

Little Flower Union Free School District  
Board of Education Regular Meeting  
December 14, 2015  
Library – 4 p.m.

Walter Denzler, President  
Charles Drexel, Vice-President  
Joseph Delgado  
Monroe Hale  
Corinne Hammons  
Nancy Hancock  
Grace LoGrande  
Sandra Townsend

MEMBERS PRESENT

Vacant Seat – Pending Appointment

MEMBERS ABSENT

Cynthia Stachowski, Superintendent  
Ann Romeo, Asst. Supt. for Business  
William Glasshagel, Principal  
Kathleen Nolan, District Clerk  
Karen Doyle-Horton  
Tammy White  
7<sup>th</sup> Grade Students

ALSO PRESENT

1. President Denzler called the meeting to order at 4:02 p.m. Superintendent Stachowski led with the pledge of allegiance.

CALL TO ORDER/  
PLEDGE:

2. President Denzler welcomed all:

BOARD PRESIDENT'S  
REPORT

- President Denzler administered Oath of Office to Board Member, C. Hammons

3. Superintendent Stachowski reported on the following items:

SUPERINTENDENT'S  
REPORT

- **Middle School Presentation** – K. Horton, T. White and several students shared a dynamic presentation of what they are learning by using several types of media to relate their personal stories with geologic timelines and the earth's history.

4:09 pm J. Delgado arrived at meeting.

4:15 pm K. Horton, T. White and students left meeting.

- **Suffolk County DSS** – We are still working on resolving the outstanding funds due us. I received a call from Denis Novack who will send an email to their law department. We are awaiting a response and are expecting to schedule a face to face meeting.
- **Corrective Action Plans** – We are improving procedures to collect signed contracts from school districts, have drafted policies to be acted on, and have developed procedures to improve and document financial processes.
- **Standard Work Day for Employees** – The standard work days as listed under new business will ensure the required minimum standard for ERS, part of the OSC audit.

4:20 S. Townsend arrived at meeting.

- **Did You Know That -**
  - Superintendent Stachowski attended a weekend workshop on December 11<sup>th</sup> & 12<sup>th</sup> featuring many educational products that may enhance our program.

4. W. Glasshagel shared a map of the campus grounds along with a **PRINCIPAL'S REPORT** census of the population and cottages. He provided details relating to student census in program and provided board members with a deeper understanding of our community of students. He is currently working with the Agency to raise census levels to 90-95% (the RTC has a capacity of 103 residents).
5. 4:26 pm G. LoGrande moved, C. Drexel seconded, carried **EXECUTIVE SESSION** 8-0 to enter Executive Session to discuss personnel and legal matters.
- K. Nolan left meeting
- 4:41 pm M. Hale moved, J. Delgado seconded, carried 8-0 to leave Executive Session.
- K. Nolan returned to meeting.
6. J. Delgado moved, N. Hancock seconded, carried 8-0 **CONSENT AGENDA** to approve the consent agenda
- 6.1 J. Delgado moved, N. Hancock seconded, carried 8-0 **Minutes** to approve the minutes of the Regular Meeting of Wednesday, November 18, 2015.

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| 6.2 |   | Financials   |
| b.1 | J. Delgado moved, N. Hancock seconded, carried 8-0 to accept the Treasurer's Report for the month of November 2015.                       | Treasurer's Report                                     |
| b.2 | The Board President acknowledged receipt of the schedule of bills for the month of November 2015: WN-18, WN-19, WN-20.                    | Schedule of Bills                                      |
| b.3 | The Board President acknowledged receipt of the Budget Status Report for the month of November 2015.                                      | Budget Status Report                                   |
| b.4 | The Board President acknowledged receipt of the Accounts Receivable Report for the month of November 2015, at 11/30/15.                   | Accounts Receivable                                    |
| b.5 | J. Delgado moved, N. Hancock seconded, carried 8-0 to accept the Claims Audit Report for the month of November 2015.                      | Claims Audit Report                                    |
| b.6 | The Board President acknowledged receipt of the Enrollment Projection for November 2015.  | Enrollment Projection                                  |
| b.7 | The Board President acknowledged receipt of the Monthly Board Financial Report for the month of November 2015.                            | Monthly Board<br>Financial Report                      |
| b.8 | J. Delgado moved, N. Hancock seconded, carried 8-0, to accept the Corrective Action Plan (CAP) for the OSC Audit "Tuition" #2015M-233     | Corrective Action Plan<br>(CAP) - OSC Audit            |
| b.9 | J. Delgado moved, N. Hancock seconded, carried 8-0, to accept the Corrective Action Plan (CAP) for the Independent Audit for FYE 6/30/15. | Corrective Action Plan<br>(CAP) – Independent<br>Audit |
| 6.3 | J. Delgado moved, N. Hancock seconded, carried 8-0, to accept recommendations of CSE Committee.   | CSE Recommendations                                    |

6.4 G. LoGrande moved, S. Townsend seconded, carried 8-0 to approve the following personnel items: PERSONNEL

- a. Halona Deloney, Teaching Assistant, unpaid leave for a 12-week period starting February 23, 2016 through May 23, 2016. Employees Leaving District – F/T Temp

7. NEW BUSINESS

7.1 C. Drexel moved, C. Hammons seconded, carried 8-0 to approve the following: Standard Work Day for Employees

BE IT RESOLVED, that the Little Flower UFSD, Location code 72708, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

<u>Title</u>	<u>Standard Work Day</u> <u>(Hrs/day)</u>
Senior Clerk	6.00
Superintendent's Secretary	6.00
School District Treasurer	6.00
Maintenance Mechanic	7.00
Custodial Worker	7.00
Food Service Worker	7.00
Guard	6.50
School Teacher Aide	6.50

8. BOARD POLICIES

8.1 G. LoGrande moved, J. Delgado seconded, carried 8-0 to approve the following policies for a "first reading". Board Policies – First Reading

- #5413 Purchasing Procedures (new)
- #5620 Inventories and Accounting of Fixed Assets (revised)

10. Board members wished everyone a Merry Christmas and Happy New Year. All are thankful for what they regard as the 'best year ever' for our students and are looking forward to the year to come.

BOARD FORUM

11. At 4:50 p.m., M. Hale moved, C. Drexel seconded, carried 8-0 to adjourn.

ADJOURNMENT

Respectfully submitted,



Kathleen A. Nolan  
District Clerk

Approved: January 25, 2016