

**CATO-MERIDIAN BOARD OF EDUCATION
SPECIAL MEETING MINUTES
September 26, 2005**

PRESENT: Kathleen Bratt, President
Charles Ware, Vice-President
Dean Cummins
Heidi Dennison
Roxanne Miller
Patricia Russo
Donald Thompson

ALSO PRESENT: Crosby Lamont, Jr. – Assistant Superintendent for Business
Rec Center Board Members: Lee Epprecht, Sue Allen, Marilyn Cole,
Carl Lincoln, Bob McCadden (7:25), Bill Miller, Sue Teska, Shirley
Pollay (retired)
Rec Center Director – Karen Ladouceur
Community Members

WHERE HELD: Cafeteria

The meeting was called to order by President Kathleen Bratt at 6:01 pm.

Pledge to the flag.

On motion of Mrs. Dennison, seconded by Mr. Ware, the board moved to executive session to discuss the employment of a specific employee.

Yes 7 No 0 Abstaining 0

The board returned from executive session at 7:02 pm.

Discussion with Rec Center Board:

Mr. Lamont will follow up with Mrs. Bobo to see if she was able to contact Assemblyman Robert Oaks about getting a time clock for the pool.

Mrs. Bobo, Mr. Lamont, and Mrs. Ladouceur met with the custodial staff regarding Rec Center custodial and maintenance issues. Replacement fixtures have been ordered, and the electrical and HVAC problems have been corrected. Custodial/maintenance concerns are now brought to Skip and Karen. Karen felt that the meeting went well and is hopeful that issues can be resolved expeditiously.

Mr. Ware suggested that the school be responsible for maintaining the building and the Rec Center for running programs. Mr. Miller questioned who would establish the priority for repairs & maintenance and what is the recourse if issues aren't resolved timely?

The Rec Center is concerned that their bills haven't been paid timely. Mr. Miller reported that Mr. Lamont stated the delay is due to the new process of the Board of Education approving the bills after review by the Finance committee and that the committee has not been approving bills without proper signatures. Mrs. Dennison is frustrated that people are being given the impression that the Board of Education is responsible for late payments. Mr. Ware stated that every bill that has been presented to the Board has been paid, except one that dealt with a contract issue. Mrs. Ladouceur indicated that she timely submitted a claim for payment (which was at a discounted cost) to a person who was hired to conduct a pool operation class on July 5, 6, and 7th. She was not paid for over 60 days.

It is clear that purchasing policies and procedures need to be established and shared with staff. Until such time, Karen will have the custodian complete the requisition and Karen will sign it and forward to the business office for Skip's approval and processing. Karen will get copies of all Rec Center Purchase Orders and sign to authorize payment.

Mr. Miller asked if he could meet with the auditor, Mr. Wager, to discuss the Rec Center financial statements and records. Mrs. Bratt polled the Board. All agreed with Mr. Thompson approved if it is OK with Mr. Wager and Mr. Ware agreed as long as Mr. Lamont was also at the meeting.

Mrs. Pollay would like to see a Reserve set up for payment of the new Rec Center equipment lease. Mrs. Epprecht is concerned that they don't know where they stand monetarily. She feels that progress is being made and she is now happy to feel supported by the Board of Education.

Next meeting with the Rec Center will be November 21, 2005 at 7:00 in the cafeteria.

On motion of Mr. Ware, seconded by Mrs. Russo, the Girl Scout building use request (exclusive of the Rec Center) for November 5, 2005 was approved at no charge.

Mrs. Miller asked if there were any contract issues relative to having a custodian volunteer. Mr. Lamont indicated that it was not a problem.

Yes 7 No 0 Abstaining 0

On motion by Mr. Ware, seconded by Mrs. Miller bill schedule #35 was approved for \$604.00.

Yes 7 No 0 Abstaining 0

Public Comment:

Sally Clarke asked what are the guidelines for special meetings? Mrs. Bratt said that any time there is a quorum of the Board to discuss board business it is considered an official board meeting. She also stated that this meeting was scheduled and advertised.

Mr. Cummins and Mrs. Dennison have until June 2006 to complete the 6 hour financial training classes. More information to follow from CNYSSBA.

On motion of Mr. Cummins, seconded by Mr. Ware, the meeting was adjourned at 8:30 pm.

Yes 7 No 0 Abstaining 0