

Subject to Board Approval

Minutes of the June 13, 2017 BOE Mtg

HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE: June 13, 2017 **KIND OF MEETING:** Business
LOCATION: HS Auditorium **PRESIDING OFFICER:** President
MEMBERS PRESENT: Richard Joslin, Kevin Springer, Dot Capuano, Mike Dunn, Elizabeth Scully
MEMBERS ABSENT: None
OTHERS PRESENT: Lars Clemensen, Larry Luce, Anna Marie Rojas
CALL TO ORDER: 6:00 PM
ENTER EXECUTIVE SESSION: 6:03 PM
OPEN AUDIT COMMITTEE MEETING: 6:05 PM
CLOSE AUDIT COMMITTEE MEETING: 6:15 PM
RESUME BUSINESS MEETING: 7:06 PM
ADJOURNMENT: 8:27 PM

Resolution #	Description	Outcome
Resolution #271	Approval of Order of Agenda	Passed
Resolution #272	Approval of Minutes	Passed
Resolution #273	Tenure Appointments (Arbocus, Pensa-Johnson, Schmidt, Sears)	Passed
Resolution #274	Approval of Contracts	Passed
Resolution #275	Acceptance of Financial Reports	Passed
Resolution #276	Approval of Budget Transfers	Passed
Resolution #277	Acceptance of Donation	Passed
Resolution #278	Approval of Tax Anticipation Note (TAN)	Passed
Resolution #279	SEQRA Resolution-Elementary School Bathroom Renovation	Passed
Resolution #280	Approval of Disposal of Equipment	Passed
Resolution #281	Authorization of Instructional Technology Project	Passed
Resolution #282	Approval of CSE/CPSE	Passed

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Resolution #283	Approval of Resignation (Hardcastle, Farrell Lupa)	Passed
Resolution #284	Approval of Leaves of Absence (Rachel, VonBartheld, O'Hanlon, Matzner)	Passed
Resolution #285	Approval of Teaching Appointments (Fitzgibbon, Baron, Galante, Matzner, Whiffen, Garvey)	Passed
Resolution #286	Approval of Leave Replacement Teachers (D'Abramo, Loesch, Hansen)	Passed
Resolution #287	Approval of Co-Curricular Appointments	Passed
Resolution #288	Approval of Substitute Teachers	Passed
Resolution #289	Approval of Substitute Support Positions	Passed
Resolution #290	Other Appointments (Ryan)	Passed
Resolution #292	Acceptance of the 2016-2017 Annual Meeting Results (207-2018 school year)	Passed
Resolution #293	Approval to Notice of Annual District Meeting Of the Hampton Bays UFSD on behalf of the Hampton Bays Public Library	Passed
Resolution #294	Appointment of Workers for Election and Special District Meting for the Purposes of a Budget Vote on behalf of the Hampton Bays Public Library	Passed
Resolution #295	Approval of Overnight Field Trips (FBLA)	Passed
Resolution #296	Approval of Board of Education Meetings For the 2017-2018 School Year	Passed

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MEMBERS ABSENT: None

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

On a motion by Mr. Springer, seconded by Ms. Scully the Audit Committee meeting began.

Deidre Lunetta from Cullen & Danowski spoke about the upcoming audit for the school district.

On a motion by Ms. Capuano, seconded by Mr. Dunn, the Audit Committee meeting closed.

On a motion by Mr. Dunn, seconded by Ms. Scully, the Board entered executive session to discuss potential litigation.

The Business meeting resumed at 7:07 PM

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

Resolution #271

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

5 aye

CLERK'S REPORT

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

Resolution #272

BE IT RESOLVED that the Board of Education accepts minutes of the Business Meeting held Tuesday, May 9, 2017, the Special Meeting held Thursday, May 18th and the Special Meeting held Wednesday, May 23, 2017.

