

Board of Education Meeting Minutes

July 6, 2011

6:00 P.M.

Board of Education Members Present: Stephanie Hall, Meredith Doyen, Jamie Doucette, Laurie Finan, and Sara McLean.
Mr. Charles Meyers; Superintendent/Principal.

1. **Call to Order/Attendance-** Chairman Hall called the meeting to order and led the Pledge of Allegiance.
2. **Administration Oath-** Chairman Stephanie Hall administered the Oath of Office to the incoming Board of Education Members.
 - 2.1. a Jamie Doucette
 - 2.1. b Laurie Finan
 - 2.1. c Sara McLean
3. **Election of Officers**
 - 3.1 **Election of President-** Laurie Finan nominated Stephanie Hall, seconded by Meredith Doyen.
Motion carried: 4-0.
 - 3.2 **Election of Vice President-** Stephanie Hall nominated Meredith Doyen, seconded by Laurie Finan.
Motion carried: 4-0.
 - 3.4 **Administration of Oath of President and Vice-President-** Mr. Charles Meyers administered the oath of office to Stephanie Hall.
Stephanie Hall administered the oath of office to Meredith Doyen.
4. **Appointments of Officers-** Sara McLean made a motion to make the following appointments, seconded by Meredith Doyen.
Motion carried: 5-0.
 - 4.1 **Appointment of District Clerk – Leslie Tombari**
 - 4.2 **Appointment of District Treasurer – Sharon Patterson**
 - 4.3 **Appointment of Deputy Treasurer - Carol Doherty**
 - 4.4 **Administration of Oath-** Stephanie Hall administered the oath of office to Leslie Tombari. The oath of office for Sharon Patterson and Carol Doherty will be administered at a later date.
5. **Appointment of Positions**
 - 5.1 **School Physician – Island Health Project**
 - 5.2 **School Attorney – Douglas Gerhardt**
 - 5.3 **Census Enumerator – Carol Doherty**
 - 5.4 **Central Treasurer, Extra-Curricular Activity Fund – Marilyn Basini**
 - 5.5 **Attendance Officer – Carol Doherty**
 - 5.6 **Independent Auditor – Cullen & Danowski**
 - 5.7 **Internal Auditor – TBD**
 - 5.8 **Claims Auditor – Ann Marie Thibodeau**
 - 5.9 **Purchasing Agent – Carol Doherty**

- 5.10 Records Officer – Charles Meyers**
- 5.11 Title IX Officer – Charles Meyers**
- 5.12 Receiver and Agent of Federal Funds – Charles Meyers**
- 5.13 Recording Secretary to the Board – Leslie Tombari**
- 5.14 Student Activity Advisors**
 - 5.14.a Senior Class – TBD**
 - 5.14.b Student Council – Linda Bean and Carrie Sawyer.**
 - 5.14.c Yearbook – Linda Bean and Carrie Sawyer.**
- 5.15 Committee on Special Education Chair – Frank Stuart**

Sara McLean made a motion to approve the appointments of positions 5.1 through 5.15, with the exception of the Senior Class Advisor, seconded by Laurie Finan.

Motion carried: 5-0.

6. Designations

- 6.1 Official Bank Depository, All Funds – Bank of America**
- 6.2 Regular Meetings – Third Wednesday Monthly-** Mr. Meyers presented a list of proposed meeting dates to the Board Members. The Board Members decided to hold the September 2011 meeting on September 21, and the June meeting date to June 20.
Sara Mc Lean made a motion to have the regular meetings on the third Wednesday of the month, seconded by Jamie Doucette.
Motion carried: 5-0.
- 6.3 Official Newspapers – The Day and The Suffolk Times-**
The Board decided to keep The Suffolk Times as the official newspaper along with the Fog Horn. The Board decided to only use The Day newspaper for legal notices. Employment opportunities will be posted on The Day on-line.

Sara McLean made a motion to approve the Designations with the changes as noted, seconded by Meredith Doyen.

Motion carried: 5-0.

7. Authorizations

- 7.1 To Certify Payroll – Charles Meyers, Supt.**
- 7.2 To Approve Conferences – Charles Meyers, Supt.**
- 7.3 To Establish Petty Cash \$100.00 – Marilyn Basini**
- 7.4 Designation of Signatures on Checks:**
Board President or Vice President and District Treasurer or Deputy Treasurer for General Fund, Repair Reserve, and Faculty Housing checking accounts.
- 7.5 Designation of Signatures on Checks for Extra-Curricular Fund**
Two of the following:
 - 1. Carol Doherty**
 - 2. Charles Meyers**
 - 3. Board President**

7.6 Budget Transfers – Charles Meyers, Supt.

7.7 Grants in Aid – Charles Meyers, Supt.

7.8 Class Fundraisers – Marilyn Basini

Meredith Doyen made a motion to approve the Authorizations, seconded by Sara McLean.

Motion carried: 5-0.

8. Official Undertaking (Bonding of Personnel)

8.1 District Clerk, Leslie Tombari

8.2 District Treasurer, Sharon Patterson

8.3 School Business Manager, Marilyn Basini

8.4 All Member of the Board of Education

9. Other Agenda Items

9.1 IRS Mileage Rate- 55.5 cents per mile.

9.2 Annual District Meeting – May 15, 2012

9.3 Committee Membership

9.3.a Personnel

9.3.b Policy

9.3.c Safety

9.3.d Faculty Housing

The Board members decided to determine committee memberships at the next meeting.

10. Consent Agenda-

Warrant #74 for \$94,505.51

Warrant #75 for \$1,175.32

Warrant #76 for \$44,383.24

Sara McLean made a motion to approve the consent agenda, seconded by Meredith Doyen.

Motion carried: 5-0.

11. Action Items- There were no Action Items at this time.

12. Superintendent's Report

12.1 Feedback from ICB Meeting – June 22- Mr. Meyers presented the Board members with Minutes from the ICB meeting held on June 22 which outlines some of the issues that were raised and a proposed action plan for moving forward. Mr. Meyers also distributed a draft of an invitation to four future “visioning sessions” so that seasonal and year-round residents will have an opportunity to contribute to the discussion. The Board of Education then plans to synthesize the information and ideas generated at these meetings to develop a five year plan by November 1, 2011. The plan will include standards on what students will know and be able to do upon

graduation, indicators of success, the school's organizational structure, a philosophy of learning and a program of study. Mr. Meyers will facilitate these meetings.

The dates of the meetings are:

Thursday, July 21, 2011 5:00-6:15 p.m.

Tuesday, July 26, 2011 9:00-10:15 a.m.

Monday, August 15, 2011 5:00-6:15 p.m.

Tuesday, August 16, 2011 10:00-11:15 a.m.

12.2 Teacher Evaluation Rubric- Mr. Meyers introduced Mr. Wayne Ogden who has been consulting with the faculty over the past two years to develop a Teacher Evaluation Rubric. Mr. Ogden led the Board Members in an exercise to learn more about the evaluation process and the rubric. There will be more information regarding the recent changes in New York State Teacher Evaluation Laws forthcoming.

- 13. Adjournment-**Sara Mc Lean made a motion to adjourn the meeting, seconded by Jamie Doucette. Motion carried: 5-0. The meeting was adjourned at 8:10 p.m.

Name of Recorder: Leslie Tombari