

HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE: July 10, 2018 **KIND OF MEETING:** Reorganization Meeting

LOCATION: High School Auditorium **PRESIDING OFFICER:** Clerk Pro
Tem/President

MEMBERS PRESENT: Richard Joslin, Kevin Springer, Dot Capuano, Elizabeth Scully,
Anne Culhane

MEMBERS ABSENT: None

OTHERS PRESENT: Lars Clemensen, Larry Luce, Anna Marie Rojas

CALL TO ORDER: 6:00 PM
EXECUTIVE SESSION: 7:02 PM
RE-ORGANIZATIONAL MEETING: 7:03 PM
ADJOURNMENT: 7:12 PM

| Resolution # | Description | Outcome |
|----------------------|---|----------------|
| Resolution #1 | Appointment of Clerk Pro Tem (Anna Marie Rojas) | Passed |
| Resolution #2 | Election of Board President (Kevin Springer) | Passed |
| Resolution #3 | Election of Vice President (Richard Joslin) | Passed |
| Resolution #4 | Appointment of Board Clerk (Anna Marie Rojas) | Passed |
| Resolution #5 | Appointment of District Officers District Treasurer Deputy Treasurer and Signatory in Absence of Treasurer Internal Claims Auditor | Passed |
| | Other Appointments Independent Auditor Internal Auditor School Attorney Bond Counsel Fiscal Advisor Insurance Consultant Records Access Officer Records Appeal Officer Asbestos Designee Purchasing Agent School Lunch Claims Central Treasurer for Extra Classroom Activity Fund Account SAVE Legislation Designated Education Official Title IX Compliance Officers Title VII Compliance Officers | Passed |

**School Physician
Designated Residency Determiner
Dignity Act Coordinators
Students Involved in Criminal or Family Court
Homeless Student Liaison**

Designations **Passed**
**Depositories
Official Newspaper
Meeting Dates**

Audit Committee

Resolution #6 **Passed**
**Authorizations
Petty Cash Funds
Payroll Certification
Budget Transfers
Delegation of Investments
Initiation of Tax Anticipation Notes
Application of Grants
Conference Approvals
Execution of Contracts for CSE/CPSE Services
Bonding/Insurance Coverage
Mileage Reimbursement Rate
Authorization of District-Owned Cell Phones
Establish Fee for Photocopying
Authorization for Turf Management**

Resolution #7 **Other Items** **Passed**
**Appointment to Board of Education Work Groups
Adoption of Policies and Code of Ethics
Adoption of Records Retention ED-1, NYS Education Dept.
Appointment of Impartial Hearing Officers
Appointment of Committee on Special Education
Appointment of Committee on Pre-School Special Education
Establishment of Facilities Use Fees
Athletic Placement Process Policy**

Resolution #8 **Approved Dates of Board of Education Meetings** **Passed**

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DATE: July 10, 2018 **KIND OF MEETING:** Reorganization Meeting

LOCATION: High School Auditorium **PRESIDING OFFICER:** Clerk Pro
Tem/President

MEMBERS PRESENT: Richard Joslin, Kevin Springer, Dot Capuano, Michael Dunn,
Elizabeth Scully

MEMBERS ABSENT: None

OTHERS PRESENT: Lars Clemensen, Larry Luce, Anna Marie Rojas

Mr. Springer called the meeting to order at 6:00 PM.

On a motion by Mr. Joslin, seconded by Ms. Capuano, the meeting adjourned to Executive Session to discuss the employment of a particular person.

5 aye

On a motion by Ms. Capuano, seconded by Mr. Joslin the Board adjourned the Executive Session at 7:02 PM.

Pledge of Allegiance and Announcement of Room Capacity and Emergency Exits took place.

Anna Marie Rojas, Clerk Pro Temp, called the Re-Organizational Meeting to order at 7:03 PM.

Resolution #1

On a motion by Ms. Scully, seconded by Mr. Joslin, the Board of Education appoints Anna Marie Rojas as Clerk Pro Temp to preside until election and seating of the President.

5 aye

Administration of Oath

Clerk Pro Temp, Anna Marie Rojas, administered the Oath of Faithful Performance to the newly elected Board member, Ms. Anne Culhane.

