



BOARD OF EDUCATION  
WHITNEY POINT CENTRAL SCHOOL DISTRICT  
PO BOX 249  
Whitney Point, NY 13862

Date: August 21, 2012

District Mission:

To provide an excellent education ensuring that all children maximize their potential, become contributing citizens, and pursue lifelong learning.

District Beliefs:

- All children possess unique qualities and come to school eager to learn and be successful.
- We respect all people within our community and treat them with dignity at all times.
- Learning is a partnership that includes school staff, parents, family and the community.
- Knowledge allows for critical thinking and effective decision-making.
- The community is well served by maximizing the use of available resources and by the responsible stewardship of assets.
- Purposeful and intentional change is a constant that leads to educational improvement and positive results.
- Compliance with state and federal regulations is critical to school district success.

Meeting called to order at 7:13 p.m.

Pledge of Allegiance was recited

		<u>Present</u>	<u>Absent</u>
Sara Benscoter	President	X	
Stephanie Champney	Vice-President	X	
Kathleen Driscoll	Member	X	
Mary Ellerson	Member	X	
Gene-Paul Jordan	Member		X
Andrew Palmer	Member		X
Thomas Tasber	Member	X	
Patricia Follette	Superintendent of Schools	X	
Jo-Ann Sexton	Director of Curriculum and Instruction	X	
Zachary Woodard	School Business Executive	X	
Cynthia Burchell	District Clerk	X	

Others in attendance: Fred Riordan, Cindy Transue, Mike James, Aaron Kaminsky, Tom Bowman, Terry Dean, Frank Walczack

### **Minutes**

Ms. Follette recommended Board approval of the Minutes from the Board Meeting held on August 7, 2012.

Moved by Kathleen Driscoll

Seconded by Stephanie Champney

4 Aye 0 Nay 1 Abstained (Thomas Tasber)

APPROVED

### **Warrant**

Ms. Follette recommended Board approval of the July 2012 Warrant.

Moved by Stephanie Champney

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

### **Correspondence**

None

### **Policies – 1<sup>st</sup> Reading**

Ms. Follette recommended Board approval of policy **7521** Concussion Management Guidelines and Procedures Policy for first reading.

Moved by Kathleen Driscoll

Seconded by Thomas Tasber

Thomas Tasber suggested several changes within the policy including consistency in wording around the school physician and changes in Form A to make the form be appropriate for younger children, and the addition of Form B for review. After some discussion surrounding the return to play, Sara Benscoter suggested the motion be tabled pending clarification.

### **Policies – 2<sup>nd</sup> Reading**

None

### **Comments from the Public**

Aaron Kaminsky introduced himself to the Board of Education.

### **Commendations**

Ms. Follette commends:

- All staff working in the areas of renovation this summer for their flexibility while working in changing environments. Ms. Follette stated she received several comments and e-mails from the TRA staff recognizing Naomi Collins for her excellent work.

## **Old Business**

### **a. Phase II Update**

Mr. Mike James of Ashley McGraw Architects, Mr. Fred Riordan and Mr. Frank Walczak of the Riordan Group provided a scope of Phase II C. After introductions were made, Fred Riordan provided a Phase II C Financial Overview which exhibited a positive project variance of \$5,375,923.00. He noted the contract allowances included in all bids total \$190,000 which is over and above any reserves or contingencies. He stated this is a result of conservative planning. He then reviewed the remaining work with a targeted budget of \$4,575,923.00. Mr. Riordan provided a summary of the Phase II C low bid recommendations. Mike James thoroughly discussed each bid, the company involved and the scope of the work. He stated the abatement will mostly be around TRA windows. Site work involves parking lot renovations at the TRA to include a dedicated student drop off lot, dedicated bus loop, as well as a teacher parking lot with 35 spaces for overflow parking and special events. He discussed the landscaping that will take place at the TRA, the replacement of the tennis courts and playground, the addition of a marquis sign by the road for the announcement of school events and the trash compactor pad. He explained the fairgrounds site improvements involved which include replacement of asphalt pavement within limits of bus entry and exit paths and new chain link slide gates.

