

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 7, 2015 **KIND OF MEETING:** Reorganization Meeting

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

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

**MEMBERS ABSENT:** None

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

**CALL TO ORDER:** 6:00 PM

**EXECUTIVE SESSION:** 5:02 PM

**RE-ORGANIZATIONAL MEETING:** 7:07 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 (Richard Joslin)</b>	<b>Passed</b>
<b>Resolution #3</b>	<b>Election of Vice President (Kevin Springer)</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>Passed</b>

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

**Resolution #7**      **Designations**      **Passed**  
    **Depositories**  
    **Official Newspaper**  
    **Meeting Dates**

**Resolution #8**      **Authorizations**      **Passed**  
    **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**

**Resolution #9**      **Other Items**      **Passed**  
    **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**

**Resolution #10**      **Approved Dates of Board of Education Meetings**      **Passed**

**DATE:** July 7, 2015 **KIND OF MEETING:** Reorganization Meeting

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

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

**MEMBERS ABSENT:** None

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

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

On a motion by Mr. Springer, 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. Springer the Board adjourned the Executive Session at 7:00 PM.

Anna Marie Rojas, Clerk Pro Temp, called the Re-Organizational Meeting to order at 7:07 PM.

**Resolution #1**

On a motion by Ms. Capuano, 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

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 member, Mr. Dunn and Ms. Scully.*

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

**Resolution #2**

**RESOLVED**, that Richard Joslin be elected President of the Board of Education for the 2015-16school 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. Dunn, seconded by Mr. Joslin, and upon the nomination for Vice President by Ms. Capuano, the following resolution was offered:

**Resolution #3**

**RESOLVED**, that Kevin Springer be elected Vice President of the Board of Education for the 2015-16 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. Springer, 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 2015-2016 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. Dunn, seconded by Ms. Scully the following resolutions #5-#10 were offered in consent agenda format:

5 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

On a motion by Ms. Capuano, seconded by Mr. Dunn, the following resolutions #6-#10 be approved in consent agenda format:

5 aye

**Resolution #6**

**BE IT RESOLVED**, that the Board of Education makes the following appointments for the 2015-2106 school year.

- a. Independent Auditor To Be Determined 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** Dr. Joseph Quinn, MD (through 8/31/15)
- 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

**Resolution #7**

**BE IT RESOLVED** that the Board of Education makes the following appointments for the 2015-2016 school year:

- a. Depositories** Bridgehampton National Bank  
NY CLASS  
Suffolk County National Bank  
Capital One Bank  
TD 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 makes the following appointments for the 2015-2016 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
- 2. Payroll Certification**  
**BE IT RESOLVED** that the Superintendent of Schools be appointed to certify the payroll for the 2015-16 school year and further that Larry Luce, School Business Administrator, 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 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**  
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 2015-16 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, 2015 at \$ .575 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.

**Resolution #9**

**BE IT RESOLVED** that the Board of Education approves the following 6 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	TBD
Athletics & Co-Curricular	TBD
Curriculum & Technology	TBD
Legislative & Policy	TBD

- 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 2015-16 year:

<b>Chairpersons</b>	<b>Michele DeBlasio, Christina Chiarulli, Christine Anselmo, Ph.D., Stacey Naglieri, Mark Pagano</b>
<b>Parent Members</b>	<b>Rosemary Stiansen, Donna McKennett</b>
<b>Psychologists</b>	<b>Michele DeBlasio, Christine Anselmo, Ph.D., Stacey Naglieri and Christina Chiarulli</b>
<b>Teacher Members</b>	<b>Approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators</b>
<b>Physician</b>	<b>Southampton Pediatrics, Joseph Quinn, MD (through 8/31/15)</b>

- 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 2015-16 school year:

<b>Chairpersons</b>	<b>Mark Pagano, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri and Christina Chiarulli</b>
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<b>Parent Members</b>	<b>Rosemary Stiansen, Donna McKennett</b>
<b>County Representative</b>	<b>Representative from Suffolk County</b>
<b>Representative of Evaluative Agency</b>	<b>- A Department of Health Early Intervention professional for a preschool child in transition from early intervention services to school age services - Evaluation personnel</b>
<b>Teacher</b>	<b>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</b>
<b>Physician</b>	<b>Southampton Pediatrics, Joseph Quinn, MD (through 8/31/15)</b>

**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 2015-2016 (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.**

**Resolution #10**

**BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2015-2016 school year as follows:**

<b>Time:</b>	<b>7:00pm</b>	
<b>Dates:</b>	<b>August 25, 2015</b>	<b>Hampton Bays High School Library</b>
	<b>September 8, 2015</b>	<b>Hampton Bays High School Library</b>
	<b>October 13, 2015</b>	<b>Hampton Bays High School Library</b>
	<b>November 10, 2015</b>	<b>Hampton Bays High School Library</b>
	<b>December 8, 2015</b>	<b>Hampton Bays High School Library</b>
	<b>January 12, 2016</b>	<b>Hampton Bays High School Library</b>
	<b>February 9, 2016</b>	<b>Hampton Bays High School Library</b>



**March 8, 2016**  
**April 12, 2016**  
**May 10, 2016**  
**June 14, 2016**

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

**ADJOURNMENT OF REORGANIZATIONAL MEETING**

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

**5 aye**

**Respectfully submitted,**

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