

Board of Education Meeting Minutes

November 16, 2011

Board of Education Members Present: Chairman Stephanie Hall; Meredith Doyen, Jamie Doucette, Laurie Finan. Sara McLean arrived at Item 1.3.

Mr. Charles Meyers, Superintendent/Principal; Marilyn Conroy, Business Manager; Dawn Brolin, Outside Consultant; Sharon Patterson, District Treasurer; Christopher Reino, CPA, External Auditor from the firm of Cullen & Danowski, LLP.

1. School Community Session- 6:00 p.m.

- 1.1 Call to Order / Pledge of Allegiance – Chairman Hall called the meeting to order and led the Pledge of Allegiance.
- 1.2 Public Participation – There were no public comments at this time. Chairman Hall requested a motion to add items 1.3, 3.4, and 3.5 to the agenda. Jamie Doucette made a motion to add agenda items 1.3, 3.4 and 3.5 seconded by Meredith Doyen. Motion carried: 4-0.
- 1.3 Presentation of Audit Report by Christopher Reino, CPA of Cullen & Danowski, LLP. Mr. Chris Reino presented the Auditor's Report dated November 10, 2011. Mr. Reino summarized the financial reports for the year ended June 30, 2011 including the Financial Statements showing the financial activity of the district. The General Fund's total fund balance, as reflected in the fund financial statements, is \$1,383,015. The district received \$87,043.00 in operating grants to support instructional programs. Mr. Reino summarized the material weaknesses of the District contained in the Auditor's Report, and answered specific questions from the Board members. He also reviewed the Extra Classroom Activity Funds Financial Statements. Mr. Reino compared this year's audit with prior year comments, and noted that recommendations from the prior year have been addressed to a large extent. The current recommendations include review of all internal controls within the District's computer operations, and continue to maximize the use of purchase orders for all disbursements. The auditors also recommended that the District review outstanding encumbrances periodically to ensure that they are valid commitments of the District. In addition, they recommended that the District carefully monitor its financial activity with regard to fund balance in order to comply with Section 1318 of the NYS Property Tax Law which limits the amount of undesignated Fund balance a school district can retain to 4% of the ensuing year's budget. Sara McLean made a motion to accept the Auditor's Report, seconded by Laurie Finan. Motion carried: 5-0.

2. Consent Agenda – Chairman Stephanie Hall requested a motion to add additional warrant # 21 in the amount of \$28,297.93 and warrant # 22 in the amount of \$122,634.69 to the Consent Agenda. Sara McLean made a motion to add the additional warrants, seconded by Meredith Doyen.

Motion carried: 5-0.

2.1	Warrants Payable	Total	\$108,883.29
	Warrant # 19 Payroll		29,929.65
	Warrant # 20 Multi-Fund		78,953.64

Jamie Doucette made a motion to approve the Consent Agenda, seconded by Sara McLean.

Motion carried: 5-0.

3. Action Items (*Board Chairman*)

- 3.1 Motion: To Approve Minutes of the October 19, 2011 Board of Education Meeting
Jamie Doucette made a motion to approve the Minutes of the October 19, 2011 Board of Education Meeting with corrections noted, seconded by Meredith Doyen.
Motion carried: 5-0.

- 3.2 Motion: To Amend Purchasing Policy 6700 to Reflect Changes in the General Municipal Law which now requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids.
Sara McLean made a motion to amend Purchasing Policy 6700 as above, seconded by Laurie Finan.
Motion carried: 5-0.

- 3.3 Motion: To Approve expenditure for a protective screen on the gym window by Storm Solutions, Inc. Mr. Tyler Tremaine reviewed the proposal that was submitted by Storm Solutions. He explained that Trooper Kevin Drew had expressed concern about the large unprotected gym window during Hurricane Irene, since the school is the Island's designated shelter. Mr. Tremaine demonstrated the electric roll-down aluminum shutter which is manufactured by a company in Florida.
The cost of the shutter is \$4,573.10 with a 15% discount on the material.
The Board will investigate whether FEMA or New York State might possibly reimburse the school for some of the cost of the screen. Mr. Meyers also mentioned that the money will come out of the Capital Reserve Fund which has a balance of \$5, 572.00.
Laurie Finan made a motion to approve the expenditure for the screen, seconded by Meredith Doyen.
Motion carried: 4-0.

- 3.4 Motion: To Approve the Resolution to Approve the Amendment to the Real Property Tax Exemption for Volunteer Firemen and Emergency Service workers (466-C) to allow continuation of the volunteer fire/ambulance exemption to the un-remarried spouse of a deceased volunteer firefighter or ambulance worker with at least 20 years of service.
Sara McLean made a motion to approve the resolution, seconded by Laurie Finan.
Motion Carried: 5-0.

- 3.5 Motion: To Approve the appointment of Carol Giles as Assistant Basketball Coach.
Jamie Doucette made a motion to approve the appointment of Carol Giles as Assistant Basketball Coach, seconded by Meredith Doyen.

Motion carried: 5-0.

4. Superintendent's Report (*Superintendent*)

- 4.1 Code of Conduct - *Revised*: Second Reading – Mr. Meyers stated that in his opinion the current code of conduct is a good document and he suggested that if the Board wants to change any part of it, they do so through the Policy sub-committee. He also stated that the present Code of Conduct is in compliance with New York State Education Law. Mr. Meyers also presented the Board members with definitions of Bullying, Cyberbullying, and Hazing which will be added to the Student Handbook.

- 4.2 Spring and Fall Test Results – Mr. Meyers presented the Board members with a handout of the Fishers Island School's New York State School Report Card. This is the latest up to date test analysis based on the State testing of grades 3-8 which took place last Spring. There is also some information on the results of the Regents' exam. The report provides a comparison with previous year's scores, in addition to information on demographics and attendance. These results are available on- line. Mr. Meyers reviewed the document with the Board members, including an analysis of our students' levels of proficiency in the areas of English Language Arts, Mathematics, and Science. Mr. Meyers also provided the Board members with results from the first quarter Aimsweb testing for grades 3-8.

5. Executive Session – Personnel Matters and a Student Matter

- 6. Adjournment-** Jamie Doucette made a motion to adjourn the Public Session of the meeting, Seconded by Meredith Doyen.
Motion carried: 5-0. The meeting was adjourned at 7:50 p.m.

Name of Recorder: Leslie Tombari

Board of Education Resource Packet

For

November 16, 2011

Regular Meeting

“For Your Information”

Additional Materials

For

Board of Education Review

From

Office of Superintendent

November 16, 2011