF MEETING: Regular Meeting

LOCATION: High School Library

MEMBERS PRESENT: Marice Bright Valerie Dunning David Dufrane  
Dennis Egan George Martin Valerie Pelkey  
Stephen Perry Tracy Warren

MEMBER ABSENT: Melissa Mills

OTHERS PRESENT: Beverly L. Ouderkirk, Interim Shared Superintendent of Schools  
Steven Grenville, Secondary Principal  
Nenette Greeno, Middle Level Principal  
Catherine Devins, Elementary Principal/CSE Chair  
Angela DeBeer, Treasurer  
Christina Dufrane, Secretary to the Superintendent  
Dan Durant, Clerk of the Works  
Bonita Fefee Marcus Bush Keri Lucey  
Joan Casey Jessica Stover

CALL TO ORDER: The Regular Meeting of the Brushton-Moira Central School District's Board of Education was called to order at 7:00 p.m. by President, David Dufrane.

PLEDGE OF ALLEGIANCE: Members of the Board and those in the audience rose and said the Pledge of Allegiance.

NEW STAFF INTRODUCTION: Mrs. Devins introduced newly appointed Speech and Language Teacher, Jessica Stover.

Mr. Grenville introduced newly appointed Technology Teacher, Marcus Bush.

Members of the Board welcomed the two new teachers and indicated they were happy to have them aboard.

EXCEL PROJECT UPDATE: Mr. Durant provided a handout (attached) on the project update. Mr. Durant indicated that Phase I of the project is almost complete with the exception of the PRI that will be installed.

Phase II is under way and much progress has been done.

Mrs. Dunning asked if work was being done in the locker rooms to provide hot water. Mr. Durant indicated that that was not part of this project. After a short discussion, it was the consensus of the Board for Mr. Durant to request a proposal from the on-site plumber to fix the problem.

BOARD MEMBER PRESENTATION: Board Members Tracy Warren and Dennis Egan shared information they had received from a recent conference they had attended for Board Members. Some ideas that were discussed were the reasons for having to go into executive session and having a checklist to pick what reasons were used to go into executive session.

A suggestion was offering driver's ed on the weekends instead of during the summer.

APPR was a discussion that occurred and everyone had questions rather than suggestions on how to solve the issue.

Mr. Egan discussed the ideas that BMC is implementing with sharing services; many questions were asked and ideas shared.

Mr. Dufrane thanked the two Board Members for sharing their information.

INPUT FROM VISITORS: There was no input from visitors.

ACKNOWLEDGEMENTS: Ms. Ouderkirk thanked the staff for contributing to a smooth opening of school. We had some issues with computers and printers but everyone worked together and no one complained about the problems.

The custodians and cleaners did a tremendous job preparing the building for the opening of school despite the construction going on throughout the building.

Mr. Grenville stated that he felt that everyone understood the difficulties of preparing the building for the opening of school. Therefore, no one complained and they went with the flow. The administration hosted an appreciation breakfast for the custodians and cleaners.

Mrs. Devins informed the Board that BOCES Nurse, Toni Newman and Malinda Collins volunteered for the sport physicals; with the help of these two ladies, things ran very smoothly.

BMC hosted a Million Father March which was a big success. Students attended behavior training the first couple of days of school.

Ms. Greeno stated that the Substitute Middle Level Counselor, Holly Michael was doing a tremendous job; she hit the ground with her feet running.

Ms. Greeno informed the Board that Mr. St. Mary has applied for a new grant through Cornell for a community garden; the district could receive \$50,000 for this grant.

Mr. Dufrane thanked Ms. Ouderkirk and the administrators for their hard work with the starting of school.

Mr. Martin asked if the bus routes ran smooth. The administrators indicated that a lot of things ran very smoothly that typically would be troublesome for the starting of school; we are off to a good start.

Mr. Grenville indicated that the lunch lines also ran very smoothly; they finished in better time than what they usually would.

EXECUTIVE SESSION: Motion made by Valerie Pelkey, and seconded by George Martin, that the Board of Education shall enter into Executive Session to discuss Student Issues, Personnel Issues, and Negotiations, at 7:47 p.m. Motion voted and carried.

