

BELLEVILLE HENDERSON CENTRAL SCHOOL

8372 County Route 75

Adams, New York 13605

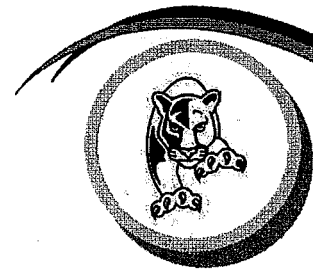
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Guidance Office: 315-846-5825

District Office: 315-846-5826

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"Home of the Panthers"



BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION

REGULAR MEETING MINUTES

December 2, 2019

President Allen opened the meeting with the Pledge of Allegiance and called to order in the Library at 7:00 p.m.

The following members were

Present (6): John Allen, Anthony Barney, David Bartlett, Roger Eastman, Adam Miner and Kristin Vaughn.

Absent (1): Kyle Gehrke

Others present: Jane Collins, Superintendent, Scott Storey, Building Principal, Stephen Magovney, Business Manager and Sally Kohl, District Clerk.

Members from the community/guests: None

AMEND THE AGENDA

Resolved that this Board of Education amend to add resolution #12.

Motion made by: Roger Eastman

Seconded by: Kristin Vaughn

Vote: 6-0

PRESENTATIONS

There were no presentations.

PUBLIC PARTICIPATION

There was no public participation at this time.

CALENDAR OF EVENTS

11/27-29	Thanksgiving Holiday
12/2 7:00 pm	Board of Education Meeting-Library
12/4 3:05 pm	Curriculum Council Meeting
12/4 5:30-8:00 pm	PTO-Photos with Santa and Crafts
12/9-13	PTO Kris Kringle Shop
12/10 3:05 pm	Technology Committee Meeting
12/13	15-Week Progress Reports Distributed
12/16 3:05 pm	Grade Level Meeting
12/18 3:05 pm	Safety Committee Meeting
12/18 5:00-9:00 pm	Winter Art Show
12/18 7:00 pm	Winter Concert (Band & Chorus)

AMEND THE AGENDA

12/20 1:30 pm Christmas Concert by the 10th Mountain Division Army Band
12/23-1/1 Christmas/New Year Holiday
1/6 7:00 pm Board of Education Meeting-Library

COMMUNITY OF CARING UPDATE

The District Clerk reported on the passing of Gilbert LaLonde, retired UAB/BH Science Teacher.

CONSENT AGENDA

1. Resolved that this Board of Education approve the following:

A. MINUTES

BHCSO Board of Education Meeting Minutes from November 18, 2019.

B. WARRANTS

Federal Manual Checks Warrant #2
Capital Manual Checks Warrant #5
General Warrant #13

C. BUILDING/TRANSPORTATION USE

PTO President, Carrie Eastman, requests the use of the BHCSO Library for a monthly PTO Meeting on January 8, 2020. IT BEING UNDERSTOOD, that school activities will come first and activities will be coordinated with the District Office.

Motion made by: Adam Miner
Seconded by: Anthony Barney

Vote: 6-0

PERSONNEL

2. PERMANENT APPOINTMENT OF BUSINESS MANAGER

Upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the Permanent Appointment of **Stephen Magovney**, in the competitive civil service title of *Business Manager* effective January 7, 2020 at the annual salary, and with benefits consistent with and subject to the District's Administrators Handbook, as such salary and benefits are outlined in the Employee Salary and Data Sheet dated July 1, 2019 attached hereto.

Motion made by: Roger Eastman
Seconded by: Kristin Vaughn

Vote: 6-0

3. INCREASE CLEANER POSITION TO FULL TIME-TERRY NICHOLS

Upon the recommendation of the Superintendent, the Board of Education hereby approves an increase to 40 hours per week for Terry Nichols, in the labor class Civil Service Title of Cleaner, effective December 3, 2019.

Motion made by: David Bartlett
Seconded by: Anthony Barney

Vote: 6-0

**BHCSO BOE MEETING
MINUTES FROM 11-18-2019**

**FEDERAL MANUAL CHECKS
WARRANT #2
CAPITAL MANUAL CHECKS
WARRANT #5
GENERAL WARRANT #13**

**BUILDING USE REQUEST
FOR PTO MONTHLY
MEETING**

**PERMANENT
APPOINTMENT-STEPHEN
MAGOVNEY**

**INCREASE TERRY NICHOLS
TO FULL TIME**

4. INCREASE CLEANER POSITION TO FULL TIME-CURRENT VACANT CLEANER POSITION

Upon the recommendation of the Superintendent, the Board of Education hereby approves an increase to 40 hours per week for the current vacant cleaner, in the labor class Civil Service Title of Cleaner, effective December 3, 2019.

