

HAMPTON BAYS UNION FREE SCHOOL DISTRICT
86 East Argonne Road
Hampton Bays, New York 11946

Board of Education
Rich Joslin, President
Kevin Springer, Vice President
Dot Capuano, Trustee
Michael Dunn, Trustee
Liz Scully, Trustee
Lars Clemensen, Superintendent of Schools
Anna Marie Rojas, District Clerk

OFFICIAL AGENDA –April 19, 2016
Hampton Bays High Library

It is expected that the Board of Education will enter Executive Session at approximately 5:30 pm prior to the scheduled public meeting to begin at 7:00pm to discuss the employment of a particular person.

7:00 PM -- BUSINESS MEETING

1. OPENING PROCEDURES

- A) **Call to Order**
- B) **Pledge of Allegiance**
- C) **Announcement of Emergency Exits -- Please note the marked emergency exits.**
- D) **Approval of Order of Agenda**

2. CLERK’S REPORT

- A) **Approval of Minutes**
BE IT RESOLVED that the Board of Education accepts minutes of the Business Meeting held Tuesday, March 15, 2016 and the Special meeting held Thursday, March 24, 2016.

Note: draft minutes will be available on the District’s website approximately two weeks following business meetings.

- B) **Public Comment**
Speakers will be recognized who wish to address the Board on agenda items only.

3. PRESENTATIONS AND REPORTS

- A) **Superintendent’s Report** *Lars Clemensen*
- B) **The Class of 2016 Representatives** *Chris Richardt*
 - *Salutatorian – Lily Spellman*
 - *Valedictorian – Alicia Golyski*
- C) **Students of the Month - March**
 - *Julianne Palmieri, Elementary School* *Marc Meyer*
 - *Emma Naclerio, Middle School* *Anthony DeBlasio*
 - *Angie Correa, High School* *Christopher Richardt*
- D) **Southampton Town Traveling Museum** *Lars Clemensen*
 - *Elizabeth Ottati, Class of 2016*
 - *Kathy Dayton, Middle School Art Teacher*

4. BUSINESS, FINANCE, AND OPERATIONS

A) Administrator's Report

Larry Luce

B) Approval of Contracts

RESOLVED, that the Board of Education, upon the recommendation of the 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. SCOPE Education Services for the 2016-2017 Universal Pre-Kindergarten Program, as per the attached documentation.
2. Educational Data Services, Inc. for licensing and maintenance for the 2016-2017 school year, as per the attached documentation.
3. Riverhead Central School District, for health services for the 2015-2016 school year, as per the attached documentation.

C) Financial Reports

RESOLVED, that the Board of Education, upon the recommendation of the School Business Administrator, accepts the following Financial Reports:

- Budget Transfer General/Capital Report–March 2015
- Appropriation Status Report – March 2016
- Warrant Reports –March 2016
- Cash Disbursements – March 2016
- Revenue Budget Status Report – General –March 2016
- Revenue Budget Status Report – Cafeteria –March 2016
- Appropriation Status Report- Cafeteria –March 2016
- Treasurer's Monthly Report – February and March 2016
- Capital Fund Appropriations Report –March 2016
- Capital Fund Revenue Report –March 2016
- Special Aid Fund Appropriations Report- March 2016
- Trial Balance General Fund –March 2016
- Trial Balance School Lunch Fund –March 2016
- Trial Balance Capital Fund –March 2016
- Trial Balance Trust and Agency Fund –March 2016
- Trial Balance Special Aid Fund –March 2016
- Trial Balance Extracurricular Fund –March 2016
- Cash Flow Report – February and March 2016
- Internal Claims Audit Report –March 2016
- Student Enrollment Report –March 20156

D) Budget Transfers

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

1. \$23,900.00, to adjust for services with Out East Occupational Therapy Services to cover mandated cases for a maternity leave, as per the attached documentation.
2. \$18,612.53 to adjust to cover initial lease payment on December 2015 computer lease.
3. \$77,248.00 to adjust for change orders previously approved, but not yet issued a purchase order, as per the attached documentation.
4. \$111,642.00 to adjust for change orders previously approved, but not yet issued a purchase order, as per the attached documentation.
5. \$50,000.00 to adjust to for administrative costs for classified students unilaterally placed in private school outside the district, as per the attached documentation.

