

## The Fishers Island Union Free School Board of Education Meeting: September 19, 2018

**Board Members in Attendance:** President Jamie Doucette, Vice President William Bloethe, Linda Mrowka, and Thomas Shillo

Michele Klimczak, Business Manager Jim Eagan, Michael George, and Chris Dollar

### **1. School Community Session: 6:00 pm**

**1.1 Call to Order/Pledge of Allegiance:** President Doucette calls meeting to order at 6:00 pm.

**1.2 Public Participation: None**

#### **1.3 Celebrations:**

- A. First Weeks of School:** Principal Christian Arsenault spoke about the smooth transition and successful start to the 2018-2019 school year and specifically thanked the staff members at Fishers Island School for making it look so easy. He also mentioned the successful implementation of the improved handbook and that they are already seeing results from the changes that were made. Principal Arsenault noted the emphasis on highlighting the unique things about Fishers Island School during the 2018-2019 academic year.
- B. Casting of School Play *Into the Woods*:** Principal Arsenault congratulated Jess Hall and Chris Dollar on the effort they are putting into the school play this year, noting the successful beginning of rehearsals and the high number of students involved both on and back stage. Chris Dollar briefly spoke about wanting to offer the students in the drama program something different than they usually do. Principal Arsenault reports that the musical will be performed on Saturday November 17, 2018 at 2 pm.
- C. WinCap Web Employee Portal:** Principal Christian Arsenault thanks Jim Eagan and Chris Dollar for their work to make WinCap work for Fishers Island School. WinCap is a program that staff can use to keep track of their personal days, sick days, and number of sick days left. Next month, Fishers Island School will use WinCap to track timesheets for extracurricular programs, creating a more transparent and efficient system for employees.
- D. Emergency Generator Permit:** Superintendent Goodwin shared that after two years, Fishers Island School has been given an operating permit for the generator. Superintendent Goodwin recognized Bill Bloethe thanking him for his leadership on this project. She also recognized President Jamie Doucette for applying to the Sanger Foundation for additional funds. Superintendent Goodwin is waiting for an updated invoice from North East Generators and the bill of sale for the tank per the written agreement.

#### **1.4 Additions to the Agenda:**

**3.12:** To Permit the New York State Department of Environmental Conservation to evaluate and treat the Kudzu Vine

**4.11:** Homeschool Policy Review

**3.13:** Tenure Recommendation for Heidi Whipple

**3.14:** Brief Revision to the Capital Improvement Plan

**8.0:** Executive Session: Personnel Matter.

## **2. Business Office Reports**

### **2.1 Warrants Approved by Claims Auditor Sharon Patterson**

### **2.2 Business Manager Reports**

**A. Budget Status Report as of August 31, 2018:** Jim Eagan had nothing to add.

**B. Treasurer's Report Approved by Principal:** Jim Eagan had nothing to add.

### **2.3 2018-2019 Budget Transfers: None**

### **2.4 2016-2017 Audit Status:** The 2016-2017 Audit will be reviewed by Superintendent Karen Goodwin and Business Manager Jim Eagan tomorrow, Thursday, September 20, 2018.

Jim Eagan spoke about tonight's faculty housing meeting where a topic was faculty housing projects with RFP's. There is a need to identify someone to be on call/retainer to assist with writing the RFPs specifically for faculty housing. They need to put together an RFP to find a professional to work on RFPs. Principal Arsenault briefly commented in support of Jim Eagan's proposal. Concerns were raised over the type of RFP professional that is needed, such as an engineer, due to the fact that their expertise may not be needed for every project. Principal Arsenault countered by asking who would write those RFPs, even simple ones, if not for the RFP professional. Vice President Bill Bloethe suggests that regulations need to be put in place so that all faculty benefitting from these RFPs receives the same type of services. President Jamie Doucette proposes using someone familiar with Fishers Island to complete the RFPs. Jim Eagan will look into this further. Superintendent Goodwin spoke briefly about an RFP needing to go out for the updated kitchen job at the Principal's house.

## **3. Action Items**

### **3.1 Motion: To Approve the Minutes of the August 15, 2018 Board of Education**

**Meeting:** Linda Mrowka makes a motion to approve, Bill Bloethe seconds the motion. All in favor, none opposed.

### **3.2 Motion: To Approve the Official Letterhead for the Fishers Island School:** Tom Shillo makes a motion to approve, Bill Bloethe seconds the motion. All in favor, none opposed.

