

**PUTNAM CENTRAL SCHOOL  
BOARD OF EDUCATION MEETING**

**DATE:** September 16, 2014

**TYPE OF MEETING:** Regular

**PLACE OF MEETING:** Putnam Central School

**MEMBERS PRESENT:** Charles, Bain, Jr.; Jodie Bruce, and Kristie Watrous

**OTHERS PRESENT:** Superintendent, Matthew Boucher; District Treasurer, Judith Forgette and Board Clerk, Kim Brown

1. **Call to order**

The meeting was called to order by President Charles, Bain, Jr. at 7:17 p.m. after which, he read the procedures for Public Participation.

2. **Public Application for Participation** –

Meredith Sweeney: read a brief statement regarding the beginning of the school year changes  
Meeshenta Romaca: comments regarding pick up/dismissal.  
Casey King: commented about pick up/dismissal.  
Jayna McLoughlin: asked if parents are able to go on Field Trips  
Kristie Watrous: commented on pick-up dismissal process  
Robin McGrath: concerned with entering/existing into building

Mr. Boucher address the public stating that security was put in place so that parents are not alarmed. When an issue of concern arises, parents will be notified. Security company did not get the job completed prior to start of school. Security company was here today to finish final walk through of building. Prior year dismissals have been chaotic and this years' dismissal is safer and more streamlined.

Robert Geh: concerned that the flags were not flown at half staff on September 11. Mr. Boucher said he was sympathetic to Mr. Geh's point and would seek clarification on when the flags can be flown at half staff. The District usually receives a notification form State Ed directing when to fly flags at half staff. Mr. Geh also stated that the flags not flown today. Mrs. Bigelow stated that no flags are flown when there is rain forecasted for weather.

3. **Executive Session** – Jodie Bruce made motion and seconded by Kristie Watrous to enter into Executive Session at 7:48 p.m. to discuss personnel. Motion carried 3-0.

Jodie Bruce made motion and seconded by Kristie Watrous to come out of executive session at 8:44 p.m. Motion carried 3-0

4. **Regular Reports**

The minutes for the August meeting were presented by the clerk.

A motion was made by Jodie Bruce and seconded by Kristie Watrous to approve the minutes of the August meeting. Motion carried 3-0.

5. **Correspondence** - None

6. **Superintendents Report**

Mr. Boucher spoke about the possibility of EDV-68 in Elizabethtown. NYS Department of Health does not recommend using disinfectant. Mr. Boucher will instruct custodians to wipe down door knobs, sinks, stairways. Students with asthma are more susceptible.

7. **Financial Reports**

Treasurer's Report-

The treasurer's reports were presented by the Treasurer.

A motion was made by Jodie Bruce and seconded by Kristie Watrous to approve the monthly accounts for June, 2014 General, Trust and Agency, and payroll funds. Motion carried 3-0.

A motion was made by Kristie Watrous and seconded by Jodie Bruce to approve the monthly accounts for July 2014, General, Trust and Agency, and payroll funds. Motion carried 3-0

A motion was made by Jodie Bruce and seconded by Kristie Watrous to approve the monthly Accounts for August 2014, General, Trust and Agency, and payroll funds. Motion carried 3-0.

The warrant #1 for July and Supplemental #81 for June was review and audited. A motion was made by Jodie Bruce and seconded by Kristie Watrous to approve the warrant. Motion carried 3-0

The warrant #4 for August and warrant #10 for September were reviewed and audited. A motion was made by Jodie Bruce and seconded by Kristie Watrous to approve the warrant with the additions of Home Depot and Emerald's for August. Motion carried 3-0.

8. **District Issues/Operations & Finance**

8.1 Board had discussed morning and afternoon pick up/drop off process. A letter will go home this week to parents reiterating District procedures..

8.2 Parent Bill of Rights for Data Privacy and Security. Mr. Boucher distributed to the Board information regarding this. A motion was made by Jodie Bruce and seconded by Kristie Watrous to accept the Parent Bill of Rights for Data Privacy and Security as policy for the District. Motion carried 3-0

9. **Curriculum & Instruction**

9.1 Ashley Bigelow and Francine Battiste submitted letter for position of Yearbook Coordinators. Upon recommendation by Superintendent Boucher, Jodie Bruce made motion and seconded by Kristie Watrous to appoint Ashley Bigelow and Francine Battiste Co-Yearbook Coordinators. Motion carried 3-0

10. **New Business**

Substitute Teacher list. Jodie Bruce made motion and seconded by Kristie Watrous to approve Brittney Phinney and Marcia Jewett-LaPointe to the Substitute list. Motion carried 3-0

Rate of Pay for Substitutes. A motion was made by Jodie Bruce and seconded by Kristie Watrous to increase the rate of pay for Teacher Aide Substitute from \$8.25 to \$8.75 effective 12/31/14. Motion carried 3-0

Town of Putnam District #1. The District has received a letter from the IRS (form 941). The Board will compose a letter to the IRS to be sent stating that the name of the School District needs to be amended from Town of Putnam, Putnam Central School District to Putnam Central School District.

11. **Adjournment** – A motion was made to adjourn by Jodie Bruce and seconded by Kristie Watrous. Adjournment at 9:03 p.m. Motion carried 3-0

Kim Brown  
School District Clerk