

Board of Education Reorganizational Meeting Minutes

July 6, 2016

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

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

1. Call to Order - Superintendent/Principal Goodwin called the meeting to order at 6:00pm.

2. Pledge of Allegiance- Superintendent/Principal Goodwin also lead the pledge of allegiance.

3. Election of Officers

3.1 Election of President- Linda Mrowka nominated Jamie Doucette as the President of the Board of Education and Laurie Finan seconded that nomination. All in favor/none opposed. Jamie Doucette is the President of the Board of Education for the 2016-2017 school year.

3.2 Election of Vice President- Jamie Doucette nominated Laurie Finan as the Vice President of the Board of Education and Linda Mrowka seconded that nomination. All in favor/none opposed. Laurie Finan is the Vice President of the Board of Education for the 2016-2017 school year.

3.3 Administration of Oath of President and Vice President- The administration of oath was conducted by Leslie Tombari.

4. Appointment of Positions

4.1 Appointment of District Clerk- Motion to appoint Leslie Tombari as District Clerk made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

4.2 Appointment of District Treasurer- This item was tabled as the Board is in the process of hiring a new business manager.

4.3 Appointment of Deputy Treasurer- Motion to appoint Carol Doherty as Deputy Treasurer made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

4.4 Administration of Oath- President Doucette administered the oath to Leslie Tombari as District Clerk. Carol Doherty will be administered the oath as Deputy Treasurer at a later date as she was not present at the meeting.

5. Appointment of Positions

5.1 Appointment of Island Health Project as the School Physician- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.2 Appointment of Douglas Gerhardt as School Attorney- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.3 Appointment of Carol Doherty as Census Enumerator- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.4 Appointment of the Central Treasurer- This item was tabled as the Board is in the process of hiring a new Business Manager

5.5 Appointment of Carol Doherty as Attendance Officer- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.6 Appointment of Cullen and Danowski as External Auditors- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.7 Appointment of an Internal Auditor- The District has filed an exemption for this appointment with New York State and was approved exemption status.

5.8 Appointment of Sharon Patterson as Claims Auditor- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.9 Appointment of Alysanne Cochrane as Purchasing Agent- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.10 Appointment of Karen Goodwin as Records Officer- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.11 Appointment of Karen Goodwin as Title IX Officer- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.12 Appointment of Karen Goodwin as Receiver and Agent of Federal Funds- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.13 Appointment of Alysanne Cochrane as Recording Secretary to the Board of Education- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

5.14 Appointment of Karen Goodwin as Committee on Special Education Chairperson- Motion made by Laurie Finan, seconded by Thomas Shillo. All in favor/none opposed.

6. Designations

6.1 Designation of Bank of America as the Official School Bank Depository for All Funds- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

6.2 Designation of the Board Meeting Dates- The Board agreed to hold Board meetings on the third Wednesday of each month unless that date falls on a school vacation, in which case the meeting will be held the second or fourth Wednesday. Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

6.3 Designation of the Suffolk Times as the Official School Newspaper- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7. Authorizations

7.1 Authorization to Certify Payroll- This item was tabled as the Board is in the process of hiring a new business manager.

7.2 Authorization for Karen Goodwin to Approve Budgeted Professional Development Conferences- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7.3 Authorization for the Board President, Vice President, Deputy Treasurer or District Superintendent (One Signature) to Sign Checks for the General Fund, Repair Reserve, and Faculty Housing Fund- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7.4 Authorization for the Board President, Vice President, Deputy Treasurer, or District Superintendent/Principal (Two Signatures) to Sign Checks for the Extra-Curricular Fund- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7.5 Authorization for Karen Goodwin to Approve Budget Transfers of Less Than \$5,000- Transfers over \$5,000 must be approved by that Board. Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7.6 Authorization for Karen Goodwin to Accept Grants in Aid- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

7.7 Authorization for Karen Goodwin to Approve Class Fundraisers- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

8. Official Undertaking- Bonding of Personnel

8.1 Approval of the Bonding of District Clerk, Leslie Tombari- Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

8.2 Approval of the Bonding of the District Treasurer- This motion was tabled as the Board is in the process of hiring a new business manager.

