

HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE: November 13, 2012 **KIND OF MEETING:** Business
LOCATION: High School Library **PRESIDING OFFICER:** President
MEMBERS PRESENT: Doug Oakland, Chris Garvey, Dot Capuano, Richard Joslin
 Warren Booth
MEMBERS ABSENT: None
OTHERS PRESENT: Lars Clemensen, Larry Luce, Anna Marie Rojas

CALL TO ORDER: 5:05 PM
ADJOURN TO EXECUTIVE SESSION: 5:10 PM
RESUME BUSINESS MEETING: 7:01 PM
OPENAUDIT COMMITTEE MTG 7:02 PM
CLOSE AUDIT COMMITTEE MTG 7:07 pm
ADJOURNMENT: 7:56 PM

Resolution #	Description	Outcome
Resolution #109	Approval of Order of Agenda	Passed
Resolution #110	Approval of Minutes	Passed
Resolution #111	Approval of Contracts	Passed
Resolution #112	Financial Reports	Passed
Resolution #113	Authorization for Disposal of Equipment	Passed
Resolution #114	Authorization to Amend The Hampton Bays UFSD 403(b) Retirement Plan	Passed
Resolution #115	Approval of Coaching Assignments	Passed
Resolution #116	Approval of Co-Curricular Appointments	Passed
Resolution #117	Approval of Substitute Teachers	Passed
Resolution #118	Approval of CSEA Leave of Absence (Milano)	Passed
Resolution #119	Approval of Appointments (Mielenhausen, Hughes)	Passed
Resolution #120	Approval of Substitute Support Positions	Passed
Resolution #121	Approval and Appointment of Workers for	Passed

Special District Meeting of a Bond Referendum

Resolution #122	Approval of Standard Workday Resolution Certification	Passed
Resolution #123	Approval of Overnight Field Trip 2012-2013 School Year	Passed
Resolution #124	Creation of Junior Varsity Cheerleading Squad For 2012-13 School Year	Passed
Resolution #125	Allocation of Remaining Capital Monies	Passed

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Mr. Oakland called the Business meeting to order at 5:05 PM.

On a motion by Ms. Capuano, seconded by Mr. Joslin, the Business meeting adjourned to Executive Session at 5:10 PM to discuss matters related to personnel issues.

On a motion by Mr. Joslin, and seconded by Mr. Garvey, the Business meeting resumed.

On a motion by Mr. Joslin, and seconded by Mr. Garvey the Audit Committee Meeting was called to order.

On a motion by Ms. Capuano, seconded by Mr. Joslin, the Audit Committee Meeting adjourned.

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

Resolution #109

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

5 aye

CLERK'S REPORT

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

Resolution #110

BE IT RESOLVED that the Board of Education accepts minutes of the Reorganizational Meeting and the Business Meeting held Tuesday, October 13, 2012.

5 aye

PUBLIC COMMENT – none

SUPERINTENDENT'S REPORT

Lars Clemensen spoke about the following:

- Hurricane Sandy Shelter
- Trick or Treat in High School Parking Lot
- Revised Calendar
- Veteran's Day Flag Ceremony

- **Student Recognition**
- **Canoe Place Inn Representative Meeting**
- **2012-2013 Calendar being approved in December**
- **Bond Referendum Informational Meeting Tuesday November 15, 2012 6-7 pm**
- **Bond Referendum Vote on November 27, 2012**

PRESENTATIONS

Students of the Month-October

- **Maxwell Garcia**
- **Annabelle Dominguez**
- **Daniella Gutierrez**

Student Poets were presented by Ms. Spielman

- **Daniela Zapata**
- **Vanessa Para Henao**
- **Estephanya Acevedo**

Student Recognition-Jennifer Linares

BUSINESS ADMINISTRATOR'S REPORT

Mr. Luce spoke about the following:

- **Hurricane Sandy and Nor'Easter Athena debriefing**
- **Exempt from NYSED lunch time**
- **Energy Performance Contract**
- **Wind Turbine donated from Greenlogic**
- **Allocation of remaining money from Capital Project**

BUSINESS AND FINANCE

On a motion by Mr. Garvey and seconded by Ms. Capuano, the follow resolutions #111 - #120 were offered consent agenda format:

