

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** December 13, 2011      **KIND OF MEETING:** Business

**LOCATION:** HS Library      **PRESIDING OFFICER:** 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:** 5:03 PM  
**ADJOURN TO EXECUTIVE SESSION:** 5:05 PM  
**RESUME BUSINESS MEETING:** 7:00 PM  
**ADJOURNMENT:** 7:55 PM

| <b>Resolution #</b>    | <b>Description</b>   | <b>Outcome</b> |
|------------------------|--|----------------|
| <b>Resolution #128</b> | <b>Approval of Order of Agenda</b>                               | <b>Passed</b>  |
| <b>Resolution #129</b> | <b>Approval of Minutes</b>                                       | <b>Passed</b>  |
| <b>Resolution #130</b> | <b>Approval of Contracts</b>                                     | <b>Passed</b>  |
| <b>Resolution #131</b> | <b>Budget Transfers</b>  | <b>Passed</b>  |
| <b>Resolution #132</b> | <b>Financial Reports</b>   | <b>Passed</b>  |
| <b>Resolution #133</b> | <b>Approval of Increase to Cafeteria<br/>Construction Budget</b> | <b>Passed</b>  |
| <b>Resolution #134</b> | <b>Approval of CSE/CPSE</b>                                      | <b>Passed</b>  |
| <b>Resolution #135</b> | <b>Resignation (Ruschin)</b>                                     | <b>Passed</b>  |
| <b>Resolution #136</b> | <b>Leaves of Absence (Fink, Loeser, Motz)</b>                    | <b>Passed</b>  |
| <b>Resolution #137</b> | <b>Leave Replacement Appointment</b>                             | <b>Passed</b>  |
| <b>Resolution #138</b> | <b>Co-Curricular Appointments</b>                                | <b>Passed</b>  |
| <b>Resolution #139</b> | <b>Approval of Coaching Assignments</b>                          | <b>Passed</b>  |
| <b>Resolution #140</b> | <b>Approval of Substitute Teachers</b>                           | <b>Passed</b>  |
| <b>Resolution #141</b> | <b>Approval of Support Positions</b>                             | <b>Passed</b>  |

Minutes of the December 13, 2011 BOE Business Mtg

|                        |  |               |
|------------------------|--|---------------|
| <b>Resolution #142</b> | <b>Resolution Correction</b>   | <b>Passed</b> |
| <b>Resolution #143</b> | <b>CSEA Leave Replacement Appointment</b>  | <b>Passed</b> |
| <b>Resolution #144</b> | <b>Administrative Leave Authorization</b>  | <b>Passed</b> |
| <b>Resolution #145</b> | <b>Termination of Employee (Manzella)</b>  | <b>Passed</b> |
| <b>Resolution #146</b> | <b>Approval of Second Reading and Adoption<br/>of a Board of Passed Education Policy<br/>(Inventory, Accounting of Fixed Assets and Tracking Policy)</b> | <b>Passed</b> |
| <b>Resolution #147</b> | <b>Approval of First Reading of Amendments to a<br/>Board of Education Policy (Title I Parent Involvement<br/>Policy, #1900)</b>                         | <b>Passed</b> |
| <b>Resolution #148</b> | <b>Approval of Overnight Field Trip 2011-2012<br/>School Year (FBLA-NYC)</b>   | <b>Passed</b> |
| <b>Resolution #149</b> | <b>Approval of 2012-13 Budget Planning Process</b>   | <b>Passed</b> |
| <b>Resolution #150</b> | <b>Approval to Begin Pre-K Capital Project</b>   | <b>Passed</b> |

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Dot Capuano  
**MEMBERS ABSENT:** None  
**OTHERS PRESENT:** Lars Clemensen, Larry Luce, Anna Marie Rojas

Mr. Oakland called the Business meeting to order at 5:03 PM.

On a motion by Ms. Capuano, seconded by Mr. Booth the Business meeting adjourned to Executive Session to discuss matters related to specific personnel matter.

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

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

**Resolution #128**

**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 #129**

**BE IT RESOLVED** that the Board of Education accepts minutes of the Business Meeting held Tuesday, November 8, 2011.

5 aye

**PUBLIC COMMENT** – none

**PRESENTATIONS**

**SUPERINTENDENT'S REPORT**

Lars Clemensen spoke about the following:

- Elementary and Middle School Flag Day Ceremonies
- East End Project – Peconic Sustainability Institute
- 2012-13 Budget Development Process
- Kindergarten Registration and Screening
- Kindergarten Round-up
- Athletic Department – Scholar Athletes/Teams
- Coaches of the Year