5 aye

PUBLIC COMMENT – None

PRESENTATIONS AND REPORTS

Mr. Clemensen gave a Superintendent’s Report to the Board (see attached)

Students of the Month for May and June were presented to the Board by their Principals:

- **Mr. Meyer introduced Jack Owens (May) and Jack Holden (June) for the Elementary School**
- **Mr. Schug introduced Fernando Lopez Canterero (May) and Ethan Culhane (June) for the Middle School**
- **Mr. Ferraro introduced Jennifer Reyes (May) and James Puccio (June) for the High School**

Dr. Stephanie Forsberg presented students for the board that have earned Science Research college credit and they are:

Kaylee Catena	Erin Murphy
Sydney Caldwell	Meghan Long
Caroline Oakland	

Ms. Diane Fox presented the NYS Seal of Biliteracy winners to the Board and they are:

Alvarez, Miguel	Catena, Kaylee	Cintron, Dayline
Brenes, Tiffany	Cruz, Stephanie	Haynes, Chloe
Montoya, Deina	Morastitla Rojas, Erik	Moreno, Wendy
Navarro, Reina	Ramirez, George	Romagnoli, Annalise
Salvatore, Amelia	Salas-Fernandez, Nicole	Sandoval, Andres
Soto Araya, Brandon	Tzitzimititla, Cindy	Villaba, Franklin

Mr. Dennis Schug and Mr. Chris Richardt presented the tenure candidates to the Board for their approval.

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

Resolution #273

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the following individuals 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 individuals be granted tenure in the special subject tenure area indicated effective September 1, 2017, unless otherwise noted:

Andrew Arbocus	§30-1.7 Science
Carla Pensa-Johnson	§30-1.8 (a)(7) Special Education
Linda Schmidt	§30-1.8 (d) Teaching Assistant
Jessica Sears	§30-1.8(b)(2) School Counseling and Guidance

The District's retirees were presented to the Board by their respective Administrators and were publically acknowledged for their years of dedicated service to the Hampton Bays School District. They were:

Marie Kennedy	Lori Ackerson
Patricia Beach	Richard Gostic
Richard Berglin	John Perez
Krystyna Kluza	Ralph DeRosa
Virginia Hennessey	

The Board took a short break to congratulate everyone.

BUSINESS, FINANCE, AND OPERATIONS

Mr. Luce spoke about the following:

- NYSIR our insurance company
- TAN the Tax Anticipation Note for 2017-2018
- Disposal of equipment
- Computer Lease

On a motion by Ms. Scully, seconded by Ms. Capuano the following resolutions #274-#281 were offered in consent agenda format:

5 aye

Resolution #274

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. All-Suffolk Auto School; Drivers Education, Summer 2017
2. Center Moriches UFSD; Special Education and Program Related Services, 2017-18 school year
3. Eastern Suffolk BOCES; Cooperative Education Services, 2017-18 school year
4. OMNI Group; 403(b) and 457(b) Plan Administration, 2017-18 school year
5. Metro Therapy, Inc.; special education services, 2017-18 school year
6. LIDC Services, Inc.; special education services, 2017-18 school year
7. Career & Employment Options, Inc.; transition support services, 2017-18 school year
8. Complete Rehab; special education services, 2017-2018 school year
9. Family Service League, Inc.; counseling services, 2017-2018 school year

Resolution #275

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

Budget Transfer General/Capital Report – May 2017
Appropriation Status Report – May 2017
Warrant Reports – May 2017

Cash Disbursements – May 2017
Revenue Budget Status Report – General – May 2017
Revenue Budget Status Report – Cafeteria – May 2017
Appropriation Status Report- Cafeteria – May 2017
Treasurer’s Monthly Report – April 2016
Capital Fund Appropriations Report – May 2017
Capital Fund Revenue Report – May 2017
Special Aid Fund Appropriations Report- May 2017
Trial Balance General Fund – May 2017
Trial Balance School Lunch Fund – May 2017
Trial Balance Capital Fund – April 2017
Trial Balance Trust and Agency Fund – April 2017
Trial Balance Special Aid Fund – April 2017
Cash Flow Report – May 2017
Internal Claims Audit Report – May 2017
Student Enrollment Report – May 2017
Student Accounts – Second Quarter-Amended
Student Accounts – Third Quarter

Resolution #276

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

- 1. \$30,200 to adjust for additional foster student tuition in Riverhead CSD.**
- 2. \$49,800 to adjust for separation of service agreements.**
- 3. \$214,000 to reallocate transportation costs to appropriate transportation codes.**
- 4. \$12,800 to reconcile prior years’ carting service billing mistakes.**
- 5. \$12,000 to purchase of new lighting board for high school auditorium**
- 6. \$1,200,000 to adjust to place BAN pay down in proper code and to adjust to increase BAN pay down amount by \$200,000.**

Resolution #277

RESOLVED, that the Board of Education gratefully accepts a donation of a Fender Rhodes electric piano (keyboard and speaker) to our music department from Mr. and Mrs. Samuels.