8-Yes                      0-No

RETURN TO REGULAR SESSION: Motion made by Dennis Egan, and seconded by George Martin, that the Board of Education shall return to Regular Session, at 8:17 p.m. Motion voted and carried.

8-Yes                      0-No

APPROVE FINANCIAL REPORTS: Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by George Martin, and seconded by Valerie Pelkey, that the Board of Education shall file for audit the following:

1. Treasurer's Reports for July 2011

2. Extracurricular Activities Account Report for July 2011
3. Cafeteria Profit and Loss Statement for May and June 2011

Motion voted and carried.

8-Yes                      0-No

CONSENT AGENDA:                      Motion made by Stephen Perry, and seconded by Valerie Pelkey, that the Board of Education shall approve the following:

1. Minutes of August 8, 17, 23, and 31, 2011

Motion voted and carried.

8-Yes                      0-No

APPOINT CO-FFA ADVISOR:                      Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Dunning, and seconded by Dennis Egan, that the Board of Education shall appoint Marcus Bush to the position of Co-FFA Advisor for the 2011-2012 school year. Motion voted and carried.

8-Yes                      0-No

APPOINT 3.25-HOUR BUS/SCHOOL MONITOR:                      Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Pelkey, and seconded by Stephen Perry, that the Board of Education shall appoint April Jordan to the position of 3.25-hour Bus/School Monitor, at Step 1, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, for a probationary period of September 14, 2011 through September 13, 2012. Motion voted and carried.

8-Yes                      0-No

APPROVE CHANGING 7-HOUR TEACHER'S AIDE/1-HOUR MONITOR POSITION:                      Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Dunning, and seconded by George Martin, that the Board of Education shall approve changing the position held by Lola Jones as 7-hour Teacher's Aide/1-hour Monitor to 6.75-hour Teacher's Aide/1.25-hour Monitor, at Step 21, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes                      0-No

APPROVE CHANGING 8-HOUR TEACHING ASSISTANT POSITION:                      Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Tracy Warren, and seconded by Marice Bright, that the Board of Education shall approve changing the position held by Bonita Fefee as 8-hour Teaching Assistant to 7.25-hour Teaching Assistant/.75-hour Monitor, at Step 11, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes                      0-No

APPROVE CHANGING 8-HOUR BUS/SCHOOL MONITOR POSITION:                      Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by George Martin, and seconded by Tracy Warren, that the Board of Education shall approve changing the position held by Sharon St. Hilaire as 8-hour Bus/School Monitor to 7.50-hour Bus/School Monitor/.50-hour Cleaner,

at Step 8, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes 0-No

APPROVE CHANGING 8-HOUR MONITOR POSITION:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by Dennis Egan, and seconded by Marice Bright, that the Board of Education shall approve changing the position held by Marianne Meacham as 8-hour Monitor, to 7.50-hour Monitor, at Step 2, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes 0-No

APPROVE CHANGING 5.75-HOUR BUS DRIVER/1.50-HOUR CLERK/.75-HOUR MONITOR POSITION:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by Stephen Perry, and seconded by Valerie Dunning, that the Board of Education shall approve changing the position held by Sara Flint as 5.75-hour Bus Driver/1.50-hour Clerk/.75-hour Monitor to 5.75-hour Bus Driver/1.75-hour Clerk/.50-hour Monitor, at Step 12, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes 0-No

APPROVE CHANGING 7-HOUR BUS DRIVER/1-HOUR CLEANER POSITION:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by Marice Bright, and seconded by Valerie Pelkey, that the Board of Education shall approve changing the position held by Dale Allen as 7-hour Bus Driver/1-hour Cleaner to 7.50-hour Bus Driver/.50-hour Cleaner, at Step 27, consistent with the Agreement between the Brushton-Moira Central School District's Board of Education and the Brushton-Moira Support Staffs' Association, retroactively effective to September 1, 2011. Motion voted and carried.

8-Yes 0-No

APPOINT CENTRAL TREASURER OF THE EXTRACLASSROOM FUND:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by Valerie Dunning, and seconded by Stephen Perry, that the Board of Education shall appoint Leisha Lewis to the position of Central Treasurer of the extraclassroom fund for the 2011-2012 school year. Motion voted and carried.