6. \$10,500.00 to adjust for occupational therapy services that were recommended mid-year by the Committee on Special Education, as per the attached documentation.

E) Acceptance of Donations

RESOLVED, that the Board of Education, upon the recommendation of the School Business Official, accept the generous donation of:

1. Seven yards of compost from Mr. Brian DeLuca, from Enchanted Gardens in Speonk, for the Good Ground Community Garden/Greenhouse at the middle school, at an approximate value of \$250.
2. \$500.00 from East End Garden Group, Slow Food/John Levine Foundation to be used in support of the Good Ground Community Garden/Greenhouse at the middle school.
3. \$500.00 from Bridgehampton National Bank for the district's participation in the East Hampton Wellness Conference, to be used in support of the Good Ground Community Garden/Greenhouse at the middle school..

F) Authorization to Dispose of Surplus Equipment-Band Uniforms

RESOLVED, that the Board of Education, upon the recommendation of the School Business Official, hereby authorizes the declaration of following items as "surplus" and directs the School Business Official to dispose of the items in accordance with Board policy and procedure:

1. High school band uniforms
2. Art department press

G) Authorization to Dispose of Surplus Equipment-Smart Boards

WHEREAS, the School District has replaced 51 Smart boards that are approximately eight years old with newer technology, Smart Panel Displays, and has declared the Smart boards as surplus, obsolete and of no use or value to the School District and has authorized the disposal of same; and

WHEREAS, the School District has offered the 51 Smart boards at auction, advertised in the local paper, The Southampton Press, on Thursday March 24, 2016; and

WHEREAS, the School District did not receive any reputable bids for the purchase of the 51 Smart boards;

THEREFORE BE IT RESOLVED THAT, upon the recommendation of the School Business Official, that the 51 Smart boards be disposed of by donating them to the Wyandanch Union Free School District, which has requested the Smart boards, but does not have the means to bid on them ; and

BE IT FURTHER RESOLVED THAT the Board of Education, having received no reputable bidder for the 51 Smart boards after advertising therefor, hereby agrees to donate the 51 Smartboards to Wyandanch Union Free School District on an "as is" basis, with no warranty or guarantee as to the condition or usability of such equipment, with the requirement that the Smart boards shall be picked up and removed from Hampton Bays School District property no later than the end of the school day on April 22, 2016.

H) Approval of Joint Municipal Cooperative Bidding Program

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Hampton Bays UFSD,, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

I) Approval to Amend 403(b) Plan

WHEREAS, the Hampton Bays Union Free School District ("District") maintains the Hampton Bays Union Free School District 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 19th day of April, 2016 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to amend the Plan to permit Roth 403(b) Contributions and the in-plan rollover of a Non-Roth Account to a Roth Account;

NOW, THEREFORE, BE IT RESOLVED that section 6.6 Roth 403(b) Contributions of the Plan is hereby amended to read as follows;

6.6 Roth 403(b) Contributions

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)–1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee's gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be maintained in accordance with Treasury Regulation §1.401(k)–1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant's Roth contribution Account and the Participant's other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)–6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)–6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

BE IT FURTHER RESOLVED that the Plan shall include the following new section 6.7 Roth 403(b) Contributions;

6.7 In-plan rollover from a Non-Roth Account to a Roth Account

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

5. STUDENT SERVICES**A) Approval of CSE/CPSE Services**

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 of Education.

