

# Board of Education Meeting Minutes

## October 21, 2015

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

Also Present: Superintendent/Principal Karen Goodwin, Business Manager Lauren Poehlman, 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 was no participation at this time.

### 1.3 Celebrations

- **Fishers Island School College Acceptances-** Superintendent/Principal Goodwin shared a list of colleges that has accepted Fishers Island Students from 1999 to 2015. The Board was pleased to see the number of quality establishments listed.
- **ERate Funding-** The district has received its first ERate reimbursement for approximately \$2,000. The funding is always one year behind so this check reflects payments from the 2014-2015 school year.
- **Construction Systems Course-** Technical Education Teacher, Jared Kaplan, is teaching a construction class which is currently building a small shed to store tools and materials. He recently took the students to an active job site on island where a home is being built.
- **Student Recruitment-** A local middle school reached out to Superintendent/Principal Goodwin to see if the school would be interested in presenting to their graduating 8<sup>th</sup> grade class. This idea is still in discussion and shows the growing interest in neighboring towns.

### 1.4 Additions to the Agenda

- 3.0A Phase I Renovation Update
- 3.0B Building Conditions Survey
- 2.5 Outstanding State Aid Documents
- 3.15 BOCES District Feedback
- Request to move items 4.2, 3.0A, and 3.0B to the beginning of the meeting agreed upon by the Board.

**4.2 Building Systems Report-** Paul Bacchiocchi from Point One Architects presented the report to the Board. He noted recommendations and repairs in order of importance with approximate pricing references. Mr. Bacchiocchi also noted that Phase I Renovation timelines and adjustments were taken into consideration when creating recommendations. He pointed out to the Board that there were several “other observations” that PoA has

made that are not part of the survey. The Board agrees to use this survey as the Five-Year Inspection report as mandated by the State of New York. Mr. Bacchiocchi will work with Business Manager Poehlman on drafting a proposal for this inspection.

**3.0A Phase I Renovation Update-** Phase I Renovations are a year behind schedule due to the length of time it is taking the state to review projects. Mr. Bacchiocchi has received feedback from NYSED which includes the needs to replace mechanical equipment. There are three air-handling units that need to be replaced throughout the school. These units filter air into the building for better oxygen quality. They state is requiring that rather than fixing the units, the district replaces the entire units. This will cost the district approximately \$60k-\$80k. These mechanical updates will also add engineering costs to the budget. The Board agrees that Point One Architects should redraft plans and send to NYSED. This will allow the district to continue on the review process where they are left off as opposed to starting over. The Board would like Mr. Bacchiocchi to give them any correspondences he has from the state as well as create a proposal for redrafting the design plans. Though the Board is concerned with the budget, Mr. Bacchiocchi recommended they wait until bids come in to see where they are at financially.

**3.0B Approval of the Building Conditions Survey by Point One Architects-** Both Superintendent Goodwin and Business Manager Poehlman find this rate to be reasonable. Motion made by Laurie Finan, Seconded by Linda Mrowka. All in favor/none opposed.

## **2. Reports**

**2.1 Warrants Approved by Claims Auditor Sharon Patterson-** There were no questions regarding the warrants.

**2.2 Reserve Balances as of June 30, 2014-** There were no questions regarding the reserve balances.

**2.3 Treasurer's Report-** Powerful Accounting was aiding the district with payroll and billing during the winter and spring months of last year, Treasurer Dawn Brodin was unable to update the treasurer's report. She has supplied the Board with updated reports to May 2015 and will continue to work on the remainder of the months.

**2.4 Budget Status Report-** Account adjustments had not previously been done, which is proving to be very time consuming for Business Manager Poehlman. She will continue to update the budget status report and resubmit at next month's meeting.

**2.5 Outstanding State Aid Documents-** Not all reporting on last year's budget had been sent to the state because the 2014-2015 school year was not closed out. The state will not send aid in their first payment as a penalty. Superintendent Goodwin noted that this is usually a small amount of money but will come in the second payment once reports are submitted. The reports are late because the Treasurer is still in the process of reconciling accounts.

### **3. Action Items**

**3.1 Approval of the September 16, 2015 Board of Education Meeting-** Motion to approve made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

**3.2 Approval of October 3, 2015 Board of Education Meeting-** Motion to approve made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

**3.3 Approval of the Grade 7-12 Washington DC Field Trip-**The Board has already approved the concept of this trip but is now approving the final itinerary. With the final pricing, it come out to be approximately \$1,000 for each attending person for the five-day trip. Motion to approve made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.4 Approval of the Spanish Exchange Trip to La Coruna, Spain-** The Board also approved the development of this trip when it previously approved the Exchange Program. The students are preparing and pricing has been established. The students are insured through the district's policy. Motion to approve made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

**3.5 Approval of the Senior Trip to Disney World-** This year's senior class would like to take their senior trip to Disney World in Orlando, Florida. Class representative, Ellie Clark, and Class Advisor, Tawnya Eastman, explained that the class chose this destination due to the fairly inexpensive rates for a large group and the safe location. The group will stay in the park for the week which will also plan airfare. The class was able to present the Board with an approximate cost as they will not have an exact amount until booking time. Mrs. Eastman explained the educational aspects of the park including historical and geographical activities. The class does not have all of the funds raised for this trip but are confident they will be able to raise the remainder of the money with their upcoming fundraisers. Motion to approve made by Laurie Finan, seconded by Linda Mrowka. All in favor/none opposed.