5 aye

Resolution #111

RESOLVED, that the Board of Education, upon the recommendation of Larry Luce, 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. Service Provider Agreement with AssetWorks, Inc., for the school year 2012-2013, as per the attached documentation.**
- 2. Agreement with Utility Check, Ltd., for one year, as per the attached documentation.**
- 3. Special Education Services Contract for parentally placed students with Southampton Public Schools, for the 2012-2013 school year, as per the attached documentation.**
- 4. Contract for Education Services with the Halsey Family, for the 2012-2013 school year, as per the attached documentation.**

5. **Contract for Education Services with the Palmieri Family, for the 2012-2013 school year, as per the attached documentation.**
6. **Flexible Compensation Agreement with Fitzharris Benefits Administrators, effective January 1, 2013, as per the attached documentation.**
7. **Complete Rehab Contract Rider for the 2012-2013 school year, as per the attached documentation.**
8. **Energy Performance Contract with Johnson Controls, Inc., as per the attached documentation.**
9. **Health Source Group, for the school year 2012-2013, as per the attached documentation.**

Resolution #112

It is recommended by Larry Luce, School Business Administrator, that the following reports be accepted by the Board of Education:

Budget Transfer Report – October 2012
Appropriation Status Report – October 2012
Warrant Reports – October 2012
Cash Disbursements – October 2012
Treasurer’s Monthly Report –September 2012
Revenue Budget Status Report – General – October 2012
Revenue Budget Status Report – Cafeteria – October 2012
Appropriation Status Report- Cafeteria – October 2012
Capital Fund Appropriations Report – October 2012
Capital Fund Revenue Report – October 2012
Special Aid Fund Appropriations Report- October 2012
Fund Balance General Fund – October 2012
Trial Balance General Fund – October 2012
Trial Balance School Lunch Fund – October 2012
Trial Balance Capital Fund – October 2012
Trial Balance Trust and Agency Fund – October 2012
Trial Balance Extracurricular Activities Fund – October 2012
Students Accounts Report – October 2012
Internal Claims Audit Report – October 2012
Student Enrollment Report – October 2012

Resolution #113

BE IT RESOLVED, that the Board of Education, upon the recommendation of the School Business Administrator, hereby authorized the disposal of the following equipment:

1. **Two Titmus Vision Testers**
2. **Two Audio Meters**

Resolution #114

WHEREAS, the Hampton Bays UFSD (“Employer”) maintains the Hampton Bays UFSD 403(b) Retirement Plan Document (“Plan”); and

WHEREAS, the Plan was duly adopted on the first day of January 2009, by the Employer; and

WHEREAS, the Employer desires to conform the Plan to the requirements of the Heroes Earnings Assistance and Relief Act of 2009 (“HEART”) and the Worker, Retiree and Employer Recovery Act of 2008 (“WRERA”);
NOW, THEREFORE, BE IT RESOLVED that sections 1.16 Includible Compensation, 1.24 Severance from Employment, 4.1 Loans, and 5.3 Minimum Distributions, of the Plan are hereby amended as per the attached documentation.

BE IT FURTHER RESOLVED that the Plan shall include the following new sections 5.7 Qualified Military Service Distributions and 9.12 Qualified Military Service Benefits:

BE IT FURTHER RESOLVED that this amendment is effective as required under HEART and WRERA, as per the attached documentation, and shall be incorporated by reference within the minutes of this meeting.

PERSONNEL

Resolution #115

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following coaching positions for the 2012/2013 school year as per the HBTA contract:

<u>Name</u>	<u>Position</u>	<u>Level</u>	<u>Stipend</u>
1. Kevin O’Toole	Varsity Girls Winter Track	B1-I	\$5,152
2. Scott Garofola	MS Boys Basketball	C3-II	\$3,894

