

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 5, 2016 **KIND OF MEETING:** Business

**LOCATION:** HS Room 9 **PRESIDING OFFICER:** President

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

**MEMBERS ABSENT:** None

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

**CALL TO ORDER:** 6:30 PM  
**ENTER EXECUTIVE SESSION:** 7:00 PM  
**RESUME BUSINESS MEETING:** 7:16 PM  
**ADJOURNMENT:** 7:40 PM

<b>Resolution #</b>	<b>Description</b>	<b>Outcome</b>
<b>Resolution #12</b>	<b>Approval of Order of Agenda</b>	<b>Passed</b>
<b>Resolution #13</b>	<b>Approval of Minutes</b>	<b>Passed</b>
<b>Resolution #14</b>	<b>Approval of Contracts</b>	<b>Passed</b>
<b>Resolution #15</b>	<b>Acceptance of Financial Reports</b>	<b>Passed</b>
<b>Resolution #16</b>	<b>Budget Transfers</b>	<b>Passed</b>
<b>Resolution #17</b>	<b>Approval of Change Orders-Bond Referendum Project Phase 3</b>	<b>Passed</b>
<b>Resolution #18</b>	<b>Approval of ESMC Cooperative Bid</b>	<b>Passed</b>
<b>Resolution #19</b>	<b>Acceptance of Donation (PAPA)</b>	<b>Passed</b>
<b>Resolution #20</b>	<b>Approval of CSE/CPSE Services</b>	<b>Passed</b>
<b>Resolution #21</b>	<b>Approval of Teaching Appointments (Greco)</b>	<b>Passed</b>
<b>Resolution #22</b>	<b>Acceptance of Resignation (Koutsoyiannis)</b>	<b>Passed</b>
<b>Resolution #23</b>	<b>Approval of Teacher Assistant Appointment (Koutsoyiannis)</b>	<b>Passed</b>
<b>Resolution #24</b>	<b>Approval of Summer School Staff</b>	<b>Passed</b>
<b>Resolution #25</b>	<b>Approval of Co-Curricular Appointments 15-16</b>	<b>Passed</b>

Minutes of the July 5, 2016 BOE Mtg

<b>Resolution #26</b>	<b>Approval of Co-Curricular Appointments 16-17</b>	<b>Passed</b>
<b>Resolution #27</b>	<b>Approval of Student Aide Positions</b>	<b>Passed</b>
<b>Resolution #28</b>	<b>Approval of CSEA Appointments (Witschi, Prizzi, Tanaka, Tejado-Lingg)</b>	<b>Passed</b>
<b>Resolution #29</b>	<b>Approval of Substitute Support Positions</b>	<b>Passed</b>
<b>Resolution #30</b>	<b>Approval of Schedules of Salaries for Non-Aligned Employees</b>	<b>Passed</b>
<b>Resolution #31</b>	<b>Approval of Second Reading and Adoption of Board of Education Policies</b>	<b>Passed</b>
<b>Resolution #32</b>	<b>Approval of CSEA Contract</b>	<b>Passed</b>
<b>Resolution #33</b>	<b>Approval of Overnight Field Trips for the 2016-2017 School Year</b>	<b>Passed</b>
<b>Resolution #34</b>	<b>Approval of Notice of Annual District Meeting Of the Hampton Bays UFSD on Behalf of the Hampton Bays Public Library</b>	<b>Passed</b>
<b>Resolution #35</b>	<b>Appointment of Workers for Special District Meeting for the Purpose of a Budget Vote on Behalf of the Hampton Bays Public Library</b>	<b>Passed</b>

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** July 5, 2016 **KIND OF MEETING:** Business

**LOCATION:** HS Auditorium **PRESIDING OFFICER:** President

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

**MEMBERS ABSENT:** None

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

Mr. Joslin called the Business meeting to order at 6:30 PM.

On a motion by Mr. Springer, seconded by Ms. Scully, the board entered executive session to discuss the employment of a particular person.

The Business meeting resumed at 7:15 PM

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

**Resolution #12**

**BE IT RESOLVED** that the Board of Education approved the order of the agenda.

5 aye

**CLERK'S REPORT**

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

**Resolution #13**

**BE IT RESOLVED** that the Board of Education accepts the amended minutes of the Business Meeting held Tuesday, June 14, 2016.

5 aye

**PUBLIC COMMENT** – None

**PRESENTATIONS AND REPORTS**

Mr. Clemensen spoke about the following:

- Superintendent to serve on Good Ground Park Opening Committee
- Hiring finalization
- Closing out the 15-16 school year
- Summer School/Camps

There was a graduation presentation to Alejandro Reyes by Mr. Clemensen and Mr. Ferraro.