**3.6 Approval of Fishers Island School's Instructional Technology Plan-** This plan was created by the Technology Committee and was mandated by New York State. Motion to approve made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

**3.7 Approval of the Fuel Oil Bid-** Z & S was the only bid submitted and the Board agrees to the terms and rates. Mr. Shillo abstained from voting as he has personal affiliations with the fuel oil company. Motion made by Laurie Finan, seconded by Linda Mrowka. All in favor/none opposed.

**3.8 Approval of the 2013- 2014 Audit Action Plan-** This document had been updated by the administration and shown to the Board regularly prior to the resignation of the prior business official. The current official has completed the recommendations and it is

being represented to the Board for approval. Motion made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.9 Approval of the Replacement of an Oil-Fired Boiler in Faculty Housing-** This replacement was an emergency as defined by the Purchasing Policy. Mr. Shillo refrained from voting as Z & S was the contracting company to replace the boiler. Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

**3.10 Approval of the Consultant Agreement with Charlie Meyers as the Principal APPR Evaluator for the 2015-2016 School Year-** Mr. Meyers was the evaluator for the 14-15 school year and has agreed to fill the role again. Motion made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.11 Approval of a Security Camera Upgrade-** There are multiple cameras that need to be installed to cover blind spots in the building. Superintendent Goodwin requested that the company research an audio device for her office that is capable of turning off. The current invoice reflects a device that is consistently recording, however, sensitive matters are often discussed and not appropriate to be recorded. Motion made by Thomas Shillo, seconded by William Bloethe. All in favor/none opposed.

**3.12 Approval of the APPR Hardship Waiver-** The Board had previously discussed the need for this waiver as it is a large undertaking for a short amount of time. Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

**3.13 Approval of a Fishers Island School Marketing/Student Recruitment Proposal-** Jane Ahrens submitted this proposal as she has been working with the district on brainstorming recruitment and marketing strategies. She is willing to work as a consultant for approximately two hours a week during the school year to assist the school with these needs. Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

**3.14 Approval of the Child Abuse, Maltreatment, or Neglect in the Domestic Setting Policy #5460-** This was a second reading of the policy. Motion made by Linda Mrowka, seconded by William Bloethe. All in favor/none opposed.

**3.15 BOCES District Feedback-** ESBOCES Dean Lucera has resigned and BOCES is giving the Board options of which BOCES they would like to partake in. The Board agreed to choose option one which was to stay with ESBOCES. Motion made by Laurie Finan, seconded by Linda Mrowka. All in favor/none opposed.

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

**4.1 NYSIR Facility Safety Report Response-** Superintendent Goodwin response was presented to the board. It was mailed to NYSIR this past week and will be filed to review once pending items are complete.

**4.2 Building Systems Report-** See above.

**4.3 Carbon Monoxide Requirement-** The state is regulating carbon monoxide detectors through the NY fire marshal. Point One Architects mentioned this in their report to the Board.

**4.4 Algebra I Tutorials-** The majority of the 10<sup>th</sup> grade class is attending tutoring sessions with Teacher Assistant, Joel French, which is being held on Wednesdays after school. Some students are required to receive services due to their Algebra I Regents scores which takes place during the school day. These sessions are going very well and the students will be retaking their exams in January.

**4.5 Internal Audit Function-** Superintendent Goodwin shared a document with the Board regarding the function of the internal auditor which she received from the State Comptroller's Office. The Board will review this document for future discussion.

**4.6 Monthly Parenting Class-** School Psychologist, Peneople Cosentino, will be holding monthly parenting groups for community members. She has successfully done this with the school in the past and looks forward to continuing.

**4.7 School Attorney Policy #2270-** This was a first reading of the policy.

**4.8 Tuition Policy #6254-** This was a first reading of the policy.

**4.9 Expense Reimbursement Policy #6830-** This was a first reading of the policy.

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

**6. Public Participation-** There was no participation at this time.

**7. Executive Session-** Motion to enter executive session made at 7:07pm by Laurie Finan, second by Linda Mrowka. All in favor/none opposed.

**7.1A Oil Tank**

**7.1B Comptroller's Office Audit**

**7.2 Review of Superintendent/Principal Karen Goodwin's 2014-2015 APPR Evaluation**

**8. Adjournment-** Motion to exit Executive Session and adjourn the meeting made by William Bloethe, seconded by Linda Mrowka at 7:45pm. All in favor/none opposed.

Recorded by Alysanne Cochrane