Resolution #278

RESOLVED BY THE BOARD OF EDUCATION OF HAMPTON BAYS UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called “Notes”) of Hampton Bays Union Free School District, in the County of Suffolk, New York (herein called “District”), in the principal amount of not to exceed \$11,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called “Law”).

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the resolution's date of adoption.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

Resolution #279

WHEREAS, the Board of Education desires to embark upon an elementary school bathroom renovation in the 1957 wing of the building (Project); and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the Project and has determined that the project is classified as a Type II Action as defined by Section 617.5(c)(8) of the State Environmental Quality Review Act (SEQRA) Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares itself lead agency in connection with the requirements of SEQRA; and

BE IT FURTHER RESOLVED that the Board of Education hereby declares that the Project a Type II Action, pending the approval of the New York State Office of Parks, Recreation and Historic Preservation, requires no further review under SEQRA.

Resolution #280

RESOLVED, that the Board of Education, upon the recommendation of the School Business Official, hereby authorizes the declaration of the following as “surplus” by asset tag and serial number and directs the School Business Official to dispose of the surplus in accordance with Board of Education policy and procedure:

107313	SB680-R2-805520
107320	SB680-R2-740166
107345	SB680-R2-653539
107348	SB680-R2-897302
107315	SB680-R2-548322
107343	SB680-R2-827259
No Tag	SB680-R2-827839

Resolution #281

WHEREAS, the District submitted a Request for Proposals (RFP) for Lease to Finance Equipment on May 25, 2017 in the amount of \$192,698.00, and proposals submitted in response to such RFP were opened on June 1, 2017; and

WHEREAS, US Bancorp Government Leasing and Finance, Inc. submitted the lowest cost offer for a five-year term at an interest rate of 2.566%;

THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves obtaining financing of the purchase of computers and related equipment (“Equipment”) in the amount of \$192,698.00 through US Bancorp Government Leasing and Finance, Inc. and authorizes the Board President and/or the Superintendent of Schools to execute and deliver the Master Tax-Exempt Lease/Purchase Agreement, New York Addendum, Escrow Agreement, and other documents related thereto substantially in the form presented at this meeting, and with any changes, insertions and omissions therein as may be approved by the School District’s Attorney and any and all legal documents, certificates and other instruments necessary to conclude and consummate the financing of the purchase of the Equipment, subject to the approving opinion by the School District’s Attorney; and

BE IT FURTHER RESOLVED that the Board President and/or the Superintendent of Schools (or designee) shall take all actions necessary or reasonably required to carry out and consummate the transactions contemplated by the Master Tax-Exempt Lease/Purchase Agreement and the documents, certificates and other instruments relating thereto; and

BE IT FURTHER RESOLVED that the Board designates the Master Tax-Exempt Lease/Purchase Agreement and each Property Schedule as a “qualified tax exempt obligation” for purposes of and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended, and reasonably anticipates that the total amount of tax exempt obligations (obligations the interest on which is excludable from gross income of the owners thereof under Section 103 of the Code) to be issued during the current calendar year by the District, or by an entity controlled by the District or by another entity the proceeds of

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|-----------|-----------------------------|---|
| | Salary: | MA, Step 1, TBD |
| | Reason: | Retirement of John Perez |
| 2. | Nicolette Galante | LOTE – French |
| | Probationary Period: | August 31, 2017 – June 30, 2021 |
| | Salary: | BA, Step A, TBD |
| | Reason: | Resignation of Simone Martell |
| 3. | Nicole Matzner | Elementary |
| | Probationary Period: | August 31, 2017 – August 30, 2020 |
| | Salary: | No change in salary |
| | Reason: | Retirement of Berglin, transfer from Special Education |
| 4. | Krystle Whiffen | Mathematics |
| | Probationary Period: | August 31, 2017-August 30, 2021 |
| | Salary: | MA, Step 1, TBD |
| | Reason: | Retirement of Patricia Beach |
| 5. | Daniel Garvey | Science–Living Environment |
| | Probationary Period: | August 31, 2017 – August 30, 2021 |
| | Salary: | MA, Step 5 |
| | Reason: | Retirement of Richard Gostic |

Resolution #286

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals as leave replacements for the time periods indicated:

- | | | |
|-----------|------------------------|--|
| 1. | Lauren D’Abramo | Special Education |
| | Effective: | August 31, 2017-June 30, 2018 |
| | Salary: | MA, Step 1, TBD |
| | Reason: | Leave of Absence, Elizabeth Lanni |
| 2. | Jennifer Loesch | Special Education K-6 |
| | Effective: | August 31, 2017 - June 30, 2018 |
| | Salary: | BA30, Step C, TBD |
| | Reason: | Leave of Absence, Nicola Matzner |
| 3. | Caitlin Hansen | Special Education, K-6 |
| | Effective: | August 31, 2017 – June 30, 2018 |
| | Salary: | BA, Step B, TBD |
| | Reason: | Leave of Absence, Moira Rachel |

Resolution #287

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments for 2016-17:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Tara Dietz	Mentor ½ year – V Russo	\$475
2. Marc Kops	Dean of Students	\$3420
3. Michelle Marrone	AIS- ELA/ENL	\$51/hour
4. Judith Leopard	MS Garden Coordinator	\$500 (pro-rated amount)

Resolution #288

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute teacher positions, as per the HBTA contract, for 2017-18:

<u>Name</u>	<u>Certification</u>
Lauren Mikelinich	Elementary 1-6
Kristin Webber	Elementary 1-6
Brooke Little	Elementary 1-6/SWD 1-6

Resolution #289

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute support staff for 2016-17:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Jenny Price	Teacher Aide	\$13.00/hour
2. Madeline Price	Teacher Aide	\$13.00/hour
3. Ashley Ahnert	Teacher Aide	\$13.00/hour
4. Sara Brown	Guard	\$19.75/hour

Resolution #290

RESOLVED, THAT THE Board of Education, upon the recommendation of the Superintendent of Schools, approves Julianna Ryan as a Spanish Language Translator, \$2145, for the 2016-2017 school year.

Resolution #291

RESOLVED, that the Board of Education hereby corrects the following resolutions:

1. #49 to now read:
 - a. HS Art Show: Co-advisors Lori Ackerson, Regina Papile and Keegan Bishop
 - b. Mentor/Vincent Russo: Kate Kops, 0.5 year
 - c. MS Garden Coordinator: Joan Moran (pro-rated)
 - d. MS Science Fair Coordinator: Joan Moran (pro-rated)
 - e. MS Builders Club/Kiwanis: Joan Moran (pro-rated)
 - f. ES Homework Club: Nicole Neroulos (pro-rated)
 - g. MS Grade 8 Class Co-Advisor: Amanda Heenan (pro-rated)
 - h. HS Newspaper Advisory: Katelyn Maresca (pro-rated)
2. #146 to new read:
 - a. Rachel Booras, 6th Class Assignment, MS ICT Science (0.5) pro-rated
3. #164 to now read:
 - a. Matthew Balistreri, 6th Class Assignment, MS Technology (1.0) pro-rated
 - b. Amanda Heenan, 6th Class Assignment, MS Science (1.0) pro-rated

BOARD OF EDUCATION

Resolution #292

RESOLVED THAT upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts the results of the 2017-18 School Budget and Board of Education vacancy vote, held on Tuesday, May 16, 2017, and as provided by the School District Clerk and thus incorporated into the minutes of this meeting.

Resolution #293

BE IT RESOLVED, that the Board of Education approves the attached Notice of Annual District Meeting to be published June 22nd, July 6th, July 20th and August 3, 2017 in the Southampton Press Western Edition (Appendix #1).

Resolution #294

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 Library Budget vote to be held Tuesday, August 8, 2017 as annexed hereto (Appendix #2).

Resolution #295

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, hereby approves the following overnight field trips:

1. FBLA to Los Angeles, California, April 5-10, 2018 for a Leadership and Teamwork Conference.

Resolution #296

BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2017-2018 school year as follows and will take place in the High School Auditorium, unless otherwise noted:

Time: 7:00pm
Dates: July 11, 2017
August 22, 2017
September 12, 2017
October 10, 2017
November 14, 2017
December 12, 2017
January 9, 2018
February 13, 2018
March 13, 2018
April 18, 2018 (Wednesday, due to ESBOCES Elections)
May 8, 2018
June 12, 2018

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OLD BUSINESS - None

NEW BUSINESS - None

PUBLIC COMMENT – None

ADJOURNMENT

On a motion by Mr. Springer seconded by Ms. Capuano the Business meeting adjourned at 8:27 PM.

5 aye

Respectfully submitted,

**Anna Marie Rojas
District Clerk**