8.3 Approval of the Bonding of the School Business Manager- This motion was tabled as the Board is in the process of hiring a new business manager.

8.4 Approval of the Bonding of All Members of the Board of Education- Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

9. Business Office Reports

9.1 Warrants- There were no questions regarding the current warrants.

9.2 Draft Budget Status Report as of June 30, 2016- There were no questions regarding the budget status report.

9.3 Treasurer's Report- These reports were sent electronically. Mrs. Brolin noted that the district had received several late tax filing penalties that had not been addressed over several years. She is in the process of putting together an abatement package to send to the state, however, the school's attorney recommended that the district pay the late fees (approx. \$13,000)

to avoid more charges. Mrs. Brodin believes that after the abatement is filed, the district will receive a refund. The Board agreed to this plan and would like to be updated.

9.4 Budget Transfer- There were no budget transfers.

9.5 Completion of Comptrollers' Audit Corrective Action Plan- This plan was completed and shown to the Board. It will not be submitted to the district's external auditors.

10. Action Items

10.1 Adoption of Claims Auditor Job Description Regulation #6650- This was a second reading of the policy. Motion made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

10.2 Adoption of the School District Officer and Employee Code of Ethics Policy #2160 - This was a second reading of the policy. Motion made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

10.3 Approval of the Resignation of Liz Burnham as Special Education Tutor- Motion made by Laurie Finan, seconded by Linda Mrowka. All in favor/none opposed.

10.4 Approval of the External Auditing Contract with Cullen and Danowski- Motion made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

10.5 Approval of the Bill From Point One Architects in the Amount of \$2,043.08- Superintendent/Principal Goodwin will discuss the proper protocol for approving architect fees with the district's external auditors. Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

10.6 Approval of the Hiring of the District's Business Manager- The Board tabled this item as they would like to discuss contract options during executive session.

10.7 Approval of the Fuel Oil Bid Specifications- Motion to approve made by Linda Mrowka, seconded by Thomas Shillo. All in favor/none opposed.

11. Superintendent/Principal Report

11.1 Community Use of Bowling Alley Space Request- At the request of Lighthouse Works and the Ferry District, Superintendent Goodwin looked into the option of having the police station use this space. She reported that there does not seem to be any legal requirements prohibiting such use, however the Board was a bit wary of this request as they would like to ensure the safety of the students at all times. The Board will wait for a formal request to review specifications.

11.2 Educational Foundation- After discussing the options for this Foundation, the Board would like the Foundation to be comprised of a small group (approximately 5 voting members plus Superintendent Goodwin) that is separate from the Island Community Board. Superintendent Goodwin will continue to work on setting up this Foundation and will report back to the Board.

11.3 Emergency Shelter Generator Update- The district must submit an application to receive a permit from the Suffolk County Department of Health. The generator will not be installed until

that permit has been received. Northeast Generators, Inc. is aware of this permit and is working with the district to complete the application.

11.4 Appy Hour Technology Training- This program ran in the Spring of 2016 and allowed teacher to share their expertise in several areas with their colleagues. The district received additional funds to purchase several Amazon and iTunes gift cards to purchase software/apps to enhance learning with technology in the district.

11.5 Superintendent/Principal Professional Goal Report- Mrs. Goodwin's goals were reviewed with her Principal Evaluator, Mr. Charles Meyers.

12. Informational Items- For informational purposes.

13. Public Participation- There were no questions or comments.

14. Executive Session to Discuss Personnel and Contractual Matters- Laurie Finan motioned to enter executive session at 7:04pm, seconded by Linda Mrowka. All in favor/none opposed.

15. Action Items- Motion to exit executive session and re-enter community session made by Laurie Finan at 7:13pm, seconded by Linda Mrowka. All in favor/none opposed.

15.1 Approval of a Settlement Agreement Between the FIUFSD and a Staff Member- Motion made by Linda Mrowka, seconded by Laurie Finan. All in favor/none opposed.

15.2 Approval of the Hiring of James Eagan as School Business Manager- This approval was pending successful contract negotiations. Motion made by Laurie Finan, seconded by William Bloethe. All in favor/none opposed.

16. Adjournment- President Doucette adjourned the meeting at 7:15pm.