Motion made by: Adam Miner

Seconded by: Roger Eastman

Vote: 6-0

5. APPOINTMENT OF CLEANER

BE IT RESOLVED, that it is hereby determined that pursuant to the provisions of Civil Service Law Section 22 of the State of New York, and upon the recommendation of the Superintendent, the following person be appointed as probationary full-time cleaner as follows:

Name: Ryan Hermann

Effective Date: December 3, 2019

Expiration Date: December 2, 2020

Salary: \$12.50 per hour

IT BEING UNDERSTOOD, that Mr. Hermann's appointment is contingent on a criminal history background check, including fingerprinting, performed by the State Education Department.

Motion made by: Adam Miner

Seconded by: Roger Eastman

Vote: 6-0

It was noted that Mr. Hermann's criminal history background check including fingerprinting have been since cleared by the State Education Department.

6. APPROVE SUBSTITUTE CLEANER

Resolved, that this Board of Education approves Robert Clukey as substitute cleaner. IT BEING UNDERSTOOD, that Mr. Clukey's approval is contingent on a criminal history background check, including fingerprinting, performed by the State Education Department.

Motion made by: Roger Eastman

Seconded by: Adam Miner

Vote: 6-0

7. APPROVE OF SUBSTITUTE DISTRICT OFFICE STAFF

Resolved, that this Board of Education approves Barbara Greene as substitute district office staff.

IT BEING UNDERSTOOD, that Mrs. Greene has had a criminal history background check, including fingerprinting, performed by the State Education Department.

Motion made by: Adam Miner

Seconded by: Kristin Vaughn

Vote: 6-0

**INCREASE VACANT
CLEANER POSITION TO
FULL TIME**

**APPOINT RYAN HERMANN
TO CLEANER POSITION**

**APPROVE ROBERT CLUKEY
FOR SUBSTITUTE CLEANER**

**APPROVE BARB GREENE TO
SUBSTITUTE D.O. STAFF**

NEW BUSINESS

8. **FUNDING FOR EMERGENCY PROJECT(GEO THERMAL ROOM)**

BE IT RESOLVED that the Geo Thermal Emergency Project declared by this Board of Education at the November 4, 2019 will be funded thru the 2019-20 General Fund budget code A9950.9 Transfer to Capital Fund.

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Vote: 6-0

9. **PERMISSION TO PARTICIPATE WITH SOUTH JEFFERSON**

RESOLVED, that this Board of Education grants following BH athletes to participate on the 2020-2021 South Jefferson Central School District sports teams. IT BEING UNDERSTOOD, that final approval for the athletes' participation must be given by South Jefferson Central School District.

ATHLETE	SPORT
Laura Zehr	SJ Girls Swimming
Ethan Smith	SJ Boys Swimming
Cayden Randall	SJ Boys Swimming
Meredith Smith	SJ Girls Track and Field
Kennady Billman	SJ Girls Track and Field

Motion made by: Kristin Vaughn

Seconded by: David Bartlett

Vote: 6-0

10. **ACCEPT BID FOR SALE-28 PASSENGER SCHOOL BUS**

Resolved that this Board of Education accepts the highest bid for the 28-passenger school bus, sold as is, to Shawn Bryant for the amount of \$2601.00.

Motion made by: Roger Eastman

Seconded by: David Bartlett

Vote: 6-0

POLICY

11. **SECOND READING AND APPROVAL OF POLICY**

Resolved, that this Board of Education adopts the newly revised, Policy 7240 Student Records Access and Challenge of the Belleville Henderson Central School District Policy Manual as was updated by the Erie 1 BOCES.

Motion made by: Kristin Vaughn

Seconded by: Roger Eastman

Vote: 6-0

• First reading of the Policy Manual Sections:

- o 6110-Code of Ethics for Board Members
- o 6170-Fingerprint Clearance for New Hires
- o 7110-Comprehensived Student Attendance
- o 7210-Student Evaluation, Promotion and Placement
- o 7211-Provision of Interpreter Services to Parents Who Are Hearing Impaired
- o 7212-Response to Intervention (RTI) Process

**FUNDING FOR EMERGENCY
PROJECT-GEO-THERMAL
ROOM**

**PERMISSION TO
PARTICIPATE ON SJ
ATHLETIC TEAMS**

**ACCEPT BID FOR 28
PASSENGER SCHOOL BUS**

**SECOND READING AND
APPROVAL OF POLICY
#7240**

Date: December 2, 2019

- 7250-Student Privacy, Parental Access to Information and Administration of Certain Physical Examinations to Minors
- 7360-Weapons in School and the Gun-Free School Act
- 7530-Child Abuse and Maltreatment
- 7612-Grouping by Similarity Needs

from the District Policy Manual developed with Erie 1 BOCES.