6. PERSONNEL**A) Tenure Appointment**

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the following individual be granted tenure in accordance with Chapter I of the Board of Regents of the New York State Education Law and;

WHEREAS, the Board of Education is in accordance with such recommendation, BE IT RESOLVED, that the following individual be granted tenure in the special subject tenure area indicated effective April 13, 2016:

Angela Behr §30-1.8 (b) (2) School Counselor

Moved, Seconded and Discussed

The Board will now vote on the tenure appointments: Aye _____ Nay _____

B) Acceptance of Resignation

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the resignations of the following individuals, as per the attached documentation:

- 1. Joseph Mistretta, Custodian, effective March 25, 2016
- 2. Courtney O’Day, Teacher Aide, effective March 14, 2016

C) Approval of Leave of Absence

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the leave of absence of the following individual, as per the attached documentation:

- 1. Daniel Lennon, High School Art Teacher
April 11, 2016 – May 10, 2016
- 2. Jennifer Farrell, Middle School English Teacher
April 11 – June 30, 2016, Family Medical Leave Act Leave of Absence
July 1, 2016 – June 30, 2017, for HBTA Article XXIII(D)(2), Leave of Absence
- 3. Rachel Kelsh, High School Social Studies Teacher
September 6 – December 9, 2016, Family Medical Leave Act Leave of Absence

D) Approval of Leave Replacement Appointments

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals, as per the attached documentation:

- 1. Laura Fitzgibbon, Middle School English Teacher
Salary: BA Step A, (pro-rated)
Effective: April 13, 2016 – June 24, 2016
Reason: Replacement for J.F. Leave of Absence

E) Approval of Summer Academy Positions

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for the Summer School program for the 2015-16 school year as per the HBTA and CSEA contracts:

- | <u>Name</u> | <u>Position</u> |
|--------------------|--------------------------------|
| 1. Diane Hutchison | 2016 Summer School Coordinator |

F) Approval of Co-Curricular Appointments

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for Co-Curricular Programming for the 2015-16 school year:

<u>Name</u>	<u>Position</u>
1. Katelyn Maresca	AIS – English
2. Kelly Barrett	AIS – Algebra
3. Andrew Fotopoulos	AIS – Mathematics
4. Richard Ianelli	AIS – Science
5. Alfred Brigham	AIS – Science
6. Robyn Sweeney	AIS – Algebra
7. Nicole DiFrietus	AIS – English

G) Co-Curricular Enrichment Appointments

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Enrichment Teacher Appointments for the 2015/2016 school year:

<u>Name</u>	<u>Position</u>
1. Steve Piliero	Recorder Workshop
2. Lisa Marte	Discovering Other Countries
3. Brittany Morlock	Little Wizards
4. Victoria Greenidge	Edible Art
5. Rebecca Kober	Fun and Games
6. Kimberly Van Bourgondien	Substitute

H) Approval of Substitute Teachers

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Substitute Teacher positions At \$102.00 for Certified Teachers and \$90.00 for Non Certified Teachers for the 2015/2016 school year:

<u>Name</u>	<u>Certification</u>
1. Korey Smith-Dickinson	SWD 1-6, Technology, Pre K-6
2. James Steinberg	Social Studies 7-12
3. Joseph Golio	Non-Certified

I) Approval of Substitute Support Positions

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute support staff for the 2015/16 school year:

<u>Name</u>	<u>Position</u>
1. Kattia Bennett	Custodian
2. Anthony Sideratos	Custodian
3. Jerry Hart	Custodian
4. Barbara Corrigan	Teacher Aide
5. Susan Lennon	Concession Food Manager
6. Elsie Mitchel	Concession Food Manager

J) Approval of Substitute Support Staff

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for substitute support staff positions for the 2015-16 school year:

<u>Name</u>	<u>Position</u>
1. Gabriel Romano	Student Aide I

K) Approval of Position Creation and Rate Assignment

WHEREAS, the District created part-time student-level aide positions in the facilities and technology departments to give students meaningful part-time work on weekends and in the summer and serve a basic district need;

WHEREAS, over time, some of the the students who worked in those positions graduated and still wanted to work part-time while pursuing post-secondary educational opportunities but the hourly wage was a disincentive;

THEREFORE, BE IT RESOLVED that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the creation of a part-time position to be called Student Aide II and assigns an hourly rate of \$11.00/hour to the position.

