HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE:    July 5, 2011          KIND OF MEETING:    Reorganization Mtg.
LOCATION: High School Room 9      PRESIDING OFFICER:    Clerk Pro
                                           Tem/President

MEMBERS PRESENT:        Doug Oakland, Chris Garvey, Warren Booth, Richard Joslin,
                        Dot Capuano

MEMBERS ABSENT:         None

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

CALL TO ORDER:          5:00 PM
EXECUTIVE SESSION:      5:01 PM
RE-ORGANIZATIONAL MEETING: 7:03 PM
ADJOURNMENT:           7:07 PM

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Resolution #9  Other Items  Passed
Adoption of Policies and Code of Ethics
Appointment of Impartial Hearing Officers
Appointment of Committee on Special Education
Appointment of Committee on PreSchool Education
Establishment of Facilities Use Fees

Resolution #10  Approved Dates of Board of Education Meetings  Passed
HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE: July 5, 2011 KIND OF MEETING: Reorganization Mtg.

LOCATION: High School Room 9 PRESIDING OFFICER: Clerk Pro Temp/President

MEMBERS PRESENT: Doug Oakland, Chris Garvey, Warren Booth, Richard Joslin, Dot Capuano

MEMBERS ABSENT: None

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

Mr. Oakland called the meeting to order at 5:00 PM.

On a motion by Mr. Garvey, seconded by Mr. Booth, the meeting adjourned to Executive Session to discuss specific personnel and contractual issues.

5 aye

On a motion by Mr. Booth, seconded by Mr. Garvey the Board adjourned the Executive Session at 6:50 PM.

Anna Marie Rojas, Clerk Pro Temp, called the Re-Organizational Meeting to order at 7:00 PM.

Resolution #1
On a motion by Mr. Oakland, seconded by Mr. Booth, the Board of Education appoints Anna Marie Rojas as Clerk Pro Temp to preside until election and seating of the President.

5 aye

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

Administration of Oath
Clerk Pro Temp, Anna Marie Rojas, administered the Oath of Faithful Performance to the newly elected Board members, Ms. Dot Capuano

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

Resolution #2
RESOLVED, that Doug Oakland be elected President of the Board of Education for the 2011-12 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 Mr. Joslin, seconded by Mr. Booth, and upon the nomination for Vice President by Mr. Oakland, the following resolution was offered:

**Resolution #3**
RESOLVED, that Mr. Garvey be elected Vice President of the Board of Education for the 2011-11 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 Mr. Garvey, seconded by Mr. Booth, the following resolution was offered:

**Resolution #4**
BE IT RESOLVED that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2011-2012 school year.

5 aye

*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. Garvey, seconded by Mr. Joslin, the following resolutions #5-#10 were offered in consent agenda format:

**Resolution #5**
BE IT RESOLVED that the Board of Education makes the following appointments for the 2011-12 school year:

a. **District Treasurer** Michele Siriani
b. **Signatory in absence of Treasurer** Warren Booth, Trustee
c. **Internal Claims Auditor** Paul Eglevsky

5 aye

**Resolution #6**
On a motion by Mr. Leeman, seconded by Mr. Booth, the following resolution was offered:
BE IT RESOLVED that the Board of Education makes the following appointments for the 2010-11 school year:

a. **Independent Auditor** Cullen and Danowski, LLP $38,200
   b. **Internal Auditor** RS Abrams and Company $24,000
   c. **School Attorney** Shaw, Perelson, May & Lambert, LLP $46,000
   d. **Bond Counsel** Hawkins, Delafield & Wood Per Offering
   e. **Fiscal Advisor** Capital Market Advisors, LLC Per Offering
   f. **Insurance Consultant** Maran Associates $ 7,750
   g. **Records Access Officer** Anna Marie Rojas
   h. **Asbestos Designee** Tom McElrath
   i. **Purchasing Agent** Larry Luee
j. Central Treasurer for Extraclasseoom Activity
   Fund Account Christine Pandolfo
k. SAVE Legislation
   Designated Educational Official John Moran
l. Title IX Compliance Officers
   Mark Pagano, Denise Sullivan, John Moran
m. Title VII Compliance Officers
   Mark Pagano, Denise Sullivan, John Moran
n. School Physician
   Southampton Pediatrics, Joseph Quinn, MD
   in conjunction with Prime Care Hampton Bays
   (Dr. Chris Kielbasa/Kennworth Eaton, PA)
o. Designated Residence Determiner Larry Luce

