

**Bainbridge-Guilford Central School
Board of Education Special Meeting Minutes
July 20, 2015**

President Emily Hall called the July 20, 2015 special meeting of the Board of Education to order at 6:34 PM in the Guilford Cafeteria.	Call to Order
Board members in attendance were Tina Ammon, Emily Hall, Keith Hanvey, Julee Hartwell and Jeanne Shields. Patrick McElligott and Rebecca Sullivan were excused.	Board Members in Attendance
The administrators in attendance were Don Wheeler and Janice Rideout.	Administrators in Attendance
On motion by Julee Hartwell, seconded by Tina Ammon, the Board of Education voted to go into executive session at 6:35 PM. to discuss the educational and employment background of a particular person in regards to possible appointment. Yes – 5; No – 0. Carried.	Executive Session
On motion by Julee Hartwell, seconded by Tina Ammon, the Board of Education voted to go into open session at 6:51 PM. Yes – 5; No – 0. Carried.	Open Session
On motion by Julee Hartwell, seconded by Tina Ammon, the Board of Education voted to revise the agenda for the evening adding to communications the receipt of a letter from the BGTA. Yes – 5; No – 0. Carried.	Order of Agenda
Dr. Wheeler presented the rationale for the possibility of adding an administrator to the High School building. Prior staffing considerations, student enrollment and staff coverage in each building and the structure of checks and balances in the grades 7-12 program were presented. Questions included job descriptions for various administrative titles and funding options. An additional staffing consideration is a teaching position to satisfy the Dean of Students position under the tenure area of Instructional Support. This option is being investigated by the BGTA and their NYSUT representative.	Personnel
Janice Rideout summarized the process followed to select a candidate for the Payroll Clerk position. In the absence of candidates qualified in school accounting practices, the recommendation is to appoint a Clerk and train that individual to address the current needs of the Business Office. A candidate for this option has been identified and was presented to the Board.	
President Emily Hall responded to the letter that she received from the BGTA President regarding the improper motion for executive session that occurred at the Re-organizational meeting on July 9. President Hall researched the law regarding executive session, spoke with the district legal counsel and is now aware that the motion was improper. As the new BOE President, she apologized for the error and assured the audience that in the future the BOE will present specific reasons for motions to go into executive session.	Communications
On a motion by Julee Hartwell, seconded by Tina Ammon, the Board of Education voted to adjourn at 7:40 PM. Yes – 5, No – 0. Carried.	Adjournment

Respectfully Submitted,

Susan L. Weibel, District Clerk