**BUSINESS, FINANCE, AND OPERATIONS**

**Mr. Luce, School Business Administrator did not have a report this month.**

**On a motion by Mr. Springer and seconded by Mr. Dunn, the following resolutions #14-#19 were offered in consent agenda format:**

**5 aye**

**Resolution #14**

**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. 2016-2017 Food Service Consulting Proposal, as per the attached documentation.**
- 2. Walter McDermott, Telephone Auditing Services, as per the attached documentation.**
- 3. Cullen & Danowski, LLP for Audit services, for the 2016-2017 school year, as per the attached documentation.**
- 4. Bonnie Boeger Music Therapy Services for the 2016-2017 school year, as per the attached documentation.**
- 5. Mill Neck Interpreter Services for the 2016-2017 school year, as per the attached documentation.**
- 6. Da Vinci Education & Research, LLC for consultation services for the 2016-2017 school year as per the attached documentation.**
- 7. Achieve Beyond, for educational services for the 2016-2017 school year as per the attached documentation.**
- 8. Long Island Developmental Consulting, Inc. for behavior intervention, Autism, and other related services, for the 2016-2017 school year as per the attached documentation.**
- 9. Out East Therapy of NY for OT, PT, SLP, RN and Psychology services, for the 2016-2017 school year as per the attached documentation.**
- 10. Careen and Employment Options, Inc. for consulting services for the 2016-2017 school year, as per the attached documentation.**
- 11. Metro Therapy, Inc. for therapy services, for the 2016-2017 school year, as per the attached documentation.**
- 12. Center Moriches Union Free School District, for Special Education Services, for the 2016-2017, as per the attached documentation.**
- 13. Tutoring Service of Long Island for professional services, for the 2016-2017 school year, as per the attached documentation.**
- 14. Family Service League, for mental health services, for the 2016-2017 school year as per the attached documentation.**
- 15. Helping Hands Consultation Services, Inc. DBA, for consulting services, for the 2016-2017 school year, as per the attached documentation.**
- 16. St James Tutoring for tutoring services for the 2016-2017 school year, as per the attached documentation.**
- 17. Kids in Action of Long Island, Inc., for therapy services, for the 2016-2017 school year, as per the attached documentation.**
- 18. R.S. Abrams & Co., LLP, for auditing services, for the 2016-2017 school year, as per the attached documentation.**
- 19. Tuckahoe Common School District for educational services for elementary school life skills, as per the attached documentation.**

20. Tuckahoe Common School District for educational services for middle school life skills, as per the attached documentation.
21. Assetworks for the 2016-2017 school year, as per the attached documentation.
22. Carr Maintenance Agreement, from June 30, 2016 through June 30, 2019, as per the attached documentation.

**Resolution #15**

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

- Budget Transfer General/Capital Report–June 2016
- Appropriation Status Report – June 2016
- Warrant Reports –June 2016
- Cash Disbursements – June 2016
- Revenue Budget Status Report – General –June 2016
- Revenue Budget Status Report – Cafeteria –June 2016
- Appropriation Status Report- Cafeteria –June 2016
- Treasurer’s Monthly Report – May 2016
- Capital Fund Appropriations Report –June 2016
- Capital Fund Revenue Report –June 2016
- Special Aid Fund Appropriations Report- June 2016
- Trial Balance General Fund –June 2016
- Trial Balance School Lunch Fund –June 2016
- Trial Balance Capital Fund –June 2016
- Trial Balance Trust and Agency Fund –June 2016
- Trial Balance Special Aid Fund –June 2016
- Trial Balance Extracurricular Fund –June 2016
- Cash Flow Report –June 2016
- Internal Claims Audit Report –June 2016
- Student Enrollment Report –June 2016

**Resolution #16**

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

1. \$32,250 to adjust for middle and elementary school parking lot pavement seal and re-stripe, as per the attached documentation.
2. \$10,500 to adjust for new side and back curtains on the high school auditorium stage, as per the attached documentation.
3. \$10,700 to adjust for lighting bar winch replacement in the high school auditorium, as per the attached documentation.
4. \$29,850 to adjust for three final repairs for auditorium, as per the attached documentation.

