

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** November 13, 2012 **KIND OF MEETING:** Business  
**LOCATION:** High School Library **PRESIDING OFFICER:** President  
**MEMBERS PRESENT:** Doug Oakland, Chris Garvey, Dot Capuano, Richard Joslin  
 Warren Booth  
**MEMBERS ABSENT:** None  
**OTHERS PRESENT:** Lars Clemensen, Larry Luce, Anna Marie Rojas

**CALL TO ORDER:** 5:05 PM  
**ADJOURN TO EXECUTIVE SESSION:** 5:10 PM  
**RESUME BUSINESS MEETING:** 7:01 PM  
**OPENAUDIT COMMITTEE MTG** 7:02 PM  
**CLOSE AUDIT COMMITTEE MTG** 7:07 pm  
**ADJOURNMENT:** 7:56 PM

<b>Resolution #</b>	<b>Description</b>	<b>Outcome</b>
Resolution #109	Approval of Order of Agenda	Passed
Resolution #110	Approval of Minutes	Passed
Resolution #111	Approval of Contracts	Passed
Resolution #112	Financial Reports	Passed
Resolution #113	Authorization for Disposal of Equipment	Passed
Resolution #114	Authorization to Amend The Hampton Bays UFSD 403(b) Retirement Plan	Passed
Resolution #115	Approval of Coaching Assignments	Passed
Resolution #116	Approval of Co-Curricular Appointments	Passed
Resolution #117	Approval of Substitute Teachers	Passed
Resolution #118	Approval of CSEA Leave of Absence (Milano)	Passed
Resolution #119	Approval of Appointments (Mielenhausen, Hughes)	Passed
Resolution #120	Approval of Substitute Support Positions	Passed
Resolution #121	Approval and Appointment of Workers for	Passed

**Special District Meeting of a Bond Referendum**

<b>Resolution #122</b>	<b>Approval of Standard Workday Resolution Certification</b>	<b>Passed</b>
<b>Resolution #123</b>	<b>Approval of Overnight Field Trip 2012-2013 School Year</b>	<b>Passed</b>
<b>Resolution #124</b>	<b>Creation of Junior Varsity Cheerleading Squad For 2012-13 School Year</b>	<b>Passed</b>
<b>Resolution #125</b>	<b>Allocation of Remaining Capital Monies</b>	<b>Passed</b>

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**MEMBERS ABSENT:** None

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Mr. Oakland called the Business meeting to order at 5:05 PM.

On a motion by Ms. Capuano, seconded by Mr. Joslin, the Business meeting adjourned to Executive Session at 5:10 PM to discuss matters related to personnel issues.

On a motion by Mr. Joslin, and seconded by Mr. Garvey, the Business meeting resumed.

On a motion by Mr. Joslin, and seconded by Mr. Garvey the Audit Committee Meeting was called to order.

On a motion by Ms. Capuano, seconded by Mr. Joslin, the Audit Committee Meeting adjourned.

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

**Resolution #109**

**BE IT RESOLVED**, that the Board of Education approves the order of the agenda.

5 aye

**CLERK'S REPORT**

On a motion by Mr. Garvey, seconded by Mr. Joslin, the following resolution was offered:

**Resolution #110**

**BE IT RESOLVED** that the Board of Education accepts minutes of the Reorganizational Meeting and the Business Meeting held Tuesday, October 13, 2012.

5 aye

**PUBLIC COMMENT – none**

**SUPERINTENDENT'S REPORT**

Lars Clemensen spoke about the following:

- Hurricane Sandy Shelter
- Trick or Treat in High School Parking Lot
- Revised Calendar
- Veteran's Day Flag Ceremony

- **Student Recognition**
- **Canoe Place Inn Representative Meeting**
- **2012-2013 Calendar being approved in December**
- **Bond Referendum Informational Meeting Tuesday November 15, 2012 6-7 pm**
- **Bond Referendum Vote on November 27, 2012**

## **PRESENTATIONS**

### **Students of the Month-October**

- **Maxwell Garcia**
- **Annabelle Dominguez**
- **Daniella Gutierrez**

### **Student Poets were presented by Ms. Spielman**

- **Daniela Zapata**
- **Vanessa Para Henao**
- **Estephanya Acevedo**

### **Student Recognition-Jennifer Linares**

## **BUSINESS ADMINISTRATOR'S REPORT**

### **Mr. Luce spoke about the following:**

- **Hurricane Sandy and Nor'Easter Athena debriefing**
- **Exempt from NYSED lunch time**
- **Energy Performance Contract**
- **Wind Turbine donated from Greenlogic**
- **Allocation of remaining money from Capital Project**