ITEM HAND CARRIED INTO MEETING**12. APPROVE TRIP ATTENDANCE**

Resolved, that this Board of Education approves pursuant to Board of Education Student Tours Policy (#8461), twenty one (21) BHCS Students to attend the FFA Winter Leadership Retreat at the Oswegatchie Education Center in Croghan, NY. The list of students attending is on file with the District Clerk.

**APPROVE TRIP
ATTENDANCE FOR FFA**

Motion made by: Roger Eastman

Seconded by: Anthony Barney

Vote: 6-0

FOR THE BOARD'S REVIEW

- Jefferson Lewis BOCES Audit Committee Meeting Minutes
- Jefferson Lewis BOCES Board of Education Meeting Minutes
- BH Curriculum Council Meeting Minutes

ADMINISTRATIVE REPORT(S)

- Mr. Magovney reviewed the 2020-2021 Budget Calendar with the Board.
- Mr. Storey shared with the Board the number of building use requests for use of the gym during the winter season and the draft of the rules and regulations for the BHCS Weight Room and the BHCS Balcony Weight Room. Mr. Storey will have posters made of the rules and regulations and posted in both areas.
- Mr. Storey also reported on the results for the NYS School Report Card.
- Ms. Collins updated the Board on the Capital Outlay and the Emergency Project. She also shared with the Board highlights of the Commissioner's Regulations on School Counseling Requirements.

UPDATE TO BOARD OF EDUCATION QUESTIONS

Kristin Vaughn thanked Ms. Collins for helping seniors with college direction.

PUBLIC PARTICIPATION

There was no public participation at this time.

EXECUTIVE SESSION

Resolved, that this Board of Education enter executive session at 7:35 p.m. to discuss:

- Matters pertaining to the employment history of particular personnel.

EXECUTIVE SESSION

Motion made by: Kristin Vaughn

Seconded by: Anthony Barney

Vote: 6-0

OPEN SESSION

President Allen declared open session at 8:03 p.m.

ADJOURNMENT

Resolved, that at 8:05 pm that this meeting be adjourned.

Motion made by: David Bartlett

Seconded by: Roger Eastman

Vote: 6-0

ADJOURNMENT

Respectfully Submitted
Sally Kohl
District Clerk

BELLEVILLE HENDERSON CSD

ENC. #2

12/2/2019



Check Warrant Report For F - 2: NOVEMBER FEDERAL MANUAL CHECKS For Dates 11/1/2019 - 11/30/2019

Warrant #2

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1020	11/14/2019	1170	Jefferson Lewis BOCES	STAR 360 OCTOBER 2019		5,842.41

Number of Transactions: 1

Warrant Total: 5,842.41

Vendor Portion: 5,842.41

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 5,842.41. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/26/19 *Shelly* Deputy Claims Auditor
Date Signature Title

BELLEVILLE HENDERSON CSD

ENC. #3

12/2/2019



Check Warrant Report For H - 5: Captial Manual Checks November 2019-2020 For Dates 11/1/2019 - 11/30/2019

Warrant #5

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1194	11/04/2019	6043	ENI MECHANICAL INC	CAPITAL PROJECT 2019-2020 SERVICES RENDERED	552	49,378.62
1195	11/04/2019	6043	ENI MECHANICAL INC	CAPITAL PROJECT 2019-2020 SERVICES RENDERED	552	173,600.15
1196	11/04/2019	6065	Con Tech Building Systems Inc.	CAPITAL PROJECT 2019-2020 SERVICES RENDERED	254	138,453.95
1197	11/14/2019	4798	Aubertine and Currier	SERVICES RENDERED	451	2,801.22
1198	11/14/2019	5777	Advantage Sport & Fitness, Inc.	FITNESS EQUIPMENT	279	48,381.90
1199	11/18/2019	6065	Con Tech Building Systems Inc.	2019 Capital Project		24,824.17
1200	11/18/2019	6067	Edge Cival Corporation	2019 Capital Project	262	27,455.00
1201	11/18/2019	6066	J&R Electric Inc.	2019 Capital Project	256	6,460.00
1202	11/18/2019	5410	Watchdog Building Partners LLC	2019 Capital Project	405	5,030.35

Number of Transactions: 9

Warrant Total: 476,385.36
Vendor Portion: 476,385.36

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 476,385.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/26/2019
Date