Frank Walczak stated there will be a new air handling unit at the CEA multipurpose gym. He discussed the additional lighting to be installed behind the CEA near the trash compactors and the LED lighting to be installed at the TRA in the parking lot. The LED lights will double and triple the past lamp life using 40-80 watts of electricity compared to the 250-400 watts used years ago.

In closing Fred stated there will be five focus areas in Phase II C:

1. High School Bridge
2. Restrooms at the TRA
3. Site work
4. Roofing
5. TRA Windows

Stephanie Champney asked about the theme of the Main Entrance at the TRA.

Mike James stated the entrance was created to be open and allow light into the building. Wood columns would not match the existing architecture of that specific wing of the building. The canopy was designed to match with wing. Fred Riordan stated one challenge from the old layout was people did not know where the main entrance to the building was located. Ashley McGraw Architects met with the facilities committee and created an entrance that eyes would be drawn to.

Thomas Tasber stated he was disappointed to see the large trees at the front of the TRA would be removed.

Terry Dean stated the roots from one of the trees were extremely close to the underground wiring.

Thomas Tasber stated he understood, but was very sad to see trees of that age taken down.

Stephanie Champney asked if anything could be done with the wood once three trees are down?

Thomas Tasber stated he was happy to see that some of the winning bids were by local businesses.

A discussion ensued.

### **New Business**

#### **a. Oath of Office**

Cynthia Burchell, District Clerk, administered the Oath of Office to the newly elected Board of Education President, Sara Benscoter, on August 8, 2012.

#### **b. Fire Inspections**

Terry Dean presented a report on the recent fire inspections, conducted throughout the District. Ms. Follette recommended Board approval of his report. A copy of the completed report will be kept on file in the District Office.

Moved by Stephanie Champney

Seconded by Kathleen Driscoll

Terry Dean stated the fire inspection is done every 11 months. With the ongoing project and having all the buildings under construction, it made it a little difficult. He reviewed the findings, which were minimal. Overall the district did very well and resolved any issues within seven days.

Thomas Taber asked if the inspections were done through BOCES and if the same person was going to be used every time.

Terry Dean stated this was the first time we have used a BOCES inspector and did not know if the same person would be used again next year.

5 Aye 0 Nay 0 Abstained

APPROVED

#### **c. Amendment of Board of Education Meeting Dates**

Ms. Follette recommended the Board amend the Official Whitney Point Central School District Board of Education Regular Meeting dates and times for the 2012-2013 school year as follows.

August 7, 21	February 5, 19
September 4, 18	March 5, 19
October 2, 16	April 15, 30
November 6	May 7, 21
December 4, 18	June 4, 18
January 15	July 9

Sara Benscoter motioned to accept amended dates and to amend the meeting time to **7:00 p.m.**

Moved by Mary Ellerson

Seconded by Kathleen Driscoll

5 Aye 0 Nay 0 Abstained

APPROVED

#### **d. Appointments**

Ms. Follette recommended the three-year probationary appointment of **Talitha Johnston** as Reading Education Teacher effective September 1, 2012.

Moved by Mary Ellerson

Seconded by Thomas Tasber

Ms. Follette stated she is very excited about Talitha being part of our District. Interviewing her was a joy. She is far and above the best possible candidate for the position. It is nice to know she graduated from Whitney Point.

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of **James Ortiz**, substitute bus driver, effective date of fingerprint clearance.

Moved by Kathleen Driscoll

Seconded by Stephanie Champney

5 Aye 0 Nay 0 Abstained

APPROVED

#### **e. Amendment of Appointment**

Ms. Follette recommended the Board amend the appointment of **Laura Chestnut**, Principal, Tiohgnioaga Riverside Academy to a three-year probationary appointment.

Moved by Mary Ellerson

Seconded by Stephanie Champney

5 Aye 0 Nay 0 Abstained

APPROVED

#### **f. Resignation**

Ms. Follette recommended Board approval of the resignation of **Andrew Palmer** from the Board of Education effective August 13, 2012.