8-Yes 0-No

APPOINT JUNIOR SADD ADVISOR:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by George Martin, and seconded by Valerie Dunning, that the Board of Education shall appoint Brenda Collette to the position of Junior SADD Advisor for the 2011-2012 school year. Motion voted and carried.

8-Yes 0-No

APPROVE SUBSTITUTES FOR 2011-2012:

Upon presentation and recommendation of Beverly L. Ouder Kirk, Interim Shared Superintendent of Schools, motion made by Valerie Pelkey, and seconded by Tracy Warren, that the Board of Education shall approve the following Substitutes for the 2011-2012 school year:

1. Susan Supernaw – Uncertified Teacher, 4-yr. degree, Tutor
2. Melissa Thompson – Certified Teacher, 4-yr. degree, Tutor
3. Amber Klebes – Uncertified Teacher, 4-yr. degree

Motion voted and carried.

8-Yes                      0-No

APPROVE SUBSTITUTES:

Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Dunning, and seconded by Valerie Pelkey, that the Board of Education shall approve the following Substitutes for the 2011-2012 school year:

1. Cathy Smith – Monitor, Food Service Helper
2. April Jordan – Monitor, Food Service Helper

Motion voted and carried.

8-Yes                      0-No

APPROVE VOLUNTEER FOR FFA:

Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by George Martin, and seconded by Valerie Dunning, that the Board of Education shall approve Nathan LaRock as a Volunteer to help with the FFA program for the 2011-2012 school year. Motion voted and carried.

8-Yes                      0-No

APPOINT SADD ADVISOR FOR 2011-2012:

Upon presentation and recommendation of Beverly L. Ouderkirk, Interim Shared Superintendent of Schools, motion made by Valerie Pelkey, and seconded by George Martin, that the Board of Education shall appoint Lisa Bradley to the position of SADD Advisor for the 2011-2012 school year. Motion voted and carried.

8-Yes                      0-No

TAKE ACTION ON CSE RECOMMENDATIONS:

Motion made by Stephen Perry, and seconded by Valerie Pelkey, that the Board of Education shall approve the following:

1. Recommendations of the Committee on Special Education for August 29, as well as September 2, 9, and 12, 2011
2. Recommendations of the Committee on Pre-School Special Education for August 29, as well as September 2, and 7, 2011
3. Recommendations of the Section 504 Committee for September 2, 2011

Motion voted and carried.

8-Yes                      0-No

ADJOURNMENT:

Motion made by George Martin, and seconded by Valerie Pelkey, to adjourn the Regular Meeting of the Board of Education. Motion voted and carried.

8-Yes                      0-No

The Regular Meeting of the Board of Education was adjourned at 8:34 p.m.

Minutes approved by:

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Clerk of the Board

# Board of Education Project Update

September 12, 2011

## Phase I

### 1. Electrical contract

- a. Data Cabling
  - i. All data cabling complete for Smart board use, and for Smart Board projector monitoring.
  - ii. All data cabling complete for phone connections.
  - iii. All data cabling complete for interior and exterior cameras.
  - iv. All data cabling complete for door access.
- b. Emergency Power Panels
  - i. Installed and powered
- c. Cable TV installation
  - i. The cable TV system has been installed. I am in the process of setting up the VCRs.

### 2. Smart Board contract

- a. Sixty-five new smart boards have all been installed in the designated rooms and seven re-installations of existing smart boards have been completed.
- b. We had some issues with the audio in four rooms and the projectors were replaced.
- c. We just had one smart board projector go bad and that was replaced under warranty.
- d. We had a few problems with the installation team but those were corrected.
- e. Some of the teachers are having software problems and we are in the process of ironing those out. We will be giving remote access to TEQ so that when a problem arises they will be able to view the computer.
- f. We are holding back 2000 dollars until we resolve the projection software issue.
- g. The software will be installed Sept 20, 2011.