- 3.3 Motion: To Approve the Contract between Fishers Island School and Island Health Project for School Nurse Services:** Tabled to next month's meeting.
- 3.4 Motion: To Approve the 2018-2019 Emergency Response Plan (Confidential-emailed):** Bill Bloethe makes a motion to approve, Linda Mrowka seconds the motion. All in favor, none opposed.
- 3.5 Motion: To Appoint Ana Rose Webster as the Long-Term Substitute for Technology:** Linda Mrowka makes a motion to approve, Bill Bloethe seconds the motion. All in favor, none opposed.
- 3.6 Motion: To Appoint Audrey O'Neil as the Long-Term Substitute for Special Education Tutor:** Linda Mrowka makes a motion to approve, Bill Bloethe seconds the motion. All in favor, none opposed.
- 3.7 Motion: To Appoint the Internal Postings for the 2018-2019 School Year:** Principal Arsenault asks the board to approve all internal postings, aside from the yearbook editor which will be tabled to next month's meeting. Linda Mrowka makes a motion to approve, Tom Shillo seconds the motion. All in favor, none opposed.
- 3.8 Motion: To Approve the Corrective Action Plan for the 2016-2017 Fiscal Audit:** Bill Bloethe makes a motion to approve, Linda Mrowka seconds the motion. All in favor, none opposed.
- 3.9 Motion: To Approve the Musical Production of *Into the Woods* Approved by the EAC:** Principal Arsenault states that the EAC will have a separate line in the next year's budget. He states these requests have been vetted more than in the past. The drama club is looking for \$1,000 to supplement the \$4,569 they have already come up with. Linda Mrowka makes a motion to approve, Tom Shillo seconds the motion. All in favor, none opposed.
- 3.10 Motion: To Approve the Fit Club Approved by the EAC:** Linda Mrowka makes a motion to approve, Tom Shillo seconds the motion. All in favor, none opposed.
- 3.11 Motion: To Approve the Fall Golf Club Approved by the EAC:** Tom Shillo makes a motion to approve, Linda Mrowka seconds the motion. All in favor, none opposed.
- 3.12 Motion: To Permit the New York State Department of Environmental Conservation to Evaluate and Treat the Kudzu Vine:** Bill Bloethe makes a motion to approve, Linda Mrowka seconds the motion. All in favor, none opposed.
- 3.13 Motion: To Approve the Tenure Recommendation for Heidi Whipple:** Linda Mrowka makes a motion to approve, Bill Bloethe seconds the motion. All in favor, none opposed.

**3.14 Motion: Brief Revision to the Capital Improvement Plan:** Superintendent Goodwin spoke about a meeting with Candy Whitman who was concerned with the exterior lighting on the school sidewalks. Superintendent Goodwin suggests adding this lighting need to the sidewalk resurfacing component of the Capital Plan. Bill Bloethe makes a motion to approve, Linda Mrowka seconds the motion. All in favor, none opposed.

#### **4. Administrative Report** **Prior Business**

**4.1 School Accreditation Update:** Principal Arsenault notes that updates will now become more frequent as we are exiting the summer months. He spoke about the first staff meeting of the year at Fishers Island School where George Edwards, the director of NEASC, was involved via video. Mr. Edwards thinks the plan set in place at Fishers Island School is spot on. Staff Standard Leaders are Chris Dollar, Michael George, Jess Hall, Jen Burns, and Alexandra Mesite. They will be leading groups of staff members to work towards the 5 standards for NEASC accreditation. Monthly updates to follow.

**4.2 Generator Project:** Superintendent Karen Goodwin calls attention back to 1.3.D. and has nothing new to add at this time.

**4.3 Paddle Tennis Project Update:** Superintendent Karen Goodwin reports we are still waiting on the Community Centers contractor. She commends Aly Horn on her work on this project. She states the Board and Fishers Island School have done all they can up to this point and need the okay from the contractor before they can move forward.

**4.4 Oil Tank Probe Repair:** Superintendent Goodwin reports that the first probe issue was fixed but there is a second probe that is too high and needs to be adjusted by AARCO. They will lower this probe so high-water level is more closely monitored and we are alerted prior to it becoming a major problem.

#### **New Business**

**4.5 Technology Education Teacher Search:** Principal Arsenault discussed having one skype interview with a potential candidate. Principal Arsenault received another application yesterday and the process is moving forward. Principal Arsenault has reached out to SUNY Oswego, which seems to be responsible for graduates who satisfy our certification criteria.

**4.6 Adverse Weather Day Remote Learning:** Principal Arsenault brings up the idea to have a remote day of school for students through their computers and other devices in the event of school cancellation. This would need clearance from the state of New York and teachers will need to plan accordingly and prepare a way to take attendance. President Doucette brings up the point of insecure internet connection for some

students. Overall, the Board suggests this is a good plan for Principal Arsenault to research further.

**4.7 Student Technology Devices 2019-20:** Principal Arsenault explains that he hopes to get Fishers Island School out of the business of buying the 40 laptops that age quickly technologically and are distributed to students in favor of a different options of renting devices or having students bring their own to use in school. He explains there would be a list of specifications for parents to purchase laptops for their students. The Board agrees that this should be looked into further.

**4.8 Lake Wales Exchange 2018-19:** Principal Arsenault thanks the host families on Fishers Island for having these eight students from Florida. He also states that it was important for the program to keep all of the students on Fishers Island instead of having them split over town as well due to there being a different experience. He is starting to have conversations about the Fishers Island student exchange in Florida in February.

**4.9 Sexual Harassment Policy #0110 (First Reading):** Principal Arsenault reports that there was a policy committee meeting this week.

**4.10 Notice of Public Meeting Policy #2340:** Principal Arsenault reports that there was a policy committee meeting this week.

**4.11 Home-Schooled Student Policy Review:** Superintendent Goodwin points out it is allowable for students that are being homeschooled to be involved in Fishers Island School extracurriculars. Only specific extracurriculars (ungraded) are allowed for participation. The Board of Education has previously passed a policy confirming that this is allowable.

**5. Information Packet for the Board of Education**

**5.1 Capital Improvement Plan Priority List**

**5.2 Letter of Appreciation from Scott Russel, Town Supervisor**

**6. Board Committee Reports**

**6.1 Faculty Housing:** See Business Report\*

**6.2 Safety:** None at this time.

**6.3 Personnel:** None at this time.

**7. Public Participation:** None at this time

**8. Executive Session:** Motion to adjourn to Executive Session was made by Linda Mrowka and seconded by Tom Shillo at 7:15 pm.

**8.0. Personnel Matter**

**9. Adjournment**