

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 7, 2009                      **KIND OF MEETING:** Reorganization Mtg.

**LOCATION:** High School Room 9              **PRESIDING OFFICER:** Clerk Pro  
Tem/President

**MEMBERS PRESENT:** Doug Oakland, George Leeman, Marie Mulcahy, Chris Garvey,  
Warren Booth

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Joanne Loewenthal, Larry Luce, Anna Marie Rojas

**Resolution #1**              **Appointment of Clerk Pro Tem**

**Resolution #2**              **Election of Board President**

**Resolution #3**              **Election of Vice President**

**Resolution #4**              **Appointment of Board Clerk**

**Resolution #5**              **Appointment of District Officers**

**Resolution #6**              **Other Appointments**

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

**Resolution #8**              **Authorizations**  
                                 **Petty Cash Funds**  
                                 **Payroll Certification**  
                                 **Budget Transfers**  
                                 **Delegation of Investments**  
                                 **Application of Grants**  
                                 **Conference Approvals**  
                                 **Execution of Contracts for CSE/CPSE Services**  
                                 **Bonding/Insurance Coverage**  
                                 **Mileage Reimbursement Rate**  
                                 **Establish Fee for Photocopying**

**Resolution #9**              **Other Items**  
                                 **Re-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 #4**

On a motion by Mr. Garvey, seconded by Ms. Mulcahy, the following resolution was offered:

**BE IT RESOLVED** that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2009-2010 school year.

5 aye

*President administered Oath of Office to District Clerk*

*District Clerk administered Oath of Faithful Performance in Office to the Superintendent of Schools*

**Resolution #5**

On a motion by Mr. Garvey, seconded by Ms. Mulcahy, the following resolution was offered:

**BE IT RESOLVED** that the Board of Education makes the following appointments for the 2009-10 school year:

- a. District Treasurer Susan Moran  
Signatory in absence of Treasurer George Leeman, Trustee
- b. Internal Claims Auditor Paul Eglevsky - \$41/hr.

5 aye

**Resolution #6**

On a motion by Mr. Leeman, seconded by Mr. Booth, the following resolution was offered:  
**BE IT RESOLVED** that the Board of Education makes the following appointments for the 2009-10 school year:

- a. Independent Auditor TBD
- b. Internal Auditor TBD
- c. School Attorney Shaw, Perelson, May & Lambert, LLP \$48,000
- d. Bond Counsel Hawkins, Delafield & Wood Per Offering
- e. Fiscal Advisor Capital Market Advisors, LLC Per Offering
- f. Insurance Consultant Maran Associates \$ 7,750
- g. Records Access Officer Anna Marie Rojas
- h. Asbestos Designee Tom McElrath
- i. Purchasing Agent Larry Luce
- j. SAVE Legislation  
Designated Educational Official Joseph Kolarik
- k. Title IX Compliance Officers Joseph Kolarik & Denise Romano
- l. Title VII Compliance Officers Joseph Kolarik & Denise Romano
- m. School Physician Southampton Pediatrics, Joseph Quinn, MD

5 aye

**Resolution #7**

**On a motion by Mr. Garvey, seconded by Mr. Booth, the following resolution was offered:  
BE IT RESOLVED that the Board of Education makes the following appointments for the 2009-10 school year:**

- a. Depositories**                      **Bridgehampton National Bank  
MBIA CLASS  
Suffolk County National Bank**
  
- b. Official Newspaper\***            **Southampton Press, Western Edition  
\*When daily notifications are necessary the District  
may use Newsday for official notices**
  
- c. Meeting Dates**                    **Tuesday evenings, as posted, or otherwise noticed**

**5 aye**

**Resolution #8**

**On a motion by Ms. Mulcahy, seconded by Mr. Garvey, the following resolutions were offered:**

**BE IT RESOLVED that the Board of Education grants authorizations for items numbered 1 through 10:**

**1. Petty Cash Funds**

**It is recommended that the following petty cash funds be established and that the person indicated be designated as the custodian of it for their respective locations:**

|              |                                |                       |
|--------------|--------------------------------|-----------------------|
| <b>\$100</b> | <b>Administration Building</b> | <b>Larry Luce</b>     |
| <b>\$100</b> | <b>Elementary School</b>       | <b>Marc Meyer</b>     |
| <b>\$100</b> | <b>Middle School</b>           | <b>Lars Clemensen</b> |
| <b>\$100</b> | <b>High School</b>             | <b>Chris Richardt</b> |

**2. Payroll Certification**

**It is recommended that the Superintendent of Schools be appointed to certify the payroll for the 2009/2010 school year and further that Larry Luce, School Business Administrator, will certify in her absence.**

**3. Budget Transfers**

**It is recommended 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**

**It is recommended that the School Business Administrator, Larry Luce, and/or Susan Moran, 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. **Application for Grants**

It is recommended 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.

