

Type of Meeting: Work Session

Date: June 2, 2015

Place: High School Cafeteria

Members Present: President William Peoples, Jr., Trustees Michael Knapp, Michelle Terwilliger, and Brian Herrington

Members Excused: Trustees Mary Beth Grace and Brian Crane

Others: District Clerk Mary Berkan, Superintendent Joseph DioGuardi, Elementary Principal Deborah Flint, Middle School Principal Kris Benton, Special Education Supervisor Tanya Loomis, Dir. Of Curriculum & Instruction William Howe and Business Administrator Ken Forrester.

Guests: Tom & Jjll Blagg

President Peoples called the meeting to order at 5:30 p.m. and led the group in the Pledge of Allegiance after explaining the emergency procedure.

To Order

A motion was made by Trustee Knapp and seconded by Trustee Herrington to approve the agenda. President Peoples, Jr. asked that the agenda be amended to include an Executive Session after Item G for the purpose of discussing negotiations and particular personnel. Trustee Knapp made a motion to approve the agenda as amended and Trustee Herrington seconded the motion. Motion carried.

Amended
Agenda
Approved

No one wished to be recognized during the public forum.

Superintendent DioGuardi asked Mr. Howe to review the mandated Code of Conduct with the Board, noting the updated changes. Mr. Howe stated that there were not a lot of changes and that they were mostly due to language clarification. After the review he said that the Board would be accepting the changes at the June 23rd business meeting.

Code of
Conduct
Reviewed

Mr. Forrester then introduced Mr. Chris Sutton from the Tompkins Seneca Tioga BOCES, who reviewed the Internal audit he had performed. He said the internal controls in place are good but a couple need some strengthening, i.e. fixed asset physical inventory should take place in 2015 and reconciled between sub ledger and control ledger; Receiving department should open and receive items and send paperwork to CBO in a timely manner for payment; latest employee withholding information in the employee folder to agree with the payroll.

Internal Audit
Presented

In summary he did say that purchasing and expenditures are properly authorized, within the limits, paid on time and no confirming purchase orders; Policies and procedures are being followed along with board member training; free and reduced price meal federal and state policies are being followed and money reimbursed.

The Board thanked Mr. Sutton for his report.

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A discussion was held regarding a summer retreat, not only helpful for the new member but a refresher of topics for current members. It was decided to ask the New York State School Boards to work with the Board on the training. Superintendent DioGuardi said he would contact them and give them a list of the topics that the Board had decided on, Roles & Responsibilities of the Board & Superintendent, Improving Communication Skills, Community Relations and Executive Session and see if they might have someone available for the suggested date of July 28th.

Summer
Retreat
Discussion

At 6:40 p.m. and there being no further business, President Peoples, asked for a motion to go to Executive Session per the amended agenda. Motion was made by Trustee Knapp and seconded by Trustee Terwilliger. Motion carried.

Executive
Session

A motion was made by Trustee Terwilliger and seconded by trustee Knapp to return to regular session at 7:20 p.m. and adjourn the meeting. Motion carried.

Return to
Regular
Session &
Adjournment

Respectfully submitted,

Mary L. Berkan, Clerk