THEREFORE, BE IT FURTHER RESOLVED, that the Superintendent of Schools reassigns the hourly rate of \$11.00/hour to the following people and directs the Business Office to run the student worker program still in accordance with the approved budget:

1. Matthew Agoglia
2. Kevin Agoglia

7. BOARD OF EDUCATION

A) Public Hearing – Hampton Bays UFSD Smart School Investment Plan

B) Work Group Updates

1. Facilities
2. Curriculum & Instructional Technology

C) Approval of Contract with Teacher

RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools and Board President to execute an agreement related to health coverage, dated April 20, 2016, on behalf of the School District with Mrs. Jamie Huebner, a copy of which Agreement shall be incorporated by reference within the minutes of this meeting.

D) Adoption of 2016-2017 Proposed Budget and NYS Property Tax Report Card

BE IT RESOLVED, that the Board of Education adopts the proposed budget for the 2016-2017 school year in the amount of \$49,951,477 to be presented to the voters on May 17, 2016 and the NYS 2016 Property Tax Report Card.

E) Approval of a Ballot Proposition for May 17, 2016

BE IT RESOLVED, that the Board of Education approves, in accordance with law, a proposed ballot proposition submitted on April 18, 2016 to the District Clerk that shall be labeled Proposition 2 and read as follows:

“Shall the Board of Education of the Hampton Bays Union Free School District, Suffolk County, New York, be authorized to repair, reconstruct and upgrade the School District’s buildings, facilities and grounds, including incidental costs, at a maximum estimated cost of \$300,000 with the amount of up to \$300,000 to be transferred from unappropriated and unassigned fund balance from the 2015-16 school year to the general fund to pay the costs for such repairs, reconstruction and upgrades?”

F) Appointment of Workers for Election and Special District Meeting for the Purpose of a Budget Vote

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 Budget/Board Vacancy vote to be held Tuesday, May 17, 2016 as annexed hereto (Appendix #1).

G) Approval of Notice of Annual District Meeting of the Hampton Bays UFSD on behalf of the Hampton Bays Public Library

BE IT RESOLVED, that the Board of Education approves the attached Notice of Annual District Meeting to be published April 28th, May 12th, May 26th and June 9th, 2016 in the Southampton Press Western Edition (Appendix #2).

H) Election of BOCES Board of Education Members

BE IT RESOLVED that the Hampton Bays UFSD Board of Education hereby casts its collective ballot for six (6) of the individuals listed to serve on the Board of Cooperative Educational Services Board of Education to fill a term commencing July 1, 2016 and ending June 30, 2019.

- 1. Christopher Cariello (Little Flower UFSD) _____
- 2. Mary Louise Cohen (Bay Shore UFSD) _____
- 3. Linda Goldsmith (Oysterponds UFSD) _____
- 4. William Hsiang (Riverhead CSD) _____
- 5. Lisa Israel (Greenport UFSD) _____
- 6. Fred Langstaff (Sayville UFSD) _____
- 7. Theresa McNamee (Connetquot CSD) _____
- 8. John Wyche (Bridgehampton UFSD) _____

I) Eastern Suffolk BOCES Administrative Budget

BE IT RESOLVED that the Eastern Suffolk BOCES Administrative Budget, as outlined in the attachments annexed hereto be approved for the 2016-17 school year, Yes ____ No ____.

8. PUBLIC COMMENT

Persons may address the Board of Education on any matters of interest or concern. The Board President will recognize all speakers. Time limits may be imposed based upon agenda needs.

9. ADJOURNMENT