

HAMPTON BAYS UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION  
86 East Argonne Road  
Hampton Bays, NY 11946

**RE-ORGANIZATIONAL MEETING**  
**OFFICIAL AGENDA HS AUDITORIUM, 7:00PM JULY 11, 2017**

*The annual 'organizational' meeting is when the school board elects and appoints its officers and Committees for the coming year, and board members take or renew their oaths of office.*

**CALL TO ORDER** by Anna Marie Rojas

**I. OPENING PROCEDURES:**

- A) **Appointment of Clerk Pro Tempore**  
*BE IT RESOLVED that the Board of Education appoints Anna Marie Rojas as Clerk Pro Tempore to preside until election and seating of the President.*
- B) **Pledge of Allegiance**
- C) **Announcement of Room Capacity and Emergency Exits**

**II. ADMINISTRATION OF OATH**

*The Clerk Pro Temp, Anna Marie Rojas, will administer the Oath of Faithful Performance to the newly elected Board Members, Dot Capuano.*

**III. ELECTION OF BOARD OFFICERS:**

- A) **Nomination and Election of President of the Board for the 2017-18 School Year**  

<i>Nomination:</i>	<i>By:</i>
<i>Motion:</i>	<i>Second:</i>
<i>Ayes:</i>	<i>Nays:</i>

*(The Oath of Faithful Performance in Office will be administered by the School District Clerk Pro Temp to the duly-elected Board President. The President will then preside over the meeting.)*
- B) **Nomination and Election of Vice-President of the Board for the 2017-18 School Year**  

<i>Nomination:</i>	<i>By:</i>
<i>Motion:</i>	<i>Second:</i>
<i>Ayes:</i>	<i>Nays:</i>

*(The Oath of Faithful Performance in Office will be administered by the School District Clerk Pro Temp to the duly-elected Board Vice President.)*
- C) **Appointment of Clerk to the Board of Education and Oath**  
*BE IT RESOLVED that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2017-2018 school year.*  
*(The President will administer the Oath of Office to District Clerk.)*
- D) **Oath of Office for Superintendent of Schools**  
*(The Clerk of the Board will administer the Oath of Faithful Performance to the Superintendent of Schools.)*

**IV. RECOMMENDED ACTIONS****1. Appointment of District Officers**

*BE IT RESOLVED that the Board of Education makes the following appointments for the 2017-18 school year:*

- |                                             |                                       |
|---------------------------------------------|---------------------------------------|
| <i>a. District Treasurer</i>                | <i>Michelle Siriani</i>               |
| <i>b. Deputy Treasurer</i>                  | _____                                 |
| <i>c. Signatory in absence of Treasurer</i> | _____                                 |
| <i>d. Internal Claims Auditor</i>           | <i>Paul Eglevsky, as per contract</i> |

**2. Other Appointments**

- |                                                                       |                                                            |                           |
|-----------------------------------------------------------------------|------------------------------------------------------------|---------------------------|
| <i>a. Independent Auditor</i>                                         | <i>Cullen &amp; Danowski</i>                               | <i>as per contract</i>    |
| <i>b. Internal Auditor</i>                                            | <i>RS Abrams and Company</i>                               | <i>as per contract</i>    |
| <i>c. School Attorney</i>                                             | <i>Shaw, Perelson, May &amp; Lambert, LLP</i>              | <i>as per contract</i>    |
| <i>d. Bond Counsel</i>                                                | <i>Hawkins, Delafield &amp; Wood</i>                       | <i>Per Offering</i>       |
| <i>e. Fiscal Advisor</i>                                              | <i>Capital Market Advisors, LLC</i>                        | <i>Per Offering</i>       |
| <i>f. Insurance Consultant</i>                                        | <i>Cook Maran and Associates</i>                           | <i>as per contract</i>    |
| <i>g. Records Access Officer</i>                                      |                                                            | <i>Anna Marie Rojas</i>   |
| <i>h. Records Appeal Officer</i>                                      |                                                            | <i>Lawrence Luce</i>      |
| <i>i. Asbestos Designee</i>                                           |                                                            | <i>Thomas McElrath</i>    |
| <i>j. Purchasing Agent</i>                                            |                                                            | <i>Lawrence Luce</i>      |
| <i>k. School Lunch Claims</i>                                         |                                                            | <i>Lawrence Luce</i>      |
| <i>l. Central Treasurer for Extra-Classroom Activity Fund Account</i> |                                                            | <i>Christine Pandolfo</i> |
| <i>m. SAVE Legislation Designated Educational Official</i>            |                                                            | <i>John Moran</i>         |
| <i>n. Title IX Compliance Officer</i>                                 | <i>John Moran, Denise Sullivan, Mark Pagano</i>            |                           |
| <i>o. Title VII Compliance Officer</i>                                | <i>John Moran, Denise Sullivan, Mark Pagano</i>            |                           |
| <i>p. School Physician/Chief Medical Officer</i>                      | <i>Peconic Bay Medical Center</i>                          |                           |
| <i>q. Designated Residency Determiner</i>                             |                                                            | <i>Lawrence Luce</i>      |
| <i>r. Dignity Act Coordinators</i>                                    | <i>Richard Triandafils, Anthony DeBlasio, Eric Ferraro</i> |                           |
| <i>s. Students Involved in Criminal or Family Court</i>               |                                                            | <i>Mark Pagano</i>        |
| <i>t. Homeless Student Liaison</i>                                    |                                                            | <i>Mark Pagano</i>        |