On a motion by Ms. Capuano, seconded by Mr. Joslin, and upon the nomination for President by Ms. Capuano, the following resolution was offered:

Resolution #2

RESOLVED, that Kevin Springer be elected President of the Board of Education for the 2018-19 school year.

5 aye

Oath of Faithful Performance in Office administered by the School District Clerk Pro Temp to the newly elected Board President. The President presided over the rest of the meeting.

On a motion by Ms. Capuano, seconded by Mr. Springer, and upon the nomination for Vice President by MS. Capuano, the following resolution was offered:

Resolution #3

RESOLVED, that Richard Joslin be elected Vice President of the Board of Education for the 2018-19 school year.

5 aye

Oath of Faithful Performance in Office administered by the School District Clerk Pro Tem to duly elected Vice President.

On a motion by Ms. Capuano, seconded by Ms. Scully, the following resolution was offered:

Resolution #4

BE IT RESOLVED that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2018-2019 school year.

President administered Oath of Office to District Clerk.

District Clerk administered Oath of Faithful Performance in Office to the Superintendent of Schools.

On a motion by Mr. Joslin, seconded by Ms. Scully the following resolutions #5 and #6 were offered in consent agenda format:

5 aye

Resolution #5

BE IT RESOLVED that the Board of Education makes the following appointments for the 2018-19 school year:

1. Appointment of District Officers

- | | | |
|----|-----------------------------------|-----------------|
| a. | District Treasurer | Michele Siriani |
| b. | Deputy Treasurer | Rich Joslin |
| c. | Signatory in absence of Treasurer | Rich Joslin |
| d. | Internal Claims Auditor | Paul Eglevsky |

2. Other Appointments

- | | | | |
|----|------------------------|------------------------------------|------------------|
| a. | Independent Auditor | Cullen & Danowski | as per contract |
| b. | Internal Auditor | RS Abrams and Company | as per contract |
| c. | School Attorney | Shaw, Perelson, May & Lambert, LLP | as per contract |
| d. | Bond Counsel | Hawkins, Delafield & Wood | Per Offering |
| e. | Fiscal Advisor | Capital Market Advisors, LLC | Per Offering |
| f. | Insurance Consultant | Cook Maran and Associates | as per contract |
| g. | Records Access Officer | | Anna Marie Rojas |
| h. | Records Appeal Officer | | Lawrence Luce |
| i. | Asbestos Designee | | Thomas McElrath |
| j. | Purchasing Agent | | Lawrence Luce |
| k. | School Lunch Claims | | Lawrence Luce |
| l. | Central Treasurer for | | |

- Extra-Classroom Activity Fund Account Christine Pandolfo
- m. SAVE Legislation Designated Educational Official John Moran
- n. Title IX Compliance Officers John Moran, Denise Sullivan, Mark Pagano
- o. Title VII Compliance Officers John Moran, Denise Sullivan, Mark Pagano
- p. School Physician/Chief Medical Officer Peconic Bay Medical Center
- q. Designated Residency Determiner Lawrence Luce
- r. Dignity Act Coordinators Richard Triandafilis, Anthony DeBlasio, Eric Ferraro
- s. Students Involved in Criminal or Family Court Mark Pagano
- t. Homeless Student Liaison Mark Pagano

3. Designations

- a. Depositories Bridgehampton National Bank
NY CLASS
People’s United Bank
- b. Official Newspaper* Southampton Press, Western Edition
*For daily notifications, the District may use Newsday for official notices
- c. Meeting Dates Tuesday evenings, as posted, or otherwise noticed

4. Audit Committee in accordance with the Audit Committee Charter.

Resolution #6

BE IT RESOLVED that the Board of Education makes the following 13 appointments for the 2018-2019 school year:

1. Petty Cash Funds

BE IT RESOLVED that the following petty cash funds be established and that the person indicated be designated as the custodian of it:

| | | |
|-------|-------------------------|------------|
| \$100 | Administration Building | Larry Luce |
|-------|-------------------------|------------|

WHEREAS, the District has three Special Education Life Skills Academy programs, one at the Elementary School, one at the Middle School and one at the High School; and

WHEREAS, it is necessary for the students in the Life Skills classes to learn essential life skills such as counting real money, making change when going to a store and purchasing something and making sure that correct change was given;