## **BUSINESS AND FINANCE**

**On a motion by Mr. Garvey and seconded by Ms. Capuano, the follow resolutions #111 - #120 were offered consent agenda format:**

**5 aye**

### **Resolution #111**

**RESOLVED**, that the Board of Education, upon the recommendation of Larry Luce, School Business Administrator, approves the following contracts for the school year indicated, such contracts shall be incorporated by reference within the minutes of this meeting:

- 1. Service Provider Agreement with AssetWorks, Inc., for the school year 2012-2013, as per the attached documentation.**
- 2. Agreement with Utility Check, Ltd., for one year, as per the attached documentation.**
- 3. Special Education Services Contract for parentally placed students with Southampton Public Schools, for the 2012-2013 school year, as per the attached documentation.**
- 4. Contract for Education Services with the Halsey Family, for the 2012-2013 school year, as per the attached documentation.**

5. **Contract for Education Services with the Palmieri Family, for the 2012-2013 school year, as per the attached documentation.**
6. **Flexible Compensation Agreement with Fitzharris Benefits Administrators, effective January 1, 2013, as per the attached documentation.**
7. **Complete Rehab Contract Rider for the 2012-1013 school year, as per the attached documentation.**
8. **Energy Performance Contract with Johnson Controls, Inc., as per the attached documentation.**
9. **Health Source Group, for the school year 2012-2013, as per the attached documentation.**

**Resolution #112**

**It is recommended by Larry Luce, School Business Administrator, that the following reports be accepted by the Board of Education:**

**Budget Transfer Report – October 2012**  
**Appropriation Status Report – October 2012**  
**Warrant Reports – October 2012**  
**Cash Disbursements – October 2012**  
**Treasurer’s Monthly Report –September 2012**  
**Revenue Budget Status Report – General – October 2012**  
**Revenue Budget Status Report – Cafeteria – October 2012**  
**Appropriation Status Report- Cafeteria – October 2012**  
**Capital Fund Appropriations Report – October 2012**  
**Capital Fund Revenue Report – October 2012**  
**Special Aid Fund Appropriations Report- October 2012**  
**Fund Balance General Fund – October 2012**  
**Trial Balance General Fund – October 2012**  
**Trial Balance School Lunch Fund – October 2012**  
**Trial Balance Capital Fund – October 2012**  
**Trial Balance Trust and Agency Fund – October 2012**  
**Trial Balance Extracurricular Activities Fund – October 2012**  
**Students Accounts Report – October 2012**  
**Internal Claims Audit Report – October 2012**  
**Student Enrollment Report – October 2012**

**Resolution #113**

**BE IT RESOLVED, that the Board of Education, upon the recommendation of the School Business Administrator, hereby authorized the disposal of the following equipment:**

1. **Two Titmus Vision Testers**
2. **Two Audio Meters**

**Resolution #114**

**WHEREAS, the Hampton Bays UFSD (“Employer”) maintains the Hampton Bays UFSD 403(b) Retirement Plan Document (“Plan”); and**

**WHEREAS, the Plan was duly adopted on the first day of January 2009, by the Employer; and**

WHEREAS, the Employer desires to conform the Plan to the requirements of the Heroes Earnings Assistance and Relief Act of 2009 (“HEART”) and the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”);

NOW, THEREFORE, BE IT RESOLVED that sections 1.16 Includible Compensation, 1.24 Severance from Employment, 4.1 Loans, and 5.3 Minimum Distributions, of the Plan are hereby amended as per the attached documentation.

BE IT FURTHER RESOLVED that the Plan shall include the following new sections 5.7 Qualified Military Service Distributions and 9.12 Qualified Military Service Benefits:

BE IT FURTHER RESOLVED that this amendment is effective as required under HEART and WRERA, as per the attached documentation, and shall be incorporated by reference within the minutes of this meeting.

#### PERSONNEL

##### Resolution #115

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following coaching positions for the 2012/2013 school year as per the HBTA contract:

<u>Name</u>	<u>Position</u>	<u>Level</u>	<u>Stipend</u>
1. Kevin O’Toole	Varsity Girls Winter Track	B1-I	\$5,152
2. Scott Garofola	MS Boys Basketball	C3-II	\$3,894

##### Resolution #116

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following co-curricular appointments for the 2012/2013 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Kathleen Kops	AIS Teacher	\$38.33/hour
2. Julianna Roman	Translator Biling. Parenting Gr MS	\$15/hour
3. Patricia Beach	AIS Teacher (after school)	\$51.00/hour
4. Savario Naclerio	AIS Teacher (after school)	\$51.00/hour
5. Kevin O’Toole	AIS Teacher (after school)	\$51.00/hour
6. Adrienne Postiglione	AIS Teacher (after school)	\$51.00/hour
7. Paula Bullock	AIS Teacher Aide (after school)	CSEA contract
8. Annmarie Smith	AIS Teacher Aide (after school)	CSEA contract
9. Stacey Naglieri	CSE Chairperson	\$5,500