Resolution #7
BE IT RESOLVED that the Board of Education makes the following appointments for the 2011-12 school year:
a. Depositories
   Bridgehampton National Bank
   MBIA CLASS
   Suffolk County National 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

Resolution #8
BE IT RESOLVED that the Board of Education grants authorizations for items numbered 1 through 12:
1. Petty Cash Funds
   It is recommended that the following petty cash funds be established and that
   the person indicated be designated as the custodian of it for their respective
   locations:
   $100 Administration Building Larry Luce

2. Payroll Certification
   It is recommended that the Superintendent of Schools be appointed to certify the
   payroll for the 2010-2011 school year and further that Larry Luce, School Business
   Administrator, will certify in her absence.

3. Budget Transfers
   It is recommended 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**
   It is recommended that the School Business Administrator, 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 School Business Administrator, 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**
   It is recommended 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**
   It is recommended that the Board authorize the Superintendent of Schools to take action on administrative, teacher and staff requests to attend conferences, conventions and workshops within the limit of the 2010-2011 budget appropriations. The Board will approve conference requests for individual Trustees.

8. **Execution of Contracts for CSE/CPSE Services**
   It is recommended 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**
   It is recommended 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

10. **Mileage Reimbursement Rate**
    It is recommended that the Board authorize the mileage reimbursement rate at the approved IRS rate effective July 1, 2011 at $ .55 per mile.

11. **Authorization of District-Owned Cell Phones**
    BE IT RESOLVED that the Board authorizes a district-owned cell phone for the following job titles, according to Board Policy #8332: Building Principals, Athletic Director, Director of School Safety and Transportation, Technology Team.
12. **Establish Fee for Photocopying**
   It is recommended that the Board establish the fee for photocopying of district records at $.25 per page.

**Resolution #9**

**BE IT RESOLVED** that the Board of Education approves the following 5 items:

1. **Adoption of Policies and Codes of Ethics**
   It is recommended that the Board of Education adopts all existing and current Policies and Codes of Ethics.

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

3. **Appointment of Committee on Special Education**
   It is recommended by the Superintendent of Schools, that the following be appointed to the Committee on Special Education for the 2011-12 year:

   - **Chairperson** Michele DeBlasio
     - Kenneth Grille
     - Christine Anselmo, Ph.D.
     - Mark Pagano

   - **Parent Members** Ellen Holmgren, Susan Decker, Lou Primavera, Lisa Lorber, Diana Carroll, Lisa Agoglia, Lisa Fotopoulos, Sherri Halucha, Rosemary Stianson, Catherine Barbierne

   - **Psychologists** Michele Smith, Kenneth Grille, Christine Anselmo

   - **Teacher Members** Generic approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators

   - **Physician** Southampton Pediatrics, Joseph Quinn, MD in conjunction with Prime Care Hampton Bays (Dr. Chris Kielbasa/Kennworth Eaton, PA)

4. **Appointment of Committee on PreSchool Education**
   It is recommended by the Superintendent of Schools, that the following members be appointed to the Committee on Preschool Special Education for the 2011-12 school year:

   - **Chairperson** Mark Pagano
     - Ken Grille
     - Christine Anselmo, Ph.D.
     - Michele DeBlasio
Parent Members  Donna McKennett, Dawn Radzuil, Fizzah Idrees-Igbal

County Representative  Representative from Suffolk County

Representative of Evaluative Agency  
- 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 New York Certified teacher or a New York Certified teacher qualified to provide education in the type of program which the child may be placed

Physician  Southampton Pediatrics, Joseph Quinn, MD in conjunction with Prime Care Hampton Bays (Dr. Chris Kielbasa/Kennworth Eaton, PA)

5. Establishment of Facilities Use Fees
It is recommended that the Board of Education establish a fee for use of our facilities according to the attached Schedule of Fees for 2010-2011.

Resolution #10
BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2011-12 school year as follows:

Place:  High School Library
Time:  7:00pm
Dates:  August 16, 2011
        September 13, 2011
        October 11, 2011
        November 8, 2011
        December 13, 2011
        January 10, 2012
        February 14, 2012
        March 13, 2012
        April 17, 2012
        May 8, 2012
        June 12, 2012

ADJOURNMENT OF REORGANIZATIONAL MEETING
On a motion by Mr. Booth, seconded by Mr. Garvey, the Re-organizational meeting adjourned at 7:07 PM.

5 aye

Respectfully submitted,

Anna Marie Rojas
District Clerk