**3. Designations**

- |                               |                                                                                                                                           |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <i>a. Depositories</i>        | <i>Bridgehampton National Bank</i><br><i>NY CLASS</i><br><i>Suffolk County National Bank</i><br><i>Capital One Bank</i><br><i>TD Bank</i> |
| <i>b. Official Newspaper*</i> | <i>Southampton Press, Western Edition</i><br><i>*For daily notifications, the District may use Newsday for official notices</i>           |
| <i>c. Meeting Dates</i>       | <i>Tuesday evenings, as posted, or otherwise noticed</i>                                                                                  |

**4. Appointment of Audit Committee**

*RESOLVED, that the Board be appointed as the Audit Committee in accordance with the Audit Committee Charter.*

**IV. AUTHORIZATIONS****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:*

<i>\$100</i>	<i>Administration Building</i>	<i>Larry Luce</i>
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*WHEREAS, the District has three Special Education Life Skills Academy programs, one at the Elementary School, one at the Middle School and one at the High School; and*

WHEREAS, it is necessary for the students in the Life Skills classes to learn essential life skills such as counting real money, making change when going to a store and purchasing something and making sure that correct change was given;

THEREFORE BE IT RESOLVED, that the Board of Education, at the request of the Assistant Superintendent for Student Services and upon the recommendation of the School Business Official, hereby authorizes providing each of the teachers of the Life Skills classes with \$150 in cash for instructional use in the classroom which will be returned to the general fund at the end of the school year, as well as petty cash funds in the amount of \$100.00 each, with Life Skills teachers Carla Pensa, Jill Bross and Michelle Racywolski appointed as custodians of the three petty cash funds for the 2017-18 school year. The District Treasurer shall check the funds for accuracy as needed, but not less than once each semester.

2. **Payroll Certification**

BE IT RESOLVED that the Superintendent of Schools be appointed to certify the payroll for the 2017-18 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 2017-18 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:*

<i>All Employees</i>	<i>\$ 100,000</i>
<i>School District Treasurer</i>	<i>\$1,000,000</i>
<i>Purchasing Agent</i>	<i>\$1,000,000</i>
<i>Claims Auditor</i>	<i>\$1,000,000</i>
  
- 10. **Mileage Reimbursement Rate**  
*BE IT RESOLVED that the Board authorizes the mileage reimbursement rate at the approved IRS rate effective January 1, 2017 at \$ .535 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.*
  
- 13. **Authorization for Turf Management**  
*BE IT RESOLVED, that upon the recommendation of the School Business Administrator, the Board of Education authorizes the District, in accordance with Chapter 85, NYS Laws of 2010 to apply a single/yearly application of weed control, grub control, and flea and tick spray to the grounds on all campuses at a time of inactivity on the fields and that due diligence shall be given to public notice of such application.*

**V. OTHER 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:*

<i>Facilities &amp; Operations</i>	_____
<i>Athletics &amp; Co-Curricular</i>	_____
<i>Curriculum &amp; Technology</i>	_____
<i>Legislative &amp; Policy</i>	_____
  
- 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. **Adoption of Records Retention ED-1, NYS Education Department**  
*RESOLVED, By the Board of Education, of the Hampton Bays UFSD, that Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.*

*FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.*

**4. 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.*

**5. 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 2017-18 year:*

<i>Chairpersons</i>	<i>Michele DeBlasio, Christina Chiarulli, Christine Anselmo, Ph.D., Stacey Naglieri, Mark Pagano</i>
<i>Psychologists</i>	<i>Michele DeBlasio, Christine Anselmo, Ph.D., Stacey Naglieri and Christina Chiarulli</i>
<i>Teacher Members</i>	<i>Approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators</i>
<i>Physician</i>	<i>Peconic Bay Medical Center</i>

**6. Appointment of Committee on Pre-School Special 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 2017-18 school year:*

<i>Chairpersons</i>	<i>Mark Pagano, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri and Christina Chiarulli</i>
<i>County Representative</i>	<i>Representative from Suffolk County</i>
<i>Representative of Evaluative Agency</i>	<i>- A Department of Health Early Intervention professional for a preschool child in transition from early intervention services to school age services - Evaluation personnel</i>
<i>Teacher</i>	<i>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</i>
<i>Physician</i>	<i>Peconic Bay Medical Center</i>

**7. 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 2017-2018 (see attached form).*

**8. 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.*

**VI. APPROVED DATES OF BOARD OF EDUCATION MEETINGS**

*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: 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)*
- May 8, 2018*
- June 12, 2018*

**VII. ADJOURNMENT OF REORGANIZATIONAL MEETING**