

**HAMPTON BAYS UNION FREE SCHOOL DISTRICT**

**DATE:** September 11, 2012 **KIND OF MEETING:** Business  
**LOCATION:** High School Library **PRESIDING OFFICER:** Vice President  
**MEMBERS PRESENT:** Chris Garvey, Dot Capuano, Warren Booth, Richard Joslin  
**MEMBERS ABSENT:** Doug Oakland  
**OTHERS PRESENT:** Lars Clemensen, Larry Luce, Anna Marie Rojas  
**CALL TO ORDER:** 5:10 PM  
**ADJOURN TO EXECUTIVE SESSION:** 5:15 PM  
**RESUME BUSINESS MEETING:** 7:08 PM  
**ADJOURNMENT:** 8:40 PM

<b>Resolution #</b>	<b>Description</b>	<b>Outcome</b>
<b>Resolution #60</b>	<b>Approval of Order of Agenda</b>	<b>Passed</b>
<b>Resolution #61</b>	<b>Approval of Minutes</b>	<b>Passed</b>
<b>Resolution #62</b>	<b>Approval of Contracts</b>	<b>Passed</b>
<b>Resolution #63</b>	<b>Budget Transfer</b>	<b>Passed</b>
<b>Resolution #64</b>	<b>Financial Reports</b>	<b>Passed</b>
<b>Resolution #65</b>	<b>Authorization for Disposal of Surplus Textbooks</b>	<b>Passed</b>
<b>Resolution #66</b>	<b>Establishment of Petty Cash Fund for Life Skills Program</b>	<b>Passed</b>
<b>Resolution #67</b>	<b>Establishment of a Petty Cash Fund for the Cafeteria</b>	<b>Passed</b>
<b>Resolution #68</b>	<b>Appointment of Chairperson for Committee On Special Education (Naglieri)</b>	<b>Passed</b>
<b>Resolution #69</b>	<b>Appointments (Garofola, Burger)</b>	<b>Passed</b>
<b>Resolution #70</b>	<b>Leave Replacement Teaching Assistant Appointments (Aulet)</b>	<b>Passed</b>
<b>Resolution #71</b>	<b>Co-Curricular Appointments</b>	<b>Passed</b>
<b>Resolution #72</b>	<b>Approval of High School Alternative School Staff</b>	<b>Passed</b>

Minutes of the September 11, 2012 BOE Business Mtg

<b>Resolution #73</b>	<b>Approval of Substitute Teachers</b>	<b>Passed</b>
<b>Resolution #74</b>	<b>CSEA Termination (Train)</b>	<b>Passed</b>
<b>Resolution #75</b>	<b>Approval to Create a CSEA Position (Computer Technician)</b>	<b>Passed</b>
<b>Resolution #76</b>	<b>CSEA Resignation (Sexton)</b>	<b>Passed</b>
<b>Resolution #77</b>	<b>CSEA Leaves of Absence (Warmuth, Phillips)</b>	<b>Passed</b>
<b>Resolution #78</b>	<b>CSEA Leave Appointments (Niewadomski, Faro)</b>	<b>Passed</b>
<b>Resolution #79</b>	<b>CSEA Appointments (Candelaria, Kearney, Ruffner, Strada)</b>	<b>Passed</b>
<b>Resolution #80</b>	<b>Approval of Interim Nurse (Mielenhausen)</b>	<b>Passed</b>
<b>Resolution #81</b>	<b>Approval of Substitute Support Positions</b>	<b>Passed</b>
<b>Resolution #82</b>	<b>Approval of Support Positions</b>	<b>Passed</b>
<b>Resolution #83</b>	<b>Approval of Second Reading and Adoption Of Board of Education Policies</b>	<b>Passed</b>
<b>Resolution #84</b>	<b>Approval of Overnight Field Trips 2012-2013</b>	<b>Passed</b>
<b>Resolution #85</b>	<b>Adoption of the Annual Professional Performance Review Plan (APPR)</b>	<b>Passed</b>

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**MEMBERS ABSENT:** Doug Oakland

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

**Mr. Garvey called the Business meeting to order at 5:10 PM.**

**On a motion by Ms. Capuano, seconded by Mr. Booth, the Business meeting adjourned to Executive Session at 5:15 PM**

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

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

**Resolution #60**

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

**4 aye**

**CLERK'S REPORT**

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

**Resolution #61**

**BE IT RESOLVED that the Board of Education accepts minutes of the Reorganizational Meeting and the Business Meeting held Tuesday, August 14, 2012.**

