

# Board of Education Meeting Minutes

## November 18, 2015

Board Members Present: President Jamie Doucette, Linda Mrowka, William Bloethe, and Thomas Shillo.  
Board Members Absent: Laurie Finan

Also Present: Superintendent/Principal Karen Goodwin, Board Secretary Alysanne Cochrane, and community.

### 1. School Community Session

**1.1 Call to Order / Pledge of Allegiance-** President Doucette called the meeting to order and led in the pledge at 5:00pm.

**1.2 Public Participation-** There were no questions or comments at this time.

#### 1.3 Celebrations

- **UCONN Certification of Christine Anifantakis-** Ms. Anifantakis was temporarily certified and had recently completed course work to obtain her official UCONN certification. The school currently offers four UCONN ECE courses.
- **Student Council Holiday Donation Drive for Little Pebbles Ministry-**The Student Council recently partnered with this organization to collect donated toys and clothing items for orphan children in Guatemala. Little Pebbles Ministry was extremely grateful for the many donations received.
- **Town of Southold Embraces FI Life After High School Program-** Our school recently held this program to help students and parents best prepare for post-graduation needs. The Town of Southold had received information on this course and will be holding their own series in the spring of 2016, based on the success of ours.
- **Drama Production-** Jessica Hall, Christopher Dollar, and a student director organized two productions for a one-night event held on November 6<sup>th</sup>. Student actors were excited and did a wonderful job with the performances.

#### 1.4 Additions to the Agenda

- 4.5A Smart Bond Update
- 4.12 Waste Management Proposal
- 4.13 Deputy Treasurer
- 4.13 Purchasing Agent
- 4.5 Parent Preschool Request

### 2. Reports

**2.1 Warrants Approved by Claims Auditor Sharon Patterson-** There were no questions or comments from the Board.

**2.2 Draft Budget Status Report as of October 31, 2015-** There were no questions or comments from the Board due to the absence of the Business Official.

**2.3 Treasurer's Report-** This report was not ready to be distributed to the Board. The District Treasurer is still working on reconciliations so that last year's budget can be closed out.

**2.4 Support from Powerful Accounting from September to October 2015-** The Board was expecting these charges as it had approved the work to be done by Powerful Accounting to maintain district funds while the school did not have a Business Official.

**2.5 Budget Transfers-** This item was tabled until the next Board of Education meeting as the Business Official was not present at the meeting.

### **3. Action Items**

**3.1 Approval of the October 21, 2015 Board of Education Meeting-** Motion made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.2 To Establish a Board of Education Audit Committee-** The New York State Comptrollers' Office had informed Superintendent/Principal Goodwin that the Board needs to establish this committee to oversee general audit functions. This committee should be composed of at least three Board members. Other community members with related expertise can also be members. Said community member(s) is/are not allowed to have any affiliation with the school including any individual that works at the school or has a spouse working at the school. Due to the island's location, the Board believes it will not be highly possible to find a community member with a background in finances that does not have ties to the district. The Board has asked Superintendent Goodwin to reach out to the school's lawyer to see if there is any possibility that a spouse of a school employee can serve on this committee. This item will be re-discussed after Superintendent has spoken with the attorney.

**3.3 Approval of Superintendent Goodwin's 2015-2016 Vacation Schedule and Permit her to Carry Over Two Unused Vacation Days from the 2014-2015 School Year-** Motion to approve made by William Bloethe, seconded by Linda Mrowka. All in favor/none opposed.

**3.4 To Vote for Arlene Barresi as a Member of the ESBOCES Board from November 19, 2015 to June 30, 2018-** Ms. Barresi is running unopposed and the Board was comfortable endorsing her. Motion made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

**3.5 Approval of the AARCO Charge Order #1 Requested for Fishers Island Union Free School District to Install Test Boots, Required Signage, and Conduct Preliminary Air Test to Meet Suffolk County Requirement for Oil Tanks-** All of these items were done as an emergency need due to a recent notification that the district was out of compliance. Motion made by William Bloethe, seconded by Thomas Shillo. All in favor/none opposed.

**3.6 Approval of the School Photography Agreement with LifeTouch for One School Year-** Motion to approve made by William Bloethe, seconded by Linda Mrowka. All in favor/none opposed.

**3.7 Adoption of School Attorney Policy #2270-** This was a second reading of the policy. Motion to approve made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.8 Adoption of Tuition Policy #6254-** This was a second reading of the policy. Motion to approve made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.9 Adoption of Expense Reimbursement Policy and Regulation #6830-** This was a second reading of the policy. Motion to approve made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.10 Approval of Point One Architect's Proposal #001 for \$7,500-** This proposal includes the HVAC needs as required by NYSED. Motion to approve made by Thomas Shillo, seconded by Linda Mrowka. All in favor/none opposed.

**3.11 Approval of the Revised Lighthouse Works Use of Facility Agreement-** Resident Director, Jacques Vidal, recently met with Superintendent Goodwin to discuss this revision. He had noted that though he was aware the room he currently rents (in the "Old Bowling Alley") had minor flooding issues, he discovered a hole in the ceiling led to extreme flooding. He was successful at patching the hole, however, there is still some flooding. There is also not enough electricity in the studio to run a heater so it is not accessible in the winter. Superintendent Goodwin and Mr. Vidal agree that the studio can be used between April and October. They also both agreed that \$100 per month is a reasonable rate of compensation for the space. The Board agreed to these points. Motion to approve made by William Bloethe, seconded by Thomas Shillo. All in favor/none opposed.