### 3. VOIP Phone contract

- a. All new network hardware and software has been installed.
- b. All new phones have been placed and are now functional.
- c. Ten wireless phones have been distributed and programmed.
- d. Eight red or power failure phones have been distributed.
- e. Sound quality is definitely different and some users find it difficult to get used to. NERIC installed new firmware and the sound quality seems to have improved. We are continuing to work on the sound quality.
- f. We had issues with garbled Voice Mail messages but that problem seems to be resolved.
- g. We have some issues with hard lines going out but we are having a PRI installed that may improve that issue.

### 4. Security Contract

- a. Hardware on all eight doors for swipe card access has been installed.
- b. Door access computer has been programmed.
- c. Camera installation is complete.

## Phase II

### 1. General Contract

- a. All footings and foundation walls have been poured and backfilled.
- b. Concrete floor for the two new bays and the office/storage rooms have been poured.
- c. Concrete block walls have been laid for the two new bays and office /storage rooms
- d. The new firewall in the existing building has been completed.
- e. The door lintels on the South side have been raised and the door lintels on the North side have been removed.
- f. We are retaining the doors and operators in the hopes that they can be sold.
- g. The handicap ramp at the North East corner of the school has been poured and the steel has been delivered.
- h. Steel for Bus Garage is has been delivered and is being installed this week.
- i. The footings and foundation walls for the kitchen addition have been poured and the freezer floor has been poured. The steel has been delivered and will be installed this week.
- j. The kitchen proper is complete and all new appliances are installed. The Combi-oven has a leak around the door and a shim kit has been ordered to repair the door.
- k. The cubbies in A-Wing are installed.
- l. The face of the auditorium stage has been installed and the access hatch has been installed.
- m. All asbestos identified has been removed.
- n. The drafting room is complete with all case work installed.
- o. The sanitary line from the bus garage manhole to the new manhole and the line from the new manhole to the septic has been installed.
- p. The well has been drilled and the contractor has tested the well as specified.
- q. The parking lot is complete.
- r. The new sidewalks and curbing are complete.

### 2. Site Work Contract

- a. The athletic fields are complete.
  - i. We had some erosion from the heavy rains and Sheehan will be repairing those areas this week.
- b. The new fence between the playground and the bus garage has been installed.
- c. There will be some areas around the buildings seeded this week.

### 3. Heating Contract

- a. The entire existing heating system has been removed in the Bus Garage..
- b. The new heating system in the existing bus garage building has been installed.
- c. The heating units in the middle school gym are installed on the roof and the ductwork in the gym has been completed
- d. The 4 replacement unit heaters in the boys and girls locker room of the main gym have been installed.
- e. The pneumatic valves in all of C-Wing have been replaced with the electric valves.
- f. The electricians will be installing the wiring to the new valves in the coming weeks.
- g. The decision has been made to convert the pneumatics to electric in the hot water portion of the heating system only this year due to time constraints.

- h. The duct work for the new HVAC unit in the elementary office week is installed. The RTU has been installed. The unit is wired and the pipe fitters will have the units piped this week.
- i. The duct work for the existing dust collection system in the wood shop has been removed and installation of the new is complete. We are waiting for delivery of the Dust Collector.

#### 4. Electrical Contract

- a. All demo needed in the Bus Garage for the GC has been completed.
- b. Some conduit was completed in the slab for the new bays at the bus garage
- c. Conduit is installed in the walls for the addition of the bus garage.
- d. Conduit to the soccer scoreboard and to the well has been installed.
- e. Work in the Kitchen is complete
- f. Occupancy sensors have been installed in all classrooms.
- g. The intercom system has been updated.
- h. The GPS clock system is installed.

#### 5. Roofing Contractor

- a. The roof work is complete on the main building.

#### 6. Plumbing Contractor

- a. Plumbing drains imbedded in the bus garage slab have been installed.
- b. Plumbing drains in the kitchen for the new equipment have been installed.
- c. New water lines for the existing portion of the bus garage have been installed.
- d. The new water line has been tied on to the existing water line from the school with the appropriate valving to use either or system.

#### 7. Misc. Items.

- a. All scrap steel from the ball field backstops and the bus garage piping and heating units has been salvaged and the proceeds have been turned over to the business manager.
- b. The leftover equipment from the phase I portion of the project is stored in a trailer on the school property.