**4 aye**

**PUBLIC COMMENT – none**

**SUPERINTENDENT'S REPORT**

**Lars Clemensen spoke about the following:**

- **Veterans Day Flag and 9/11 Ceremony at ES**
- **Opening of school**
- **Bond referendum Committee**
- **Student Achievement**
- **Concussion policy**
- **School policies**
- **Week of Lights**
- **San Gennaro Festival, 10/6-10/7**
- **Density/Enrollment**
- **Canoe Place Inn Project (SH Town)**

- **Hotel/Motel conversion**
- **ES BOCES CTE Task Force**

#### **PRESENTATIONS**

- **Drew Walker presented the Concussion Management Policy – copy attached**
- **Denise Sullivan presented on Student Achievement – copy attached**
- **Marc Meyer presented on the beginning of school for elementary – copy attached**
- **Dennis Schug presented on the beginning of school for middle school – copy attached**
- **Chris Richardt presented on the beginning of school for high school – copy attached**

#### **BUSINESS ADMINISTRATOR'S REPORT**

**Mr. Luce spoke about the following:**

- **Summer projects**
- **Pre-K room**
- **Bond referendum Committee, next meeting 9/26, HS Room 9**

**On a motion by Ms. Capuano, seconded by Mr. Joslin, the following resolutions #62- #82 were offered in consent agenda format.**

**4 aye**

#### **BUSINESS AND FINANCE**

##### **Resolution #62**

**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. Addendum to the License Agreement with SCOPE for the Universal Pre K Program, for the 2012-2013 school year, as per the attached documentation.**
- 2. Leasehold Space Agreement with Cam-Held Enterprises Inc., DBA Just Kids Learning Center for the 2012-2012 school year, as per the attached documentation.**
- 3. Child Development Center of the Hamptons for Academic Services for the 2012-2013 school year, as per the attached documentation.**
- 4. St. James Tutoring, Inc. for professional tutoring services, for the 2012-2013 school year, as per the attached documentation.**

##### **Resolution #63**

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

- 1. \$464,600 for voter approved renovations for Pre-K construction, as per the attached documentation.**

##### **Resolution #64**

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

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

**Resolution #65**

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

1. 100 Heath Mathematics Connections text books 1992.
2. 100 Heath workbooks Mathematics Connections 1994.
3. 100 New York Reading Coach Terra Nova Edition Level 3 workbooks 2000.

**Resolution #66**

**WHEREAS**, the District has two Life Skills classes, 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 life skills such as counting real money, making change, 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 Pupil Personnel 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 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 Kyle Valentine and Moira Hayes appointed as custodians of the two petty cash funds for the 2012-13 school year. The District Treasurer shall check the funds for accuracy as needed, but not less than once each semester.

**Resolution #67**

**WHEREAS, The District accepts payment for outstanding cafeteria balances at the District Office as a convenience to students and parents; and**

**WHEREAS, students and parents often need change when paying outstanding balances to the cafeteria fund;**

**THEREFORE BE IT REOLVED, that the Board OF Education, at the request of the School Business Administrator, hereby authorizes providing the district treasurer, Michelle Siriani, with a petty cash amount of \$100 from the cafeteria fund to be kept in a locked box in District Office and used for the purpose of making change when accepting payments of outstanding balances.**

**STUDENT SERVICES**

**Resolution #68**

**RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, that Stacy Naglieri be appointed to the Committee on Special Education and the Committee on Preschool Special Education for the 2012-2013 school year.**

**PERSONNEL**

**Resolution #69**

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

**1. Scott Garofola**

<b>Position:</b>	<b>Special Education Teacher</b>
<b>Salary:</b>	<b>BA Step 2 \$52,809</b>
<b>Effective:</b>	<b>August 30, 2012</b>
<b>Probation Period:</b>	<b>September 1, 2010 – June 30, 2013</b>
<b>Reason:</b>	<b>Replacement of Erica Hayes</b>

**2. Joseph Burger**

<b>Position:</b>	<b>Social Studies Teacher</b>
<b>Salary:</b>	<b>MA Step 1 \$60,214</b>
<b>Effective:</b>	<b>August 30, 2012</b>
<b>Probation Period:</b>	<b>September 1, 2012 – August 31, 2015</b>
<b>Reason:</b>	<b>Replacement of Porfirio Lopez</b>

**Resolution #70**

**RESOLVED, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following teaching Leave Replacement Teaching appointment as per the HBTA contract:**

**1. Michelle Aulet**

**Position:** Teacher Assistant  
**Salary:** \$31,311  
**Effective:** August 30, 2012-June 30, 2013  
**Reason:** Replace Amy Spinelli