THEREFORE BE IT RESOLVED, that the Board of Education, at the request of the Assistant Superintendent for Student Services and upon the recommendation of the Assistant Superintendent for Finance and Operations, hereby authorizes

providing each of the teachers of the Life Skills classes with \$150 in cash for instructional use in the classroom which will be returned to the general fund at the end of the school year, as well as petty cash funds in the amount of \$100.00 each, with Life Skills teachers Carla Pensa, Victoria Manzullo and Michelle Racywolski appointed as custodians of the three petty cash funds for the 2017-18 school year. The District Treasurer shall check the funds for accuracy as needed, but not less than once each semester.

2. **Payroll Certification**

BE IT RESOLVED that the Superintendent of Schools be appointed to certify the payroll for the 2017-18 school year and further that Larry Luce, Assistant Superintendent for Finance and Operations, will certify in his absence.

3. **Budget Transfers**

BE IT RESOLVED that the Superintendent of Schools be granted authority to transfer unlimited unencumbered funds within function codes of the budget (i.e. Instruction, Transportation, Textbooks, etc.). Authority is also given to transfer up to \$10,000 (ten thousand dollars) between function codes of the budget. Budget transfers beyond this amount will require approval by the Board of Education. Monthly transfer reports will be provided to the Board of Education.

4. **Delegation of Investments**

BE IT RESOLVED that the Assistant Superintendent for Finance and Operations, Larry Luce, and/or Michelle Siriani, District Treasurer, be authorized to execute, in the name of the Board of Education, any and all documents relating to the investment program in a timely manner, as well as to utilize reputable consultants regarding investment decisions when necessary, so long as no fee is involved. A monthly progress report of investments will be given to the Board of Education.

5. **Initiation of Tax Anticipation Notes**

BE IT RESOLVED that the Assistant Superintendent for Finance and Operations, Larry Luce, and/or Michelle Siriani, District Treasurer, be authorized to initiate, in the name of the Board of Education, any and all documents relating to the securing of a Tax Anticipation Note. Such initiation will be documented by resolution considered by the Board of Education.

6. **Application for Grants**

BE IT RESOLVED that the district, through the Superintendent of Schools, be authorized to apply for any and all Federal, State and private grants that are deemed appropriate.

7. **Conference Approvals**

BE IT RESOLVED that the Board authorizes the Superintendent of Schools to take action on administrative, teacher and staff requests to attend conferences, conventions and workshops within the limit of the 2018-19 budget appropriations. The Board will approve conference requests for individual Trustees.

8. Execution of Contracts for CSE/CPSE Services

BE IT RESOLVED that the Board authorizes the Superintendent of Schools to execute contracts to provide services for students with special needs, as recommended by the Committee on Special Education.

9. Bonding/Insurance Coverage

BE IT RESOLVED that the Board authorize provision for bonding employees in the amounts indicated:

| | |
|---------------------------|-------------|
| All Employees | \$ 100,000 |
| School District Treasurer | \$1,000,000 |
| Purchasing Agent | \$1,000,000 |
| Claims Auditor | \$1,000,000 |

10. Mileage Reimbursement Rate

BE IT RESOLVED that the Board authorizes the mileage reimbursement rate at the approved IRS rate effective January 1, 2018 at \$.545 per mile.

11. Authorization of District-Owned Cell Phones

BE IT RESOLVED that the Board authorizes a district-owned cell phone for job titles according to Board Policy #8332.

12. Establish Fee for Photocopying

BE IT RESOLVED that the Board establishes the fee for photocopying of district records at \$.25 per page.

13. Authorization for Turf Management

BE IT RESOLVED, that upon the recommendation of the Assistant Superintendent for Finance and Operations, the Board of Education authorizes the District, in accordance with Chapter 85, NYS Laws of 2010 to apply a single/yearly application of weed control, grub control, and flea and tick spray to the grounds on all campuses at a time of inactivity on the fields and that due diligence shall be given to public notice of such application.