**Resolution #17**

**RESOLVED**, that the Board of Education, upon the recommendation of the School Business Administrator, hereby approves SED No. 58-09-05-02-0-003-013:

1. Change Order No. 9-GC in the amount of \$5,237.00 for CCLI the General Construction contract, as per the attached documentation.
2. Change Order No. 10-GC in the amount of \$31,959.00 for CCLI the General Construction Contract, as per the attached documentation.
3. Change Order No. 11-GC in the amount of \$14,807.00 for CCLI the General Construction Contract, as per the attached documentation.
4. Change Order No. 12-GC in the amount of \$3,367.00 for CCLI the General Construction Contract, as per the attached documentation.
5. Change Order No. 13-GC in the amount of \$25,600.00 for CCLI the General Construction Contract as per the attached documentation.
6. Change Order No. 14-GC in the amount of \$10,598.00 for CCLI the General Construction Contract, as per the attached documentation.
7. Change Order No. 3 in the amount of \$23,320.00 for Hirsch & Company, the Plumbing Contract, as per the attached documentation.

**Resolution #18**

WHEREAS, the Hampton Bays Union Free School District (hereinafter "Hampton Bays") has offered the East Quogue Union Free School District ("East Quogue") the opportunity to participate in a cooperative bid regarding Food Service Management services in an effort to provide more efficient and cost effective food management services for both school districts; and

WHEREAS, the Board of Education believes that it would be in the best interest of Hampton Bays to participate in such cooperative bid, with such cooperative bidding to take place through Hampton Bays; and

WHEREAS, such municipal cooperative activities are authorized by Article 5-G of the General Municipal Law;

THEREFORE, BE IT RESOLVED, upon receipt of a duly approved resolution authorizing the participation by East Quogue in the cooperative bidding of Food Service Management services, the Board of Education hereby approves cooperatively bidding for Food Service Management services through Hampton Bays, on behalf of both Hampton Bays and East Quogue, whereby the school districts will share services such as the food service director, single chef or guest chef, certain menu items, and other similar services; and

BE IT FURTHER RESOLVED, that the District Clerk shall provide East Quogue with a copy of this resolution.

**Resolution #19**

BE IT RESOLVED, that the Board of Education, upon the recommendation of the School Business Official, accept the generous donation of:

1. \$500 from Hampton Bays Performing Arts Parents Association (PAPA), for the elementary school music program, as per the attached documentation.

**STUDENT SERVICES**

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

**Resolution #20**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, arranges for the placement of students with disabilities as presented to the Board of Education.

5 aye

**PERSONNEL**

On a motion by Ms. Capuano, seconded by Mr. Springer, the following resolutions #21-#30 were offered in consent agenda format:

5 aye

**Resolution #21**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for instructional positions in 2016-17:

- |                      |                                       |
|----------------------|---------------------------------------|
| 1. Amanda Greco      | HS Special Education Teacher          |
| Effective:           | August 31, 2016                       |
| Salary:              | MA Step 2 \$63,029                    |
| Probationary Period: | August 31, 2016 – August 30, 2020     |
| Reason:              | New Position, as per 2016-2017 Budget |

**Resolution #22**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, accepts the resignation of the following individual:

- |                       |               |
|-----------------------|---------------|
| 1. Lena Koutsoyiannis | Teacher Aide  |
| Effective:            | June 30, 2016 |

**Resolution #23**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for instructional positions in 2016-17:

- |                       |                                    |
|-----------------------|------------------------------------|
| 1. Lena Koutsoyiannis | Teacher Assistant                  |
| Effective:            | August 31, 2016                    |
| Salary:               | Certified TA, Step 1, \$24,477.20  |
| Probationary Period:  | August 31, 2016 to August 30, 2020 |
| Reason:               | Retirement of Anne Waring          |

**Resolution #24**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following individuals for the Summer School program for 2016/2017 school year as per the HBTA and CSEA contracts:

- | <u>Name</u>          | <u>Position</u>     |
|----------------------|---------------------|
| 1. Christine Anselmo | School Psychologist |

