

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 11, 2017 **KIND OF MEETING:** Reorganization Meeting

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

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

**MEMBERS ABSENT:** None

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

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

**EXECUTIVE SESSION:** 7:06 PM

**RE-ORGANIZATIONAL MEETING:** 7:07 PM

**ADJOURNMENT:** 7:21 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 (Kevin Springer)</b>   | <b>Passed</b>  |
| <b>Resolution #3</b> | <b>Election of Vice President (Richard Joslin)</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><br>District Treasurer<br>Deputy Treasurer and Signatory in Absence of Treasurer<br>Internal Claims Auditor  | <b>Passed</b>  |
|                      | <b>Other Appointments</b><br>Independent Auditor<br>Internal Auditor<br>School Attorney<br>Bond Counsel<br>Fiscal Advisor<br>Insurance Consultant<br>Records Access Officer<br>Records Appeal Officer<br>Asbestos Designee<br>Purchasing Agent<br>School Lunch Claims<br>Central Treasurer for Extra Classroom Activity Fund Account<br>SAVE Legislation Designated Education Official<br>Title IX Compliance Officers<br>Title VII Compliance Officers | <b>Passed</b>  |

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

**Designations** **Passed**  
**Depositories  
Official Newspaper  
Meeting Dates**

**Audit Committee**

**Resolution #6** **Passed**  
**Authorizations  
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  
Authorization for Turf Management**

**Resolution #7** **Passed**  
**Other Items**  
**Appointment to Board of Education Subcommittees  
Adoption of Policies and Code of Ethics  
Adoption of Records Retention ED-1, NYS Education Dept.  
Appointment of Impartial Hearing Officers  
Appointment of Committee on Special Education  
Appointment of Committee on Pre-School Special Education  
Establishment of Facilities Use Fees  
Athletic Placement Process Policy**

**Resolution #8** **Passed**  
**Approved Dates of Board of Education Meetings**

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 11, 2017 **KIND OF MEETING:** Reorganization Meeting

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

**MEMBERS PRESENT:** Richard Joslin, Kevin Springer, Dot Capuano, 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 7:07 PM.

Pledge of Allegiance and Announcement of Room Capacity and Emergency Exits took place. The Boy Scouts led the Pledge and then recited the Boy Scout's Pledge.

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

**Administration of Oath**

*Clerk Pro Temp, Anna Marie Rojas, administered the Oath of Faithful Performance to the newly elected Board member, Ms. Capuano.*

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

**Resolution #2**

**RESOLVED**, that Kevin Springer be elected President of the Board of Education for the 2017-18 school 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 Ms. Scully, seconded by Ms. Capuano, and upon the nomination for Vice President by Mr. Springer, the following resolution was offered:

**Resolution #3**

**RESOLVED**, that Richard Joslin be elected Vice President of the Board of Education for the 2017-18 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 Ms. Capuano, seconded by Ms. Scully, the following resolution was offered:

**Resolution #4**

**BE IT RESOLVED** that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2017-2018 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 Mr. Joslin the following resolution was offered in consent agenda format:

5 aye

**Resolution #5**

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

**1. Appointment of District Officers**

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

**2. Other Appointments**

- |    |                        |                                    |                  |
|----|------------------------|------------------------------------|------------------|
| a. | Independent Auditor    | Cullen & Danowski                  | 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** **Peconic Bay Medical Center**
- 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**

**3. Designations**

- a. Depositories** **Bridgehampton National Bank  
NY CLASS  
People's United 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**

**4. Audit Committee in accordance with the Audit Committee Charter.**

On a motion by Mr. Dunn, seconded by Ms. Capuano, the following resolution was offered in consent agenda format:

5 aye

**Resolution #6**

**BE IT RESOLVED** that the Board of Education makes the following 13 appointments for the 2017-2018 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 |
|-------|-------------------------|------------|

**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:

|                           |             |
|---------------------------|-------------|
| 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, 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.

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

5 aye

**Resolution #7**

BE IT RESOLVED that the Board of Education approves the following 7 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  
Athletics & Co-Curricular  
Curriculum & Technology  
Legislative & Policy

Kevin Springer, Mike Dunn  
Liz Scully, Kevin Springer  
Rich Joslin, Liz Scully  
Dot Capuano, Kevin Springer

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 2017-18 year:

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

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 2017-18 school year:

- Chairpersons Mark Pagano, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri and Christina Chiarulli
- 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 NYS-certified teacher or a NYS-certified teacher qualified to provide education in the type of program which the child may be placed |
| Physician | Peconic Bay Medical Center   |

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 2017-2018 (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.

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

5 aye

**Resolution #8**

**BE IT RESOLVED** that the Board of Education establishes its regular monthly meetings, time, and place for the 2016-2017 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              |

**ADJOURNMENT OF REORGANIZATIONAL MEETING**

**On a motion by Mr. Joslin, seconded by Ms. Capuano, the Re-organizational meeting adjourned at 7:21 PM.**

**5 aye**

**Respectfully submitted,**

**Anna Marie Rojas  
District Clerk**