**Student of the Month – November**

- Josephine Perl – Grade 2
- Christina Pasca – Grade 7
- Taylor Catz – Grade 10

**Kathy Dayton presented the Fire Prevention Campaign Winners to the Board:**

| Grade | First Place              | Second Place            | Third Place                  |
|-------|--------------------------|-------------------------|------------------------------|
| K     | Emma Halsey (Eaton)      | Joseph Arroyo (Foster)  | Adriana Mauricio (Palmieri)  |
| 1     | Evelyn Koziol (Poremba)  | Liam Sutton (Barker)    | Alyson Francolini (Poremba)  |
| 2     | Meegan Lennon (Lewis)    | Alexis Rivas (Alberti)  | Daniel Comenzo (Joslin)      |
| 3     | Priscila Putzulo (Ellis) | Justin Korczak (King)   | Garrett Francolini (Sumwalt) |
| 4     | Sofia Gonzalez (DeRosa)  | Tristan Halsey (DeRosa) | Lily Candelaria (Payton)     |
| 5     | Maria Jose Duran         | Joey Sapio              | Cassandra Strobel            |
| 6     | Conor Fleming            | Melissa Carranza        | Sage McMorris                |
| 7     | Stephanie Cruz           | Raven Stephens          | Julia Dzakonski              |
| 8     | David Ramirez            | Shannon Rey             | Alicia Golyski               |

**Mr. Clemensen presented Patriotism Award to Lily Spellman and Ava Bianchi**

**Larry Luce presented the information on the following areas to the Board of Education:**

- Governor's Tax Plan-Repeal of MTA Tax
- External Auditors
- Budget Development
- Budget Advisory Committee
- Buildings and Grounds
- High School Cafeteria Project

**BUSINESS AND FINANCE**

On a motion by Mr. Garvey, seconded by Ms. Capuano the following resolutions #130 - #145 were offered in a consent agenda format with no amendments to the agenda provided to the public:

5 aye

**Resolution #130**

**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. Health Services Contract with Bridgehampton Union Free School District for 2010-2011 school year, as per the attached documentation.
2. AFA Protective Systems, Inc. for inspection maintenance contract for one year starting November 18, 2011, as per the attached documentation.
3. Educational Agreement with Anderson center for Autism, for the period July 1, 2011 through June 30, 2012, as per the attached documentation.
4. IDEA flow through Agreement with Developmental Disabilities Institute for the period July 1, 2011 through June 30, 2012, as per the attached documentation.

5. **Consultant Services Contract with Career & Employment Options, Inc. for the 2011-2012 school year, as per the attached documentation.**
6. **Staffing Agreement with Home Care Therapies LLC dba Horizon Healthcare Staffing for the period July 1, 2011 through June 30, 2012, as per the attached documentation.**

**Resolution #131**

**BE IT RESOLVED, that the Board of Education, upon the recommendation of Larry Luce, School Business Administrator, approves the following budget transfers:**

1. **\$24,390.96 to adjust for purchase of tractor, as per the attached documentation**
2. **\$16,000.00 to adjust for emergency roof replacement at elementary school, as per the attached documentation.**

**Resolution #132**

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

- **Budget Transfer Report – November 2011**
- **Appropriation Status Report – November 2011**
- **Warrant Reports – November 2011**
- **Cash Disbursements - November 2011**
- **Treasurer's Monthly Report –October 2011**
- **Revenue Budget Status Report – General –November 2011**
- **Revenue Budget Status Report – Cafeteria –November 2011**
- **Appropriation Status Report- Cafeteria –November 2011**
- **Capital Fund Appropriations Report – November 2011**
- **Capital Fund Revenue Report – November 2011**
- **Special Aid Fund Appropriations Report – November 2011**
- **Special Aid Fund Revenue Report – November 2011**
- **Internal Claims Audit Report – November 2011**
- **Student Enrollment Report – November 2011**

**Resolution #133**

**RESOLVED, that the Board of Education, upon the recommendation of Larry Luce, School Business Office, hereby approves the increase to the cafeteria construction budget in the amount of \$25,722.23.**

**STUDENT SERVICES**

**Resolution #134**

**RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, arranges for the placement of students with disabilities as presented to the Board.**

**PERSONNEL**

**Resolution #135**

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

**1. Christina Ruschin**

**Position:** Elementary Leave Replacement Teacher  
**Effective:** November 11, 2011

**Resolution #136**

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

**1. Marian Fink**

**Position:** Teacher Aide  
**Effective:** October 28, 2011 – February 28, 2012  
**Reason:** Family Medical Leave Act

**2. Linda Loeser**

**Position:** Teacher Aide  
**Effective:** November 29, 2011 – January 2, 2012  
**Reason:** Family Medical Leave Act

**3. Mary Beth Motz**

**Position:** Elementary Teacher  
**Effective:** November 23, 2011 – January 28, 2012  
**Reason:** Extended Maternity Leave

**Resolution #137**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following teaching Leave Replacement Teaching appointment as per the HBTA contract:

**1. Michelle Racywdski**

**Position:** Elementary Teacher  
**Salary:** BA Step 1 \$48,625 (pro-rated)  
**Effective:** November 11, 2011 – June 30, 2012  
**Reason:** Replacement of Christina Ruschin/Mary O'Hanlon

**2. Babette Paul**

**Position:** Art Teacher  
**Salary:** BA Step 1 \$48,625 (pro-rated)  
**Effective:** September 26, 2011 – April 30, 2011  
**Reason:** Medical Leave of Daniel Lennon