Moved by Kathleen Driscoll

Seconded by Thomas Tasber

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of the resignation of **Evaline Smith**, Cleaner, effective August 8, 2012.

Moved by Stephanie Champney

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

#### **g. Coaching Appointments**

Ms. Follette recommended Board approval of the following 2012 Fall Coaching Recommendations:

***Boys' and Girls' Cross-Country***

Varsity/Modified Andrew Palmer

**Boys' Soccer**

Junior Varsity Megan Singleton

**Girls' Volleyball**

Varsity Danielle DeVaul

Moved by Kathleen Driscoll

Seconded by Stephanie Champney

Mary Ellerson stated she heard someone refer to Megan Singleton as Megan Ballard.

Ms. Follette stated it may be a maiden name, and the district will certainly look into it.

5 Aye 0 Nay 0 Abstained

APPROVED

**h. Bid Awards**

Ms. Follette recommended Board approval of Two Brothers Contracting, Inc. as low bidder on the Abatement Contract for the Phase II C Districtwide Renovation and Alterations Project, Ashley McGraw Architects' Project No. 1074.

Base Bid	\$ 38,400.00
Alternates	\$ <u>0.00</u>
Total Contract	\$ 38,400.00

Moved by Mary Ellerson

Seconded by Kathleen Driscoll

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of Smith Site Development, LLC. as low bidder on the Site Work Contract for the Phase II C Districtwide Renovation and Alterations Project, Ashley McGraw Architects' Project No. 1074.

Base Bid	\$ 1,618,600.00
Alternates: SC-01	\$ 52,600.00
SC-02	\$ <u>17,500.00</u>
Total Contract	\$ 1,688,700.00

Moved by Stephanie Champney

Seconded by Thomas Tasber

Ms. Follette stated the SC-01 and SC-02 were considered the alternates.

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of Sarkisian Bros., Inc. as low bidder on the General Construction Contract for the Phase II C Districtwide Renovation and Alterations Project, Ashley McGraw Architects' Project No. 1074.

Base Bid	\$ 1,786,000.00
Alternates	<u>\$ 0.00</u>
Total Contract	\$ 1,786,000.00

Moved by Mary Ellerson

Seconded by Kathleen Driscoll

Ms. Follette stated it is comforting to know the Riordan Group is so thorough with their reference checks before the bids are awarded.

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of Airtech Heating and A/C Systems, Inc. as low bidder on the Mechanical (HVAC) Contract for the Phase II C Districtwide Renovation and Alterations Project, Ashley McGraw Architects' Project No. 1074.

Base Bid	\$ 370,000.00
Alternates	<u>\$ 0.00</u>
Total Contract	\$ 370,000.00

Moved by Stephanie Champney

Seconded by Thomas Tasber

Thomas Tasber stated it is nice to see Air Temp, subcontractor of Airtech, come back as they are a local business.

5 Aye 0 Nay 0 Abstained

APPROVED

Ms. Follette recommended Board approval of Tower Roofing Co., Inc. as low bidder on the Roofing Contract for the Phase II C Districtwide Renovation and Alterations Project, Ashley McGraw Architects' Project No. 1074.

Base Bid	\$ 186,000.00
Alternates	<u>\$ 0.00</u>
Total Contract	\$ 186,000.00

Moved by Kathleen Driscoll

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

### **i. Treasurer's Report**

Ms. Follette recommended Board approval of the July 2012 Treasurer's Report.

Moved by Stephanie Champney

Seconded by Thomas Tasber

Mary Ellerson asked why the extra-curricular funds went down from the end of May.

Zachary Woodard stated he will look into it and get back to her.

**j. Change Orders**

Ms. Follette recommended Board approval of the following Phase II change orders:

KC-021 Provide a credit for the unused portion of the project allowance to the district.  
The Contract Sum will be decreased by this Change Order in the amount of \$9,998.00.