**Resolution #71**

**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. Nicole Matzner	Homework Club Grade 1 and 2	\$1500
2. Fran Arato	Mentor (Spehler)	\$925
3. Kathleen Kops	Mentor (Kelsh)	\$925
4. Elizabeth Thorne	Mentor (Roche)	\$925
5. Mary K. Miedema	Mentor (Edwards)	\$925
6. Judith leopard	Mentor (DellaSperanza)	\$925
7. Melinda Brown	Mentor (Spinelli)	\$925
8. Kelley Davide	Mentor (Schmidt)	\$925
9. Heather Sumwalt	Mentor (Greenidge)	\$925
10. Saverio Naclerio	Mentor (Lanni)	\$925
11. Carolyn McAulay	Mentor (Burger)	\$925
12. Matt Balesteri	Robotics HS Co-Advisor	\$1250 ea.
13. Edmund Bauman	Robotics HS Co-Advisor	\$1250 ea.
14. Kelly Barrett	Grade 9 Co-Advisor	\$875 ea.
15. Rachel Kelsh	Grade 9 Co-Advisor	\$875 ea.
16. Joseph Burger	Grade 10 Co-Advisor	\$875 ea.
17. Michelle Edwards	Grade 10 Co-Advisor	\$875 ea.
18. Richard Gostic	HS SADD (co-advisor)	\$1000 ea.
19. Nancy Larsen	HS SADD (co-advisor)	\$1000 ea.
20. Joan Moran	STAC-MS Science Fair (co-advisor)	\$500 ea.
21. Kathy Algieri	STAC-MS Science Fair (co-advisor)	\$500 ea.
22. Michael Oestreicher	AIS Teacher – Global History	\$38.33/session

**Resolution #72**

**RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, approves the following High School Alternative School Staff for the 2012-2013 school year.

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
1. Anthony DeBlasio	PM School Director	\$63.75/hr.
2. Rich Iannelli	PM School Director	\$63.75/hr.
3. Michael T. Carlson	PM School Director – alt	\$63.75/hr.
4. Helen Fotopoulos	Teacher Assistant	\$33/hour
5. Francis Arato	Physical Education	\$51/hour
6. Alfred Brigham	Science	\$51/hour
7. Diane Burkhardt	English/Special Education	\$51/hour

8. Michael Carlson	English	\$51/hour
9. Nicole DiFrietus	English	\$51/hour
10. Pamela Filaski	Social Worker	\$51/hour
11. Ralph Hubbard	Science	\$51/hour
12. Katelyn Maresca	English	\$51/hour
13. Laurie O'Halloran	School Counselor	\$51/hour
14. Kevin O'Toole	Mathematics	\$51/hour
15. Kyle Valentine	Social Studies/Special Education	\$51/hour
16. Tara Dietz	English	\$51/hour
17. Charles Isgro	Mathematics	\$51/hour
18. John Reilly	Social Studies	\$51/hour

**Resolution #73**

**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:

<b><u>Name</u></b>	<b><u>Certification</u></b>
1. Samantha Meyer	Elementary 1-6
2. Alyssa Lanino	Social Studies 7-12
3. Bethany Dellapolla	Elementary 1-6
4. Kristen Delumen	Special Education B-6/Elementary B-6
5. Diana Dargan	Elementary
6. Nicole Gambino	Non Certified
7. Brian Loeffler	Physical Education
8. Kathleen Lyons	Registered Nurse
9. Elizabeth Hubbard	Non Certified
10. Alyssa Iannotti	Special Education B-6/Elementary B-6
11. Melissa Stamatziades	Special Education B-6/Elementary B-6
12. Michelle Venuti	Non Certified
13. Jennifer Zayas	Special Education B-6/Elementary B-6
14. George Zembrzycki	Physical Education
15. Megan Jones	ELA 7-12

**Resolution #74**

**BE IT RESOLVED**, that the Board hereby terminates the employment of Betty Train, computer technician, effective August 14, 2012, in accordance with the provisions of Section 73 of the Civil Service Law, with the opportunity to be reinstated to the same or a similar position, if a vacancy exists, upon making application therefore within one year after termination of disability.

**Resolution #75**

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, hereby approves the creation of one full-time position of Network and Systems Specialist II, in the competitive class of the civil service.