On a motion by Mr. Joslin, seconded by Ms. Capuano the following resolutions was offered:

5 aye

Resolution #7

BE IT RESOLVED that the Board of Education approves the following 7 items:

1. Appointment to Board of Education Work Groups

BE IT RESOLVED that the Board of Education creates the following Work Groups, to be comprised of Board members, to study issues related to District policy and operations, and appoints the following members:

| | |
|---------------------------|-----------------------------|
| Facilities & Operations | Kevin Springer, Rich Joslin |
| Athletics & Co-Curricular | Liz Scully, Kevin Springer |
| Curriculum & Technology | Rich Joslin, Anne Culhane |
| Legislative & Policy | Dot Capuano, Rich Joslin |

2. **Adoption of Policies and Codes of Ethics**

BE IT RESOLVED that the Board of Education adopts all existing and current Policies and Codes of Ethics, as per the Policy Book.

3. **Appointment of Impartial Hearing Officers**

BE IT RESOLVED that the Board of Education does hereby designate the President or the Vice President to appoint Impartial Hearing Officers from the internet list found on the NYSED.GOV under IHRS main menu.

4. **Appointment of Committee on Special Education**

BE IT RESOLVED upon the recommendation of the Superintendent of Schools that the following be appointed to the Committee on Special Education for the 2017-18 year:

| | |
|------------------------|---|
| Chairpersons | Michele DeBlasio, Amanda Catalano, Christine Anselmo, Ph.D., Stacey Naglieri, Mark Pagano |
| Psychologists | Michele DeBlasio, Christine Anselmo, Ph.D., Stacey Naglieri and Amanda Catalano |
| Teacher Members | Approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators |
| Physician | Peconic Bay Medical Center |

5. **Appointment of Committee on Pre-School Education**

BE IT RESOLVED upon the recommendation of the Superintendent of Schools, that the following members be appointed to the Committee on Preschool Special Education for the 2018-19 school year:

| | |
|--|---|
| Chairpersons | Mark Pagano, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri and Amanda Catalano |
| County Representative Representative of Evaluative Agency | Representative from Suffolk County - A Department of Health Early Intervention professional for a preschool child in transition from early intervention services to school age services - Evaluation personnel |
| Teacher | Child's NYS-certified teacher or a NYS-certified teacher qualified to provide education in the type of program which the child may be placed |
| Physician | Peconic Bay Medical Center |

6. **Establishment of Facilities Use Fees**

BE IT RESOLVED that the Board of Education establishes a fee for use of our facilities according to the attached Schedule for 2018-2019 (see attached form).

7. **Athletic Placement Process Policy**

WHEREAS, Section 135.4 (c) (7) (ii) (a) (4) of the Regulations of the Commissioner of Education provides for a board of education to permit pupils in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school pupils, or senior high school pupils to compete on interscholastic athletic teams organized for pupils in the seventh and eighth grades; and

WHEREAS, these pupils are to be allowed to compete at levels that are appropriate to their physical maturity, physical fitness, and sport skills in relationship to other pupils in accordance with the standards established by the Commissioner of Education; and

WHEREAS, the State Education Department issues the competition standards for these pupils to compete under a program called the Athletic Placement Process;

BE IT RESOLVED that the Hampton Bays Board of Education, upon the recommendation of the Superintendent of Schools, shall permit pupils to compete after successfully completing the Athletic Placement Process for the requested sport and level as outlined in Board Policy, Regulation and Exhibits 5280.

On a motion by Mr. Joslin, seconded by Ms. Capuano the following resolution was offered:
5 aye

Resolution #8

BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2018-2019 school year as follows and will take place in the High School Auditorium, unless otherwise noted:

| | |
|---------------|---------------------------|
| Time: | 7:00pm |
| Dates: | August 21, 2018 |
| | September 18, 2018 |
| | October 9, 2018 |
| | November 13, 2018 |
| | December 11, 2018 |
| | January 8, 2019 |
| | February 12, 2019 |
| | March 12, 2019 |
| | April 16, 2019 |
| | May 14, 2019 |
| | June 11, 2019 |

ADJOURNMENT OF REORGANIZATIONAL MEETING

On a motion by Mr. Joslin, seconded by Ms. Scully, the Re-organizational meeting adjourned at 7:12 PM.

5 aye

Respectfully submitted,

**Anna Marie Rojas
District Clerk**