**Resolution #138**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the following Co-Curricular appointments:

| <u>Name</u>            | <u>Position</u>               | <u>Stipend</u>   |
|------------------------|-------------------------------|------------------|
| 1. Virgil Romer        | Fitness Room Supervisor       | Volunteer        |
| 2. Michael Oestreicher | College Career Planning-ASVAB | \$51/hour        |
| 3. Janis Poremba       | Mentor-Michelle Racywdiski    | \$925 (prorated) |

**Resolution #139**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following coaching positions for the 2011/12 school year as per the HBTA contract:

| <u>Name</u>      | <u>Position</u>          | <u>Level</u> | <u>Stipend</u> |
|------------------|--------------------------|--------------|----------------|
| 1. Jason Simmons | MS Boys Basketball       | C3-1         | \$3,248        |
| 2. Theresa Carey | Varsity Girls Basketball |              | Volunteer      |

**Resolution #140**

**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 2011-2012 school year:

| <u>Name</u>           | <u>Certification</u>         |
|-----------------------|------------------------------|
| 1. Jennifer Maddaloni | Elementary/Special Education |
| 2. Susan Dubois       | Elementary/Special Education |
| 3. Samantha Meyer     | Elementary                   |
| 4. Ashley Lombardo    | Non Certified                |
| 5. Jessica Arrigotti  | Non Certified                |

**Resolution #141**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following support staff for the 2011/12 school year:

| <u>Name</u>           | <u>Position</u>  | <u>Salary</u> |
|-----------------------|------------------|---------------|
| 1. Jennifer Maddaloni | Sub Teacher Aide | \$13.67/hour  |
| 2. Samantha Meyer     | Sub Teacher Aide | \$13.67/hour  |
| 3. Alyssa Conte       | Sub Teacher Aide | \$13.67/hour  |
| 4. Marie Gallinari    | Sub Teacher Aide | \$13.67/hour  |
| 5. Samantha Boden     | Sub Teacher Aide | \$13.67/hour  |
| 6. Maria Strada       | Sub Teacher Aide | \$13.67/hour  |
| 7. Jessica Arrigotti  | Sub Teacher Aide | \$13.67/hour  |
| 8. Susan Dubois       | Sub Teacher Aide | \$13.67/hour  |
| 9. Robert Mancuso     | Sub Teacher Aide | \$13.67/hour  |
| 10. John Boyd         | Sub Custodian    | \$18.42/hour  |

**Resolution #142**

**Resolved, that the Board of Education corrects resolution #124, number 3 from the 2011-2012 school year by deleting Joe Lever as a CSEA appointments.**

**Resolution #143**

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

**1. Joe Lever**

**Position: Teacher Aide  
Effective: November 9, 2011- June 30, 2012  
Salary: CSEA Step 1 \$17,513 (prorated)  
Reason: Leave Replacement for Sharon Wheeler**

**Resolution #144**

**RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools approves an administrative leave with pay for employee #544, until December 23, 2011, during the pendency of a fit for duty examination.**

**Resolution #145**

**RESOLVED, that the Board hereby terminates the employment of Vincent Manzella, Security Guard, effective December 14, 2011, pursuant to the provisions of Section 73 of the Civil Service Law.**

**BOARD OF EDUCATION**

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

**Resolution #146**

**RESOLVED, that the Board of Education approves the second reading and adoption of the following policy:**

**1. Inventory, Accounting of Fixed Assets and Tracking Policy, #6642**

**5 aye**

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

**Resolution #147**

**RESOLVED, that the Board of Education approves the first reading of the following policy:**

**1. Title I Parent Involvement Policy, #1900**

**5 aye**



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

**Resolution #148**

**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 28 and 29, 2012.**

**5 aye**

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

**Resolution #149**

**RESOLVED, that the Board of Education hereby approves the Budget Advisory Committee Meeting Calendar, Committee Roster and Budget Vote Deadline Calendar, as per the attached documentation.**

**5 aye**

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

**Resolution #150**

**RESOLVED, that the Board of Education upon the recommendation of the Superintendent of Schools authorized the Superintendent and business Administrator to begin the NYSED intention and bidding process for the Pre-K capital project as recommended by the Buildings and Grounds Subcommittee.**

**5 aye**

**Mr. Booth reported on the following for the Athletics and Co-Curricular Subcommittee:**

- Gym floors
- Scoreboard at the middle school
- Cheerleading members
- Field cleanup

**Mr. Oakland reported on the following for the Buildings and Grounds Subcommittee:**

- Pre-K capital project
- Elementary conversion of a locker room
- Asbestos abatement
- Removal of planters in front of the high school
- Basketball hoops

**Mr. Garvey reported on the following for the Curriculum and Technology Subcommittee:**

- Elementary school gym floor
- Concession stand at the high school
- Concern over the middle school field drainage
- Pre-K visitations to other schools

**PUBLIC COMMENT**

**Drew Walker**

**Adam Ortiz**

**ADJOURNMENT**

**On a motion by Mr. Garvey, seconded by Mr. Booth, the Business meeting adjourned at 7:55 PM.**

**5 aye**

**Respectfully submitted,**

**District Clerk  
Anna Marie Rojas**