<b>2. Shannon Hickey</b>	<b>Special Ed (ESY) Teacher</b>
<b>3. Elizabeth Hubbard</b>	<b>Special Ed (ESY) Teacher</b>
<b>4. Judith Leopard</b>	<b>Special Ed (ESY) Teacher</b>
<b>5. Rachel Booras</b>	<b>Special Ed (ESY) Teacher</b>
<b>6. Nicola Matzner</b>	<b>Special Ed (ESY) Teacher</b>
<b>7. Brittany Morlock</b>	<b>Special Ed (ESY) Teacher</b>
<b>8. Deborah McDowell</b>	<b>Special Ed (ESY) Teacher</b>
<b>9. Carla Pensa</b>	<b>Special Ed (ESY) Teacher</b>
<b>10. Kaitlyn Roche</b>	<b>Special Ed (ESY) Teacher</b>
<b>11. John Roche</b>	<b>Special Ed (ESY) Teacher</b>
<b>12. Anthony Schmidt</b>	<b>AIS Teacher</b>
<b>13. Kathleen Ambrose</b>	<b>AIS Teacher</b>
<b>14. Pat Biscardi</b>	<b>AIS Teacher</b>
<b>15. Joan Crowley</b>	<b>AIS Teacher</b>
<b>16. Jonathan DellaSperanza</b>	<b>AIS Teacher</b>
<b>17. Elizabeth Lanni</b>	<b>AIS Teacher</b>
<b>18. Kristie Loper</b>	<b>AIS Teacher</b>
<b>19. Kerri Ottati</b>	<b>AIS Teacher</b>
<b>20. Robin Mancuso</b>	<b>AIS Teacher</b>
<b>21. Amy McNamara</b>	<b>AIS Teacher</b>
<b>22. Joan Moran</b>	<b>AIS Teacher</b>
<b>23. Linda Schmidt</b>	<b>AIS Teacher</b>
<b>24. Emily Grosse</b>	<b>AIS Teacher</b>
<b>25. Vicki Manzullo</b>	<b>Teaching Asst. (MS Life Skills Academy)</b>
<b>26. Lauren Mikelinich</b>	<b>Teaching Asst. (ES Life Skills Academy)</b>
<b>27. Maria Walker</b>	<b>Teaching Asst. (HS Life Skills Academy)</b>
<b>28. Kathy Algieri</b>	<b>Substitute Teacher</b>
<b>29. Jamie Huebner</b>	<b>Substitute Teacher</b>
<b>30. Christopher Warren</b>	<b>Substitute Teacher</b>
<b>31. Ashley Lombardo</b>	<b>Substitute Teacher</b>
<b>32. Sharon Wheeler</b>	<b>Substitute Teacher</b>
<b>33. Jennifer Loesch</b>	<b>Substitute Teacher</b>
<b>34. Michelle Marrone</b>	<b>Substitute Teacher</b>
<b>35. Danielle Alberti</b>	<b>Teacher Aide</b>
<b>36. Lisa Agoglia</b>	<b>Teacher Aide</b>
<b>37. Michele Bedoya</b>	<b>Teacher Aide</b>
<b>38. Peggi Booth</b>	<b>Teacher Aide</b>
<b>39. Carol Calderaro</b>	<b>Teacher Aide</b>
<b>40. Mackenzie Engledrum</b>	<b>Teacher Aide</b>
<b>41. Dawn Kampf</b>	<b>Teacher Aide</b>
<b>42. Patricia McCrave</b>	<b>Teacher Aide</b>
<b>43. Marie Perez</b>	<b>Teacher Aide</b>
<b>44. Margaret Peterson</b>	<b>Teacher Aide</b>
<b>45. Nancy Stanton</b>	<b>Teacher Aide</b>
<b>46. Margaret Urcuiolio</b>	<b>Teacher Aide</b>
<b>47. Corrine Vazac</b>	<b>Teacher Aide</b>
<b>48. Bethany Venditto</b>	<b>Teacher Aide</b>
<b>49. Lisa Richmond</b>	<b>Teacher Aide</b>



- |                               |                                |
|-------------------------------|--------------------------------|
| <b>50. Meena Chockalingam</b> | <b>Teacher Aide</b>            |
| <b>51. Lisa Witschi</b>       | <b>Teacher Aide</b>            |
| <b>52. Sera Prizzi</b>        | <b>Teacher Aide</b>            |
| <b>53. Carla Magnozzi</b>     | <b>Substitute Teacher Aide</b> |
| <b>54. Monica Hanes</b>       | <b>Substitute Teacher Aide</b> |

**Resolution #25**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments for the 2015-2016 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Rodney Way	HS AIS Algebra	\$38.33/hour
2. Patricia Beach	Curr. Development-Algebra	\$40.00/hour
3. Laurie Dyno	Curr. Development-Algebra	\$40.00/hour

**Resolution #26**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following appointments for the 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Danielle Russo	Curr. Writing–Global Grade 9	\$40.00/hour
2. Diane Fox	Curr. Writing–Global Grade 9	\$40.00/hour

**Resolution #27**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following for the 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Daniel Romano	Student Aide	\$9.00/hour
2. Matthew Godfrey	Student Aide	\$9.00/hour
3. Matthew Dean	Student Aide	\$9.00/hour