EC-098 Provide all labor, material, and equipment to furnish the following work in the CEA:  
Relocate wiring within the library to stay within the beam enclosure/soffit,  
Provide six (6) additional wall door magnets,  
Provide two (2) additional spare electric strikes,  
Provide new GFI outlet for existing water fountain.  
The Contract Sum will be changed by this Change Order in the amount of \$1,556.00.

EC-099 Provide all labor, material, and equipment to furnish the following work in the HS:  
Run emergency power for lighting, low voltage transformer and water closet flushometer at the main custodian room,  
Add emergency lighting at the main switch gear, nurse's office, two (2) lights on the stage, and IT server room,  
Add additional four door release buttons at the main office to enhance security.  
The Contract Sum will be changed by this Change Order in the amount of \$4,666.00.

EC-100 Provide all labor, material, and equipment to furnish the following work in the CEA:  
Add two (2) additional door release buttons at the main office to enhance security.  
The Contract Sum will be changed by this Change Order in the amount of \$842.00.

EC-101 Provide all labor, material, and equipment to furnish the following work in the TRA:  
Add two (2) additional door release buttons at the main office to enhance security.  
The Contract Sum will be changed by this Change Order in the amount of \$842.00.

MC-046 Provide all labor, material, and equipment to remove a discovered abandoned duct allowing for locker installation at the TRA.  
The allowance balance of \$47,050.00 will be reduced by \$201.00; new allowance balance \$46,849.00.



The Contract Sum will be changed by this Change Order in the amount of \$0.00.

MC-047 Provide all labor, material, and equipment to remove and relocate an existing split A/C unit including roof cut, curb and all necessary patching at the HS.

The allowance balance of \$46,849.00 will be reduced by \$3,321.00; new allowance balance \$43,528.00.

The Contract Sum will be changed by this Change Order in the amount of \$0.00.

MC-048 Provide all labor, material, and equipment to clean the existing boilers, breeching and chimney as well as install a new draft system on the TRA boilers.

The allowance balance of \$43,528.00 will be reduced by \$20,759.00; new allowance balance \$22,769.00.

The Contract Sum will be changed by this Change Order in the amount of \$0.00.

PC-049 Provide all labor, material, and equipment to remove and reinstall the water cooler to allow for the electrician to replace a faulty GFI at the CEA.

The allowance balance of \$18,895.00 will be reduced by \$134.00; new allowance balance \$18,761.00.

The Contract Sum will be changed by this Change Order in the amount of \$0.00.

PC-050 Provide all labor, material, and equipment to repipe two (2) floor drains in the crawl space below the TRA boy's locker room, removing the lines from the storm system and tie to the sanitary system. The allowance balance of \$18,761.00 will be reduced by \$1,418.00; new allowance balance \$17,343.00.

The Contract Sum will be changed by this Change Order in the amount of \$0.00.

PC-051 Provide all labor, material, and equipment to increase the size of the stainless steel backsplash at the three bay HS kitchen sink. The allowance balance of \$17,343.00 will be reduced by \$1,476.00; new allowance balance \$15,867.00.

The Contract Sum will be changed by this Change Order in the amount of \$0.00.

TRC-002 Provide a credit for the unused portion of the project allowance to the district.

The Contract Sum will be decreased by this Change Order in the amount of \$43,733.00.

Moved by Stephanie Champney

Seconded by Kathleen Driscoll

5 Aye 0 Nay 0 Abstained

APPROVED

***Addenda***

**Commendation**

Ms. Follette commends:

- Mr. Wilcox and the bus garage mechanics for being recognized by the NYSDOT for their dedication safety and commitment to sound maintenance standards and practices, and for passing the recent NYSDOT's semi-annual bus safety inspection at 99.1% which puts them in an annual inspection due to the quality of their inspection.

### **New Business**

#### **a. Request from Football Gridiron Club**

Mr. Dan Thorp has requested that the Board consider allowing a night football game this football season, with the understanding that the Club would pay for the rental of portable lights.