[Signature]
Signature

Deputy Claims Auditor
Title

BELLEVILLE HENDERSON CSD
ENC. #4

12/2/2019


Check Warrant Report For A - 18: General Warrant #13 For Dates 11/1/2019 - 11/30/2019

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1516249	11/14/2019	5919	Airgas Welding Services	LEASE CYLINDER- GLEASON		360.00
1516250	11/14/2019	80	John Allen Sanitatn Srvc Inc.	GREENHOUSE PROJECT REMOVAL-KIBLIN		551.80
1516251	11/14/2019	80	John Allen Sanitatn Srvc Inc.	TRASH REMOVAL	86	650.00
1516252	11/14/2019	4627	Ashleigh Barnhart-Burto	CONTRACT REIMBURSEMENT- BARNHART-BURTO		500.00
1516253	11/14/2019	240	Belloff's	TRANSPORTATION SHIRTS- GLEASON	343	529.00
1516254	11/14/2019	4882	Bimbo Foods, Inc.	BREAD/ROLLS- GRANDJEAN		204.84
1516255	11/14/2019	290	Black River Paper Co., Inc.	SUPPLIES-KIBLIN	120	562.10
1516256	11/14/2019	4428	Blue Mountain Fruit & Produce	FRUIT/PRODUCE- GRANDJEAN		400.10
1516257	11/14/2019	6097	HEDSTROM LANGUAGE RESOURCES	SPANISH LIBRARY READING MATERIAL-COBB	377	40.95
1516258	11/14/2019	5929	Century Linen & Uniform	UNIFORM SERVICES- GLEASON	107	52.52
1516259	11/14/2019	4982	Christman Fuel Service	FUEL-GLEASON	84	2,533.42
1516260	11/14/2019	5816	COLLINS, JANE	CONTRACT REIMBURSEMENT-JULY AUGUST SEPT OCTOBER		492.68
1516261	11/14/2019	5816	COLLINS, JANE	MILEAGE FROM JULY 1ST- OCT 29 2019		380.48
1516262	11/14/2019	5411	CREG Systems	SERVICES RENDERED-FOB SYSTEM-KIBLIN		922.40
1516263	11/14/2019	5403	First National Bank of Omaha	CREDIT CARD #3387		184.96
1516264	11/14/2019	3787	Frontier	PHONE #5023	94	105.13
1516265	11/14/2019	3787	Frontier	PHONE #5360	95	57.07
1516266	11/14/2019	3787	Frontier	PHONE #5228	96	251.28
1516267	11/14/2019	3588	Larry Gallo	MOD BOYS SOCCER OFFICIAL-ONE-VS CARTHAGE 10/11/2019		118.50
1516268	11/14/2019	975	Inc., O.D. Greene Lumber Co.	SUPPLIES-KIBLIN	121	3,094.97
1516269	11/14/2019	5317	Hershey's Creamery Co.	ICE CREAM-GRANDJEAN		293.52
1516270	11/14/2019	5444	HILLYARD INC- ROCHESTER	SUPPLIES-KIBLIN		1,285.26
1516271	11/14/2019	1310	Larry's Musical Instrument & Re	INSTRUMENT REPAIR- MCGRATH	383	128.00
1516272	11/14/2019	5527	CHAZ LOOMIS	MOD BOYS SOCCER OFFICIAL VS SANDY CREEK 10/21/2019		79.00
1516273	11/14/2019	6105	MAGOVNEY, STEPHEN	MILEAGE REIMBURSEMENT=179 TOTAL ED LAW 2D TRAINING		89.50
1516274	11/14/2019	6105	MAGOVNEY, STEPHEN	DENTAL REIMBURSEMENT CONTRACT		102.40
1516275	11/14/2019	6076	MASTIN, SEBASTIAN	MOD SOCCER OFFICIAL VS SANDY CREEK 10/21/2019		79.00
1516276	11/14/2019	5038	AJ Missert Inc.	BEVERAGES-GRANDJEAN		328.10