**Resolution #28**

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

- |                        |                                |
|------------------------|--------------------------------|
| <b>1. Lisa Witschi</b> | <b>Teacher Aide (6.5)</b>      |
| <b>Effective:</b>      | <b>August 31, 2016</b>         |
| <b>Salary:</b>         | <b>Step 1, \$18,865</b>        |
| <b>Reason:</b>         | <b>New Student, as per IEP</b> |
| <b>2. Sera Prizzi</b>  | <b>Teacher Aide (6.5)</b>      |
| <b>Effective:</b>      | <b>August 31, 2016</b>         |
| <b>Salary:</b>         | <b>Step 1, \$18,865</b>        |
| <b>Reason:</b>         | <b>New Student, as per IEP</b> |
| <b>3. Lisa Tanaka</b>  | <b>School Nurse</b>            |
| <b>Effective:</b>      | <b>August 31, 2016</b>         |

**Salary:** Step 1, \$45,102  
**Reason:** Retirement of Nancy Slowey

**4. Dawn Tejada-Lingg** Senior Account Clerk Typist  
**Effective:** July 6, 2016 (pro-rated)  
**Salary:** Step 1, \$44,350  
**Reason:** Retirement of Helen Schottenhamel

**Resolution #29**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following substitute support staff for the 2016-2017 school year:

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Helen Schottenhamel	Clerical Trainer	\$32.47/hour
2. Nancy Boden	Sub-Clerical	\$17.61/hour
3. Susan VonBartheld	Sub-Clerical	\$17.95/hour

**Resolution #30**

**RESOLVED**, that the Board of Education accepts the schedule of salaries for non-aligned employees, as per the attached documentation.

**BOARD OF EDUCATION**

Mr. Clemensen opened the Public Hearing on the District Code of Conduct, District-wide School Safety Plan and Building-Level Emergency Response Plan. There were no questions or comments. The Public Hearing closed at 7:26 PM.

On a motion by Mr. Dunn, seconded by Mr. Springer, the following resolutions #31-#35 were offered in consent agenda format:

5 aye

**Resolution #31**

**BE IT RESOLVED**, that the Board of Education hereby approves the second reading and adoption of the following policies:

1. 1120 School District Records (and Regulation)
2. 1230 Public Participation and Board of Education Meetings
3. 1500 Public Use of School Facilities (and Regulation)
4. 2120 School Board Elections
5. 4710 Grading Systems (and Regulation)
6. 5220 School-sponsored Student Expression
7. 5225 Student Personal Expression
8. 5420 Student Health Services (and Regulation)
9. 6900 Disposal of District Property
10. 8112 Health and Safety Committee
11. 8121 Opioid Overdose Prevention (and Regulation)
12. 9130 Computer Resources and Data Management

**Resolution #32**

**WHEREAS, the negotiating teams for the Hampton Bays Union Free School District (“District”) and the Hampton Bays CSEA (“CSEA”) executed a Memorandum of Agreement, calling for the creation of a three-year successor Collectively Negotiated Agreement to the one that expired on June 30, 2016; and**

**WHEREAS, the Board is required by law to approve the expenditure of additional monies required to fund the provisions of the Collectively Negotiated Agreement;**

**NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies the Memorandum of Agreement between the District and the CSEA, covering the period from July 1, 2016 through June 30, 2019 and authorizes the funding of those monies necessary to implement the provisions of the 2016-2019 Collectively Negotiated Agreement.**

**Resolution #33**

**RESOLVED, that the Board of Education hereby approves the following overnight field trips for the 2016-2017 school year, as per the attached documentation:**

- 1. Grade 7 trip to Frost Valley YMCA, Claryville, NY, November 9-11, 2016.**
- 2. Grade 8 trip to Washington DC, March 9-11, 2017.**

**Resolution #34**

**BE IT RESOLVED, that the Board of Education approves the attached Notice of Annual District Meeting to be published June 23<sup>rd</sup>, July 7<sup>th</sup>, July 21<sup>st</sup> and August 4, 2016 in the Southampton Press Western Edition (Appendix #1).**

**Resolution #35**

**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 Budget/Board Vacancy vote to be held Tuesday, August 9, 2016 as annexed hereto (Appendix #2).**

**Old Business**

**None**

**New Business**

**None**

**PUBLIC COMMENT**

- 1. Mr. Alex Bills**
- 2. Mr. Robert Jay**

**ADJOURNMENT**

**On a motion by Ms. Capuano seconded by Mr. Dunn the Business meeting adjourned at 7:40 PM.**

**5 aye**

**Respectfully submitted,**

**District Clerk  
Anna Marie Rojas**