6. **Conference Approvals**

It is recommended 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 2009-2010 budget appropriations. The Board will approve conference requests for individual Trustees.

7. **Execution of Contracts for CSE/CPSE Services**

It is recommended 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.

8. **Bonding/Insurance Coverage**

It is recommended 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 |

9. **Mileage Reimbursement Rate**

It is recommended that the Board authorize the mileage reimbursement rate at the approved IRS rate effective July 1, 2009 at \$ .55 per mile.

10. **Establish Fee for Photocopying**

It is recommended that the Board establish the fee for photocopying of district records at \$.25 per page.

5 aye

**Resolution #9**

On a motion by Mr. Garvey, seconded by Ms. Mulcahy, the following resolution was offered:

**BE IT RESOLVED** that the Board of Education approves the following 5 items:

1. **Re-Adoption of Policies and Codes of Ethics**

It is recommended that the Board of Education readopts all existing and current Policies and Codes of Ethics.

2. **Appointment of Impartial Hearing Officers**

**BE IT RESOLVED** that the Board of Education does hereby designate either the President or the Vice President to appoint Impartial Hearing Officers from the internet list found on the NYSED.GOV under IHRS main menu.

3. **Appointment of Committee on Special Education**

**It is recommended by the Superintendent of Schools, that the following be appointed to the Committee on Special Education for the 2009/2010 year:**

- Chairperson** Michele Smith - High School  
Kenneth Grille - Elementary School  
Christine Anselmo, Ph.D. - Middle School
- Parent Members** Ellen Holmgren, Susan Decker, Virginia Mangan, Rev. George Mangan, Lou Primavera, Cathy Dignus, Lisa Lorber, Diane Carroll, Rowena Maitland-Ward, Laura West, Daniella Andrews, Dorothy Maddock, Margaret King, Lisa Agoglia, Kelli Syrakowski, Janice Maclean, Matthew Winkelseth, Ann Marie Reilly, Donna McKennett, Catherine Barbierne, Leslie Ernst, Cecelia Sheridan, Marianne Minneo, Lisa Fotopoulos
- Psychologists** Michele Smith, Kenneth Grille, Christine Anselmo
- Teacher Members** Generic approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators
- Physician** Southampton Pediatrics, Joseph Quinn, MD

4. **Appointment of Committee on PreSchool Education**

**It is recommended by the Superintendent of Schools, that the following members be appointed to the Committee on Preschool Special Education for the 2009/2010 school year:**

- Chairperson** Joseph Kolarik
- Parent Members** Leslie Ernst, Cecelia Sheridan
- County Representative** Representative from the Suffolk County Municipality
- 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 New York Certified teacher or a New York Certified teacher qualified to provide education in the type of program which the child may be placed
- Physician** Southampton Pediatrics, Joseph Quinn, MD

5. **Establishment of Facilities Use Fees**

**It is recommended that the Board of Education establish a fee for use of our facilities according to the attached Schedule of Fees for 2009-2010 (see attached policy).**

**5 aye**

**APPROVED DATES OF BOARD OF EDUCATION MEETINGS**

**August 11, 2009  
September 15, 2009  
October 13, 2009  
November 10, 2009  
December 8, 2009  
January 19, 2010  
February 9, 2010  
March 9, 2010  
April 13, 2010  
May 11, 2010  
June 8, 2010**

**ADJOURNMENT OF REORGANIZATIONAL MEETING**

**On a motion by Mr. Leeman, seconded by Ms. Mulcahy, the Reorganizational meeting adjourned at 7:15 PM.**

**Respectfully submitted,**

**Anna Marie Rojas  
District Clerk**