#### **4. Superintendent/Principal Report**

**4.1 School Website Project-** Superintendent Goodwin is working with Aly Cochrane, Jane Ahrens, and Linda Bean on researching website companies to update the school's current site. The Board would like updates on progress made on this project.

**4.2 Facility System Study and Capital Needs Planning-** The Board would like to start researching pricing for replacement of the boiler. Superintendent Goodwin agreed that she will ask the Business Manager, Ms. Poehlman, to obtain bids based on the Facility Study specifications. She also noted that the Carbon Dioxide detectors must be installed by July 1, 2016 and will ask Ms. Poehlman to look for pricing on that as well.

**4.3 Status of BioRock Sea Grant Proposal-** Unfortunately, the district did not receive this grant.

**4.4 APPR Hardship Waiver #1-** This hardship waiver was approved and Superintendent Goodwin will continue to work on this necessity.

**4.5 Oil Tank Permit Update-** This inspection had been cancelled due to poor weather conditions. It will hopefully be conducted in the next month, but Superintendent Goodwin will keep the Board updated.

**4.5A Smart Bond Updates-** Superintendent Goodwin is working with ESBOCES, a small subset of our Technology Committee, and a federal entity called the "Information Super Highway" to increase bandwidth in order to meet the federal target for schools. The Board agrees that Superintendent Goodwin should continue doing this work and keep them apprised.

**4.6 APPR Update: Qualifications for Student Assessment-** The New York State Education Department approved the use of our teacher-generated assessments.

**4.7 Third Part Assessment Project-** BOCES has updated the assessment in place of the previous AIMSWeb Testing to measure student growth. The new assessment is called *iReady* and the appropriate school staff will be part of an upcoming webinar to learn more information.

**4.8 2016-2017 Tuition Rate-** The current tuition rate is \$3,330 annually for elementary students and \$3,500 annually for high school students. The approximate boat rate is \$1,500. The Board agreed to keep the rate the same for the 2016-2017 school year. Motion made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**4.9 School District Auditing Roles and Responsibilities-**The New York State Comptrollers' Office had given the district a lot of new information on the auditing roles and responsibilities. To meet compliance, a few important roles and responsibilities need to be changed. First, the Claims Auditor, Sharon Patterson, has some additional duties when reviewing claims. These duties include double checking that all receipts are accounted for and signed off on and all records of purchases are precisely tracked. In addition, Mrs. Carol Doherty is currently named as the district's purchasing agent, when she actually is performing the role of a Deputy Treasurer which includes accounting for all incoming cash/checks and depositing them into the appropriate accounts. The Purchasing Agent should be a separate person as the Business Official and should be the person generating Purchase Orders in WinCap. All of these designated roles and responsibilities are important to maintaining appropriate checks and balances within the financial department of the school. The Board understand the needs for all of these changes.

**4.10 Claims Auditor Policy #6650-** This was a first reading of the policy.

**4.11 Appointed Board Officials Policy #2230-** This policy is being revised due to recent audit information. This was a first reading of the policy.

**4.12 Waste Management Proposal-** This Island Community Board would like the school's input on the current Waste Management proposal to move all of their systems to one location. As the Board is not privy to the statistically information, they would like a representative of Waste Management to give additional information on reasoning for the consolidation and impacts for the school. Superintendent has agreed to reach out to Waste Management for this request.

**4.13 To Appoint Carol Doherty as Deputy Treasurer-** As mentioned in item 4.9, Mrs. Doherty currently performs many of these duties. Motion to approve made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**4.14 To Appoint Alysanne Cochrane as Purchasing Agent-** Ms. Cochrane works closely with the Business Manager and Superintendent and is capable of learning the WinCap system to create Purchase Orders, and to add 6-8 hours of time to her work week to complete these new duties. Motion made by William Bloethe, seconded by Thomas Shillo. All in favor/none opposed.

**4.15 Parent Preschool Request-** Yaritza Gello, parent of three-year-old Maia, is asking the Board to allow her daughter to attend some classes with the current Pre-K. Mrs. Gello noted that Maia previously attended play groups with the current class and is the only child on island in their age group that does not attend school. The Board understands that it is difficult for young preschool children to socialize on the small island community and agrees that Maia can begin by attending specials classes such as Library and Art with the Pre-K class. The Board agrees that Maia can attend these classes twice a week with Mrs. Gello present in the building but not

directly in the classroom. As Maia becomes more comfortable, we will provide her with the opportunity to join other specials with the Pre-K class.

**5. Information Packet for the Board of Education-** For informational purposes.

**6. Public Participation-** Christopher Dollar noted that his agenda coversheet had tonight's meeting start time incorrectly printed at 6:00pm when the meeting started at 5:00pm. He also noted that the doors were locked when he tried to enter at 6:00pm. Superintendent Goodwin apologized for the error and noted that she had watched the janitor unlock the doors for the meeting so she is unsure how they were relocked. She noted that she will speak with both custodians to ensure the doors are unlocked for every meeting.

**8. Adjournment-** President Doucette adjourned the meeting at 6:43pm. Motion made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

Recorded by Alysanne Cochrane