

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 8, 2014 **KIND OF MEETING:** Reorganization Meeting

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

**MEMBERS PRESENT:** Chris Garvey, Warren Booth, Dot Capuano, Kevin Springer

**MEMBERS ABSENT:** Richard Joslin

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

**CALL TO ORDER:** 5:00 PM  
**EXECUTIVE SESSION:** 5:02 PM  
**RE-ORGANIZATIONAL MEETING:** 7:12 PM  
**ADJOURNMENT:** 7:20 PM

<b>Resolution #</b>	<b>Description</b>	<b>Outcome</b>
<b>Resolution #1</b>	<b>Appointment of Clerk Pro Tem (Anna Marie Rojas)</b>	<b>Passed</b>
<b>Resolution #2</b>	<b>Election of Board President (Chris Garvey)</b>	<b>Passed</b>
<b>Resolution #3</b>	<b>Election of Vice President (Warren Booth)</b>	<b>Passed</b>
<b>Resolution #4</b>	<b>Appointment of Board Clerk (Anna Marie Rojas)</b>	<b>Passed</b>
<b>Resolution #5</b>	<b>Appointment of District Officers</b> <b>District Treasurer</b> <b>Deputy Treasurer and Signatory in Absence of Treasurer</b> <b>Internal Claims Auditor</b>	<b>Passed</b>
<b>Resolution #6</b>	<b>Other Appointments</b> <b>Independent Auditor</b> <b>Internal Auditor</b> <b>School Attorney</b> <b>Bond Counsel</b> <b>Fiscal Advisor</b> <b>Insurance Consultant</b> <b>Records Access Officer</b> <b>Records Appeal Officer</b> <b>Asbestos Designee</b> <b>Purchasing Agent</b> <b>School Lunch Claims</b> <b>Central Treasurer for Extra Classroom Activity Fund Account</b> <b>SAVE Legislation Designated Education Official</b> <b>Title IX Compliance Officers</b> <b>Title VII Compliance Officers</b> <b>School Physician</b> <b>Designated Residency Determiner</b>	<b>Passed</b>

**Dignity Act Coordinators  
Students Involved in Criminal or Family Court  
Homeless Student Liaison**

<b>Resolution #7</b>	<b>Designations</b> Depositories Official Newspaper Meeting Dates	<b>Passed</b>
<b>Resolution #8</b>	<b>Authorizations</b> 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	<b>Passed</b>
<b>Resolution #9</b>	<b>Other Items</b> Appointment to Board of Education Subcommittees 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	<b>Passed</b>
<b>Resolution #10</b>	<b>Approved Dates of Board of Education Meetings</b>	<b>Passed</b>



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

**Resolution #3**

**RESOLVED**, that Warren Booth be elected Vice President of the Board of Education for the 2014-15 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. Booth, seconded by Ms. Capuano, the following resolution was offered:

**Resolution #4**

**BE IT RESOLVED** that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2014-2015 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. Booth, seconded by Ms. Capuano, the following resolutions #5-#10 were offered in consent agenda format:

4 aye

**Resolution #5**

**BE IT RESOLVED** that the Board of Education makes the following appointments for the 2014-15 school year:

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

**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 2014-15 school year:

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

- k. School Lunch Claims Larry Luce
- l. Central Treasurer for  
Extraclassroom Activity  
Fund Account Christine Pandolfo
- m. SAVE Legislation  
Designated Educational  
Official John Moran
- n. Title IX Compliance  
Officers Mark Pagano, Denise Sullivan, John Moran
- o. Title VII Compliance  
Officers Mark Pagano, Denise Sullivan, John Moran
- p. School Physician Southamptn Pediatrics, Joseph Quinn, MD  
in conjunction with Prime Care Hampton Bays  
(Dr. Chris Kielbasa)
- q. Designated Residence  
Determiner Larry Luce
- r. Dignity Act Coordinator Richard Triandafilis  
Michael T. Carlson  
Anthony DeBlasio
- s. Students Involved in  
Criminal/Family Court Mark Pagano
- t. Homeless Student Liaison Mark Pagano

**Resolution #7**

**BE IT RESOLVED** that the Board of Education makes the following appointments for the 2014-15 school year:

- a. Depositories Bridgehampton National Bank  
NY CLASS  
Suffolk County National Bank  
Capital One Bank  
T Bank
- b. Official Newspaper\* Southamptn 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
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2. **Payroll Certification**

It is recommended that the Superintendent of Schools be appointed to certify the payroll for the 2014-2015 school year and further that Larry Luce, School Business Administrator, will certify in his 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 2014-2015 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 January 1, 2014 at \$ .56 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 6 items:

1. Appointment to Board of Education Subcommittees

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

Buildings & Grounds	Chris Garvey, Warren Booth
Athletics & Co-Curricular	Rich Joslin, Kevin Springer
Curriculum & Technology	Chris Garvey, Rich Joslin
Community & Government	Kevin Springer, Dot Capuano

2. 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.

3. 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.

4. 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 2014-14year:

Chairperson	Michele DeBlasio, Kenneth Grille, Christine Anselmo, Ph.D. Stacey Naglieri, Mark Pagano
Parent Members	Rosemary Stiansen, Donna McKennett
Psychologists	Michele Smith, Kenneth Grille, Christine Anselmo, Ph.D., Stacey Naglieri
Teacher Members	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)**

**5.     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 2014-15 school year:**

**Chairperson**                      **Mark Pagano, Ken Grille, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri**

**Parent Members**                **Rosemary Stiansen, Donna McKennett**

**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)**

**6.     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 2014-2015.**

**Resolution #10**

**BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2014-15 school year as follows:**

<b>July 8, 2014</b>	<b>High School Room 9 (Reorganizational &amp; Business)</b>
<b>August 12, 2014</b>	<b>Hampton Bays Public Library</b>
<b>September 9, 2014</b>	<b>Hampton Bays High School Library</b>
<b>October 14, 2014</b>	<b>Hampton Bays High School Library</b>
<b>November 18, 2014</b>	<b>Hampton Bays High School Library</b>
<b>December 9, 2014</b>	<b>Hampton Bays High School Library</b>
<b>January 13, 2015</b>	<b>Hampton Bays High School Library</b>
<b>February 10, 2015</b>	<b>Hampton Bays High School Library</b>
<b>March 10, 2015</b>	<b>Hampton Bays High School Library</b>
<b>April 14, 2015</b>	<b>Hampton Bays High School Library</b>



**May 12, 2015**  
**June 9, 2015**

**Hampton Bays High School Library**  
**Hampton Bays High School Library**

**ADJOURNMENT OF REORGANIZATIONAL MEETING**

**On a motion by Mr. Booth, seconded by Ms. Capuano, the Re-organizational meeting adjourned at 7:20 PM.**

**4 aye**

**Respectfully submitted,**

**Anna Marie Rojas**  
**District Clerk**