

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

RE-ORGANIZATIONAL MEETING

OFFICIAL AGENDA      HIGH SCHOOL, ROOM 9, 7:00PM      JULY 10, 2012

*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, Warren Booth and Chris Garvey.*

**III. ELECTION OF BOARD OFFICERS:**

**A) Nomination and Election of President of the Board for the 2012-13 School Year**

*Nomination:*

*By:*

*Motion:*

*Second:*

*Ayes:*

*Nays:*

*Oath of Faithful Performance in Office to be administered by the School District Clerk Pro Temp to the newly elected Board President. The President will then preside over the meeting.*

**B) Nomination and Election of Vice-President of the Board for the 2012-13 School Year**

*Nomination:*

*By:*

*Motion:*

*Second:*

*Ayes:*

*Nays:*

*Oath of Faithful Performance in Office to be administered by the School District Clerk Pro Temp to duly elected 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 2012-2013 school year.*

*President will administer Oath of Office to District Clerk.*

**D) Oath of Office for Superintendent of Schools**

*Clerk of the Board will administer 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 2010/11 school year:*

- a. District Treasurer* *Michelle Siriani*
- b. Signatory in absence of Treasurer* *Warren Booth, Trustee*
- c. Internal Claims Auditor* *Paul Eglevsky*

**2. Other Appointments**

- a. Independent Auditor* *Cullen and Danowski, LLP*
- b. Internal Auditor* *RS Abrams and Company*
- c. School Attorney* *Shaw, Perelson, May & Lambert, LLP*
- d. Bond Counsel* *Hawkins, Delafield & Wood* *Per Offering*
- e. Fiscal Advisor* *Capital Market Advisors, LLC* *Per Offering*
- f. Insurance Consultant* *Maran Associates*
- g. Records Access Officer* *Anna Marie Rojas*
- h. Asbestos Designee* *Tom McElrath*
- i. Purchasing Agent* *Larry Luce*
- j. Central Treasurer for  
Extraclassroom Activity  
Fund Account* *Christine Pandolfo*
- k. SAVE Legislation  
Designated Educational  
Official* *John Moran*
- l. Title IX Compliance  
Officers* *Mark Pagano, Denise Sullivan, John Moran*
- m. Title VII Compliance  
Officers* *Mark Pagano, Denise Sullivan, John Moran*
- n. School Physician* *Southampton Pediatrics, Joseph Quinn, MD  
in conjunction with Prime Care Hampton Bays  
(Dr. Chris Kielbasa/Kennworth Eaton, PA)*
- o. Designated Residency  
Determiner* *Larry Luce*
- p. Dignity Act Coordinator* *Richard Triandafilis, Elementary School  
Michael T. Carlson, Middle School  
Anthony DeBlasio, High School*
- q. Students Involved in  
Criminal or Family Court* *Mark Pagano*
- r. Homeless Student Liaison* *Mark Pagano*

**3. Designations**

- a. Depositories* *Bridgehampton National Bank  
NY CLASS  
Suffolk County National Bank  
Capital One 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

**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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2. **Payroll Certification**  
*BE IT RESOLVED that the Superintendent of Schools be appointed to certify the payroll for the 2012/13 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 2012-13 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 July1, 2012 at \$ .55 per mile.*
  
11. **Authorization of District-Owned Cell Phones**  
*BE IT RESOLVED that the Board authorizes a district-owned cell phone for the following job titles, according to Board Policy #8332: Building Principals, Athletic Director, Director of School Safety and Transportation, Technology Team.*
  
12. **Establish Fee for Photocopying**  
*BE IT RESOLVED that the Board establishes the fee for photocopying of district records at \$.25 per page.*

**V. OTHER ITEMS**

1. **Appointment to Board of Education Subcommittees**  
*BE IT RESOLVED that the Board of Education creates the following subcommittees, to be comprised of Board members, to study issues related to District policy and operations, and appoints the following members:*
  - Buildings & Grounds*
  - Athletics & Co-Curricular Activities*
  - Curriculum & Technology*
  
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 2012/2013 year:*

- |                        |  |                                       |
|------------------------|--|---------------------------------------|
| <i>Chairpersons</i>    | <i>Michele DeBlasio<br/>Christine Anselmo, Ph.D.</i>   | <i>Kenneth Grille<br/>Mark Pagano</i> |
| <i>Parent Members</i>  | <i>Ellen Holmgren, Susan Decker, Lisa Lorber, Lisa Agoglia,<br/>Lisa Fotopoulos, Rosemary Stiansen</i>                                       |                                       |
| <i>Psychologists</i>   | <i>Michele DeBlasio, Kenneth Grille, Christine<br/>Anselmo, Ph.D.</i>  |                                       |
| <i>Teacher Members</i> | <i>Approval of all teachers, speech therapists, guidance<br/>counselors, social workers, special education teacher<br/>and evaluators</i>    |                                       |
| <i>Physician</i>       | <i>Southampton Pediatrics, Joseph Quinn, MD<br/>in conjunction with Prime Care Hampton Bays<br/>(Dr. Chris Kielbasa/Kennworth Eaton, PA)</i> |                                       |

**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 2012-2013 school year:*

- |  |  |  |
|--|--|--|
| <i>Chairpersons</i>                            | <i>Mark Pagano<br/>Christine Anselmo, Ph.D.</i>  | <i>Kenneth Grille<br/>Michele DeBlasio</i> |
| <i>Parent Members</i>                          | <i>Ellen Holmgren, Susan Decker, Lisa Lorber, Lisa Agoglia,<br/>Lisa Fotopoulos, Rosemary Stiansen</i>   |  |
| <i>County<br/>Representative</i>               | <i>Representative from Suffolk County</i>  |  |
| <i>Representative of<br/>Evaluative Agency</i> | <i>- A Department of Health Early Intervention<br/>professional for a preschool child in transition from<br/>early intervention services to school age services<br/>- Evaluation personnel</i> |  |
| <i>Teacher</i>                                 | <i>Child's New York Certified teacher or a New York<br/>Certified teacher qualified to provide education in<br/>the type of program which the child may be placed</i>                          |  |
| <i>Physician</i>                               | <i>Southampton Pediatric, Joseph Quinn, MD<br/>in conjunction with Prime Care Hampton Bays<br/>(Dr. Chris Kielbasa/Kennworth Eaton, PA)</i>  |  |

**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 2012-2013 (see attached form).*

**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 2012-2013 school year as follows:*

<i>Time:</i>	<i>7:00pm</i>	
<i>Dates:</i>	<i>August 14, 2012</i>	<i>Hampton Bays Public Library</i>
	<i>September 11, 2012</i>	<i>Hampton Bays High School Library</i>
	<i>October 9, 2012</i>	<i>Hampton Bays High School Library</i>
	<i>November 13, 2012</i>	<i>Hampton Bays High School Library</i>
	<i>December 11, 2012</i>	<i>Hampton Bays High School Library</i>
	<i>January 8, 2013</i>	<i>Hampton Bays High School Library</i>
	<i>February 12, 2013</i>	<i>Hampton Bays High School Library</i>
	<i>March 12, 2013</i>	<i>Hampton Bays High School Library</i>
	<i>April 9, 2013</i>	<i>Hampton Bays High School Library</i>
	<i>May 14, 2013</i>	<i>Hampton Bays High School Library</i>
	<i>June 11, 2013</i>	<i>Hampton Bays High School Library</i>

**VII. ADJOURNMENT OF REORGANIZATIONAL MEETING**