Resolution #116

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following co-curricular appointments for the 2012/2013 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Kathleen Kops	AIS Teacher	\$38.33/hour
2. Julianna Roman	Translator Biling. Parenting Gr MS	\$15/hour
3. Patricia Beach	AIS Teacher (after school)	\$51.00/hour
4. Savario Naclerio	AIS Teacher (after school)	\$51.00/hour
5. Kevin O’Toole	AIS Teacher (after school)	\$51.00/hour
6. Adrienne Postiglione	AIS Teacher (after school)	\$51.00/hour
7. Paula Bullock	AIS Teacher Aide (after school)	CSEA contract
8. Annmarie Smith	AIS Teacher Aide (after school)	CSEA contract
9. Stacey Naglieri	CSE Chairperson	\$5,500

Resolution #117

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following Substitute Teacher positions at \$100.00 for Certified Teachers and \$90.00 for Non Certified Teachers for the 2012/2013 school year:

<u>Name</u>	<u>Certification</u>
1. Kathleen Burke	Special Education
2. Megan Carter	ELA 7-12
3. Frank Prost	General Science
4. Kristen Capece	Special Education 1-6/Elementary 1-6

Resolution #118

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves a leave of absence for the following individuals:

1. Anita Milano

Position: Cafeteria Monitor
Effective: November 13, 2012-February 8, 2013
Reason: Medical Leave

Resolution #119

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals:

1. Kristen Mielenhausen

Position: Registered Nurse 1.0
Salary: CSEA Step 2 \$44,054
Effective: November 1, 2012
Reason: Replacing Janet Abbondanza

2. Jacqueline Hughes

Position: Registered Nurse .75%
Salary: per CSEA Step 1 \$43,135 (prorated)
Effective: November 1, 2012
Reason: Replacing Kristen Mielenhausen

Resolution #120

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute support staff for the 2012/13 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Carlo Verardi	Custodian	\$18.70/hour
2. Charles Schneider	Student Aide	\$9.00/hour
3. Kathleen Burke	Teacher Aide	\$13.88/hour
4. Julia Schneider	Café Monitor	\$12.21/hour

BOARD OF EDUCATION

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

Resolution #121

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 Bond Referendum Vote held Tuesday, November 27, 2012 as annexed hereto (Appendix #1).

5 aye

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

Resolution #122

BE IT RESOLVED, that the Board of Education of the Hampton Bays UFSD/Location Code 58090502000 hereby establishes the following as standard work days for appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the District Clerk and the certification of record maintained and submitted by these officials to the District Clerk.

5 aye

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

Resolution #123

RESOLVED, that the Board of Education approves the overnight field trip of the FBLA (Future Business Leaders of America) trip to the Financial District in New York City on February 27 and 28, 2013.

5 aye

BOARD OF EDUCATION SUB COMMITTEE REPORTS

Athletics Sub Committee – Warren Booth

- **Cheerleading Junior Varsity Squad**

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

Resolution #124

WHEREAS, due to cost savings of transportation and officials fees for cancelled athletic games due to Hurricane Sandy, there exists a small surplus in monies allotted for that purpose;

WHEREAS, the student interest in Basketball Cheerleading is higher than projected and originally expected and there exists an opportunity to add a JV Cheerleading squad for this season;

THEREFORE BE IT RESOLVED THAT, the Board of Education, upon the recommendation of the Superintendent of Schools, transfers unused monies for officials' fees and transportation from the Fall Season within the Athletic Budget to the cost of a JV Cheerleading coach at an amount not to exceed \$3,506.

5 aye

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

Resolution #125

WHEREAS, the voters have since 2008 allocated up to \$300,000 of unused budget funds for the purpose of repairs and upgrades to the facilities;

WHEREAS, there still remains a balance in this fund after the completion of the latest project, the creation of the Pre-Kindergarten and additional HS classroom;

THEREFORE BE IT RESOLVED THAT, the Board of Education, upon the recommendation of the Superintendent of Schools, allocated an amount not to exceed \$75,000, for the purposes of addressing the High School Auditorium sound system; pre-Bond Project set-up costs; and Fire Alarm panel upgrades at the High School.

PUBLIC COMMENT – None

5 aye

On a motion by Mr. Garvey, seconded by Ms. Capuano, the Business meeting adjourned to Executive Session at 8:43 PM.

5 aye

ADJOURNMENT

Respectfully submitted,

**District Clerk
Anna Marie Rojas**