Ms. Follette recommended Board approval of the use of rental lights for one night football game for the 2012-2013 football season, with the financial responsibility belonging to the Gridiron Club, as mentioned above.

Moved by Kathleen Driscoll

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

#### **b. Non-Resident Application**

Ms. Follette recommended Board approval of **Kristine Cook**, Grade 12, to attend the Whitney Point Central School District for the 2012-2013 school year. Tuition has been paid.

Moved by Stephanie Champney

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

#### **c. Grade/Department Chairpersons and Team Leaders**

Ms. Follette recommends Board approval of the following Grade/Department Chairpersons and Team Leaders for the 2012-2013 school year:

\* Mrs. Kupiec – Foreign Language K-12

\*Sharing position and splitting stipend with Mrs. Phillips.

Moved by Stephanie Champney

Seconded by Thomas Tasber

5 Aye 0 Nay 0 Abstained

APPROVED

#### **d. Termination**

Ms. Follette recommends Board approval of the employment termination of **Betty DeVito**, Substitute Coordinator, effective August 21, 2012.

Moved by Kathleen Driscoll

Seconded by Stephanie Champney

5 Aye 0 Nay 0 Abstained

APPROVED

**e. Appointment**

Ms. Follette recommends Board approval of the appointment of **Kathleen Gummoe**, part-time Substitute Coordinator, effective August 21, 2012.

Moved by Mary Ellerson

Seconded by Thomas Tasber

5 Aye 0 Nay 0 Abstained

APPROVED

**Comments from the Public**

None

Stephanie Champney asked if the Board of Education would revisit the New Business item concerning the resignation of Board Member, Andrew Palmer to discuss the vacancy. Sara Benscoter stated the Board of Education has up to 90 days to make a decision. She asked the board to consider the options available: re-election, appointment or possibly leaving the seat vacant. After some deliberation, the board of education decided they would look into the possibility of leaving the seat vacant, but would also consider appointing a new member. Sara Benscoter asked each Board member to bring two names to consider at the next meeting.

**Meeting Adjournment**

Motion to adjourn the meeting at 9:30 p.m.

Moved by Stephanie Champney

Seconded by Kathleen Driscoll

5 Aye 0 Nay 0 Abstained

APPROVED

**Executive Session**

For matters of personnel and contractual issues.

**FYI**

August 22, 2012 – Summer Graduation

August 23, 2012 – 9<sup>th</sup> Grade Orientation, 6:30 p.m.

August 27, 2012 – 6<sup>th</sup> Grade Orientation 6:30– 8:30 p.m.

September 6, 2012 – First Day of School for Grades 1-12

September 7, 2012 – First Day of School for UPK and Kindergarten

September 21, 2012 – Homecoming Dance

September 13, 2012 – HS Open House, 6:30-8:30 p.m.

September 27, 2012- - TRA Open House, Grades 4, 5, 7 & 8 (Grade 6 not included due to orientation)



Cynthia Burchell  
District Clerk



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- Purposeful and intentional change is a constant that leads to educational improvement and positive results.
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Meeting called to order at 9:35 p.m.

		<u>Present</u>	<u>Absent</u>
Sara Bencoter	President	X	
Stephanie Champney	Vice-President	X	
Kathleen Driscoll	Member	X	
Mary Ellerson	Member	X	
Gene-Paul Jordan	Member		X
Andrew Palmer	Member		X
Thomas Tasber	Member	X	
Patricia Follette	Superintendent of Schools	X	
Jo-Ann Sexton	Director of Curriculum and Instruction	X	

**Executive Session**

For matters of personnel and contractual issues.

**Meeting Adjournment**

Sara Bencoter motioned to adjourn the Executive Session at 10:34 p.m.

Moved by Stephanie Champney

Seconded by Mary Ellerson

5 Aye 0 Nay 0 Abstained

APPROVED

A handwritten signature in cursive script, reading "Cynthia R. Burchell". The signature is written in black ink and is positioned above the printed name and title.

Cynthia R. Burchell  
District Clerk