##### Resolution #117

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Substitute Teacher positions at \$100.00 for Certified Teachers and \$90.00 for Non Certified Teachers for the 2012/2013 school year:

<u>Name</u>	<u>Certification</u>
1. Kathleen Burke	Special Education
2. Megan Carter	ELA 7-12
3. Frank Prost	General Science
4. Kristen Capece	Special Education 1-6/Elementary 1-6

**Resolution #118**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves a leave of absence for the following individuals:

**1. Anita Milano**

**Position:** Cafeteria Monitor  
**Effective:** November 13, 2012-February 8, 2013  
**Reason:** Medical Leave

**Resolution #119**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals:

**1. Kristen Mielenhausen**

**Position:** Registered Nurse 1.0  
**Salary:** CSEA Step 2 \$44,054  
**Effective:** November 1, 2012  
**Reason:** Replacing Janet Abbondanza

**2. Jacqueline Hughes**

**Position:** Registered Nurse .75%  
**Salary:** per CSEA Step 1 \$43,135 (prorated)  
**Effective:** November 1, 2012  
**Reason:** Replacing Kristen Mielenhausen

**Resolution #120**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute support staff for the 2012/13 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Carlo Verardi	Custodian	\$18.70/hour
2. Charles Schneider	Student Aide	\$9.00/hour
3. Kathleen Burke	Teacher Aide	\$13.88/hour
4. Julia Schneider	Café Monitor	\$12.21/hour

**BOARD OF EDUCATION**

On a motion by Mr. Garvey, seconded by Mr. Joslin, the following resolution was offered:

**Resolution #121**

**BE IT RESOLVED**, that the Board of Education of the Hampton Bays UFSD approves the appointment of the Chairperson, Acting Clerk, Assistant Clerks, Inspector and Assistant Inspectors for the District Bond Referendum Vote held Tuesday, November 27, 2012 as annexed hereto (Appendix #1).

5 aye

On a motion by Mr. Garvey, seconded by Mr. Joslin, the following resolution was offered:

**Resolution #122**

**BE IT RESOLVED**, that the Board of Education of the Hampton Bays UFSD/Location Code 58090502000 hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the District Clerk and the certification of record maintained and submitted by these officials to the District Clerk.

5 aye

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

**Resolution #123**

**RESOLVED**, that the Board of Education approves the overnight field trip of the FBLA (Future Business Leaders of America) trip to the Financial District in New York City on February 27 and 28, 2013.

5 aye

**BOARD OF EDUCATION SUB COMMITTEE REPORTS**

**Athletics Sub Committee – Warren Booth**

- **Cheerleading Junior Varsity Squad**

On a motion by Mr. Garvey, seconded by Mr. Joslin, the following resolution was offered:

**Resolution #124**

**WHEREAS**, due to cost savings of transportation and officials fees for cancelled athletic games due to Hurricane Sandy, there exists a small surplus in monies allotted for that purpose;

**WHEREAS**, the student interest in Basketball Cheerleading is higher than projected and originally expected and there exists an opportunity to add a JV Cheerleading squad for this season;

**THEREFORE BE IT RESOLVED THAT**, the Board of Education, upon the recommendation of the Superintendent of Schools, transfers unused monies for officials' fees and transportation from the Fall Season within the Athletic Budget to the cost of a JV Cheerleading coach at an amount not to exceed \$3,506.

5 aye



**On a motion by Mr. Garvey, seconded by Ms. Capuano, the following resolution was offered:**

**Resolution #125**

**WHEREAS, the voters have since 2008 allocated up to \$300,000 of unused budget funds for the purpose of repairs and upgrades to the facilities;**

**WHEREAS, there still remains a balance in this fund after the completion of the latest project, the creation of the Pre-Kindergarten and additional HS classroom;**

**THEREFORE BE IT RESOLVED THAT, the Board of Education, upon the recommendation of the Superintendent of Schools, allocated an amount not to exceed \$75,000, for the purposes of addressing the High School Auditorium sound system; pre-Bond Project set-up costs; and Fire Alarm panel upgrades at the High School.**

**PUBLIC COMMENT – None**

**5 aye**

**On a motion by Mr. Garvey, seconded by Ms. Capuano, the Business meeting adjourned to Executive Session at 8:43 PM.**

**5 aye**

**ADJOURNMENT**

**Respectfully submitted,**

**District Clerk  
Anna Marie Rojas**