**Resolution #76**

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

**1. Kelly Sexton**

**Position: Teacher Aide**  
**Effective: August 27, 2012**

**Resolution #77**

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

**1. Donna Warmuth**

**Position: Teacher Aide**  
**Effective: August 30, 2012 – June 30, 2013**  
**Reason: Personal Leave**

**2. Aimee Phillips**

**Position: Teacher Aide**  
**Effective: August 30, 2012 – June 30, 2013**  
**Reason: Personal Leave**

**Resolution #78**

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

**1. Laura Niewadomski**

**Position: Teacher Aide**  
**Salary: \$18,043**  
**Effective: August 30, 2012-June 30, 2013**  
**Reason: Replacement of Aimee Phillips**

**2. Charlene Faro**

**Position: Teacher Aide**  
**Salary: \$18,043**  
**Effective: August 30, 2012-June 30, 2013**  
**Reason: Replacement of Donna Warmuth**

**Resolution #79**

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

**1. Wendy Candelaria**

**Position: Teacher Aide**  
**Salary: \$18,043**  
**Effective: August 30, 2012**  
**Reason: Replacement of Mary Lyons**

**2. Amy Kearney**

**Position:** Teacher Aide  
**Salary:** \$18,043  
**Effective:** August 30, 2012  
**Reason:** Replacement of Patricia Lucatoro

**3. Shannon Ruffner**

**Position:** Teacher Aide  
**Salary:** \$18,043  
**Effective:** August 30, 2012  
**Reason:** Replacement of Allan Concepcion

**4. Maria Strada**

**Position:** Teacher Aide  
**Salary:** \$18,043  
**Effective:** August 30, 2012  
**Reason:** Replacement of Kelly Sexton

**Resolution #80**

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, hereby appoints Kirsten Mielenhausen as Interim Nurse at the Elementary School, effective August 30, 2012 through October 31, 2012 at the contractual salary of \$44,054.38 (CSEA School Nurse, Step 2).

**Resolution #81**

**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. John Beninati	Guard	\$18.00/hour
2. Pirjo Sorji	RN	\$101/day
3. Kathleen Lyons	RN	\$101/day

**Resolution #82**

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

<u>Name</u>	<u>Position</u>	<u>Salary</u>
1. Ashley Lombardo	Sub Teacher Aide	\$13.88/hour
2. Elizabeth Hubbard	Sub Teacher Aide	\$13.88/hour
3. Jennifer Zayas	Sub Teacher Aide	\$13.88/hour
4. Melissa Stamatiades	Sub Teacher Aide	\$13.88/hour
5. Alyssa Iannotti	Sub Teacher Aide	\$13.88/hour
6. Susan Dean	Sub Teacher Aide	\$13.88/hour
7. Kimberly Sharpe	Sub Teacher Aide	\$13.88/hour

**BOARD OF EDUCATION**

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

**Resolution#83**

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

1. #4321.0, Programs for Students with Disabilities under Idea and Article 89
2. #4321.1, Provision of Services in LRE
3. #4321.2, School-Wide Pre-Referral and Approaches Interventions
4. #4321.2R, Response to Intervention Regulation
5. #4321.3, Allocation of Space for Special Education Program and Services
5. #4321.4, Independent Education Evaluations
6. #4321.5, Confidentiality and Access to IEPs
7. #4321.6, Availability of Alternative Format Instructional Materials
8. #4321.7, District-wide and Statewide Assessments for Students with Disabilities
9. #4321.8, Impartial Hearing Office Selection, Appointment and Compensation
10. #4321.9, Declassification of Students with Disabilities
11. #4321.10, Parental Placement in Non-Public School for SWD
12. #4321.11, Significant Disproportionality
13. #4321.12, Preschool Special Education
14. #4321.13, Special Education Personnel
15. #5300, Code of Conduct
16. #5281, Concussion Management
17. #5281R, Concussion Management Regulation

4 aye

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

**Resolution #84**

**BE IT RESOLVED**, that the Board of Education, upon the recommendation of the Superintendent of Schools, hereby approves the following overnight field trips for the 2012-2013 school year:

1. MS Gr. 8 Trip, March 7-9, 2013, to Washington DC, as per attached.
2. MS Gr. 7 Trip, January 21-23, 2013 to Frost Valley YMCA, as per attached.
3. HS Cross Country Brown Invitational, October 19-20, 2012, as per attached.
4. HS Band Trip to Magic Music Days at Walt Disney World, February 22-25, 2013, as per attached.

4 aye

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

**Resolution #85**

**RESOLVED**, that the Board of Education hereby adopts the District's 2012-2013 Annual Professional Performance Review (APPR) Plan Document as presented to the Board at this meeting

4 aye

**PUBLIC COMMENT – Mr. Adam Ortiz, Mr. Ed Willson**

**On a motion by Ms. Capuano, seconded by Mr. Joslin, the Business meeting adjourned to Executive Session at 8:40 PM.**

4 aye

**ADJOURNMENT**

**Respectfully submitted,**

**District Clerk  
Anna Marie Rojas**