BELLEVILLE HENDERSON CSD

Check Warrant Report For A - 18: General Warrant #13 For Dates 11/1/2019 - 11/30/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1516277	11/14/2019	5489	NCC Systems, Inc.	FIRE ALARM INSPECTION-KIBLIN		1,400.00 ✓
1516278	11/14/2019	5518	NEW YORK STATE SCHOOL BOARD ASSOCIATION	MEMBERSHIP DUES-MAGOVNEY 1/1/20-12/31/20	388	4,416.00 ✓
1516279	11/14/2019	4878	North Branch Farms	APPLES-GRANDJEAN		112.00 ✓
1516280	11/14/2019	4681	Northern NY Newspapers Corp.	ADVERTISEMENT-KOHL		366.05 ✓
1516281	11/14/2019	1695	NYSPHSAA Inc.	BASKETBALL RULE BOOKS-BB	379	29.35 ✓
1516282	11/14/2019	5841	Office Depot	EXTRA CLASSROOM SUPPLIES-RIORDAN		55.98 ✓
1516283	11/14/2019	2491	Pepsi-Cola	BEVERAGES-GRANDJEAN		167.53 ✓
1516284	11/14/2019	5467	Petersons LLC	4 YEAR COLLEGE BOOK-HESS		35.79 ✓
1516285	11/14/2019	2492	Renzi Brothers Inc.	FOOD=GRANDJEAN		4,221.37 ✓
1516286	11/14/2019	4464	Marisa Riordan	MILEAGE REIMBURSEMENT-OCTOBER 2019		55.00 ✓
1516287	11/14/2019	5870	SANICO	SUPPLIES-KIBLIN		231.18 ✓
1516288	11/14/2019	5742	SCHOLASTIC NEWS	MAGAZINES-OHAGAN		21.32 ✓
1516289	11/14/2019	4651	SPECTRUM BUSINESS	CABLE SERVICES SCHOOL	111	241.76 ✓
1516290	11/14/2019	4651	SPECTRUM BUSINESS	CABLE SERVICES BUS GARAGE	112	184.04 ✓
1516291	11/14/2019	5769	SUBURBAN PROPANE	PROPANE-GLEASON 231.3 GALLONS	85	466.01 ✓
1516292	11/14/2019	3765	Tim's Auto Repair	AUTO INSPECTION-GLEASON FORD	180	10.00 ✓
1516293	11/14/2019	1465	McCabe's Mechanicals Inc.	SERVICES RENDERED-KIBLIN	122	4,140.61 ✓
1516294	11/14/2019	5824	Empire Hydraulics & Machine LLC	PARTS/SUPPLIES-GLEASON	392	238.32 ✓
1516295	11/14/2019	6106	ROTTKAMP, JASON	SYMPOSIUM COST FOR LAURA ZEHR FOR 2020 HIGH SCHOOL HONOR	393	290.00 ✓
1516296	11/14/2019	4350	Victory Promotions	boys soccer uniforms	241	2,860.00 ✓
1516297	11/14/2019	4032	NSTA	SUPPLIES-BIBBINS	157	87.89 ✓
1516298	11/14/2019	1170	**CONTINUED** Jefferson Lewis BOCES	Voided During Printing		0.00 ✓
1516299	11/14/2019	1170	Jefferson Lewis BOCES	October 2019	366	150,769.71 ✓
1516300	11/14/2019	5403	First National Bank of Omaha	CREDIT CARD #7742		24.31 ✓

BELLEVILLE HENDERSON CSD

Check Warrant Report For A - 18: General Warrant #13 For Dates 11/1/2019 - 11/30/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 52					Warrant Total:	184,801.20
					Vendor Portion:	184,801.20

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 52 in number, in the total amount of \$184,801.20. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

11/14/19
Date

Mary Fenech
Signature

Claims Auditor
Title

ENC. #5
BELLEVILLE HENDERSON CENTRAL SCHOOL DISTRICT

Employee Salary and Data Sheet

The Board of Education has defined the general terms and conditions of employment for non-union employees via a Board approved handbook for administrators. Any individual modifications or variations from the applicable handbook are detailed below and subject to approval by the Board of Education.

Name: Stephen Magovney

Position: Business Manager

Handbook: Administrators

Class: Full-time, 12-month, management confidential, exempt

Salary: The Board of Education hereby approves the following salary and salary increases as listed below, based upon Mr. Magovney's agreed salary of \$62,000, prorated, for appointment on January 7, 2019.

<u>Year</u>	<u>Salary (% Increase)</u>
2018-2019	\$62,000 salary prorated for this school year
2019-2020	\$63,860 (3%)
2020-2021	\$65,775 (3%)
2021-2022	\$67,750 (3%)
2022-2023	\$69,782 (3%)

Plus, Twenty-one (21) sick days to be brought over from previous employer and six (6) sick days for remainder of this school year and accrued at the end of this year to be rolled over to 2019-2020 school year on July 1; five (5) personal days which is granted in Article III of the Handbook for Administrators on page 3 to be used prior to July 1, 2019; three (3) bereavement days to be used prior to July 1, 2019; and twelve (12) vacation days for the remainder of the 2018-2019 school year to be used by July 1, 2019. These are the only modifications for Stephen Magovney in Article III of the Handbook for Administrators for his entry to the District.