

HAMPTON BAYS UNION FREE SCHOOL DISTRICT

DATE: July 2, 2013 **KIND OF MEETING:** Reorganization Meeting

LOCATION: Middle School Library **PRESIDING OFFICER:** Clerk Pro Tem/President

MEMBERS PRESENT: Chris Garvey, Warren Booth, Dot Capuano, Richard Joslin, Kevin Springer

MEMBERS ABSENT: None

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

CALL TO ORDER: 6:00 PM
EXECUTIVE SESSION: 6:01 PM
RE-ORGANIZATIONAL MEETING: 7:10 PM
ADJOURNMENT: 7:20 PM

<u>Resolution #</u>	<u>Description</u>	<u>Outcome</u>
Resolution #1	Appointment of Clerk Pro Tem (Anna Marie Rojas)	Passed
Resolution #2	Election of Board President (Chris Garvey)	Passed
Resolution #3	Election of Vice President (Warren Booth)	Passed
Resolution #4	Appointment of Board Clerk (Anna Marie Rojas)	Passed
Resolution #5	Appointment of District Officers District Treasurer Deputy Treasurer and Signatory in Absence of Treasurer Internal Claims Auditor	Passed
Resolution #6	Other Appointments Independent Auditor Internal Auditor School Attorney Bond Counsel Fiscal Advisor Insurance Consultant Records Access Officer Records Appeal Officer Asbestos Designee Purchasing Agent School Lunch Claims Central Treasurer for Extra Classroom Activity Fund Account SAVE Legislation Designated Education Official Title IX Compliance Officers Title VII Compliance Officers School Physician	Passed

**Designated Residency Determiner
Dignity Act Coordinators
Students Involved in Criminal or Family Court
Homeless Student Liaison**

Resolution #7	Designations Depositories Official Newspaper Meeting Dates	Passed
Resolution #8	Authorizations Petty Cash Funds Payroll Certification Budget Transfers Delegation of Investments Initiation of Tax Anticipation Notes Application of Grants Conference Approvals Execution of Contracts for CSE/CPSE Services Bonding/Insurance Coverage Mileage Reimbursement Rate Authorization of District-Owned Cell Phones Establish Fee for Photocopying	Passed
Resolution #9	Other Items Appointment to Board of Education Subcommittees 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	Passed
Resolution #10	Approved Dates of Board of Education Meetings	Passed

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Kevin Springer

MEMBERS ABSENT: None

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

Mr. Garvey called the meeting to order at 6:00 PM.

On a motion by Mr. Joslin, seconded by Mr. Booth, the meeting adjourned to Executive Session to discuss specific personnel and contractual issues.

5 aye

On a motion by Mr. Booth, seconded by Mr. Joslin the Board adjourned the Executive Session at 7:05 PM.

Anna Marie Rojas, Clerk Pro Temp, called the Re-Organizational Meeting to order at 7:10 PM.

Resolution #1

On a motion by Ms. Capuano, seconded by Mr. Garvey, the Board of Education appoints Anna Marie Rojas as Clerk Pro Temp to preside until election and seating of the President.

5 aye

Pledge of Allegiance and Announcement of Room Capacity and Emergency Exits took place.

Administration of Oath

Clerk Pro Temp, Anna Marie Rojas, administered the Oath of Faithful Performance to the newly elected Board members, Mr. Joslin and Mr. Springer.

On a motion by Ms. Capuano, seconded by Mr. Joslin, and upon the nomination for President by Ms. Capuano, the following resolution was offered:

Resolution #2

RESOLVED, that Chris Garvey be elected President of the Board of Education for the 2013-14 school year.

5 aye

Oath of Faithful Performance in Office administered by the School District Clerk Pro Temp to the newly elected Board President. The President presided over the rest of the meeting.

On a motion by Ms. Capuano, seconded by Mr. Springer, and upon the nomination for Vice President by Ms. Capuano, the following resolution was offered:

Resolution #3

RESOLVED, that Warren Booth be elected Vice President of the Board of Education for the 2013-14 school year.

5 aye

Oath of Faithful Performance in Office administered by the School District Clerk Pro Tem to duly elected Vice President.

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

Resolution #4

BE IT RESOLVED that Anna Marie Rojas be appointed Clerk of the Board of Education for the 2013-2014 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.

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

Resolution #5

BE IT RESOLVED that the Board of Education makes the following appointments for the 2013-14 school year:

- a. District Treasurer Michele Siriani
- b. Deputy Treasurer and Signatory in absence of Treasurer Rich Joslin, Trustee
- c. Internal Claims Auditor Paul Eglevsky \$46.50/hr

5 aye

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

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 2013-14 school year:

- a. Independent Auditor Cullen and Danowski, LLP \$41,800
- b. Internal Auditor RS Abrams and Company \$22,100
- c. School Attorney Shaw, Perelson, May & Lambert, LLP up to \$50,000
- 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. Record Appeal Office Larry Luce
- i. Asbestos Designee Tom McElrath
- j. Purchasing Agent Larry Luce
- k. School Lunch Claims Larry Luce
- l. Central Treasurer for
Extraclassroom Activity
Fund Account Christine Pandolfo
- m. SAVE Legislation
Designated Educational
Official John Moran
- n. Title IX Compliance
Officers Mark Pagano, Denise Sullivan, John Moran
- o. Title VII Compliance
Officers Mark Pagano, Denise Sullivan, John Moran
- p. School Physician Southamptn Pediatrics, Joseph Quinn, MD
in conjunction with Prime Care Hampton Bays
(Dr. Chris Kielbasa/Kennworth Eaton, PA)
- q. Designated Residence
Determiner Larry Luce
- r. Dignity Act Coordinator Richard Triandafilis
Michael T. Carlson
Anthony DeBlasio
- s. Students Involved in
Criminal/Family Court Mark Pagano
- t. Homeless Student Liaison Mark Pagano

5 aye

On a motion by Mr. Booth, seconded by Mr. Springer, the following resolution was offered:

Resolution #7

BE IT RESOLVED that the Board of Education makes the following appointments for the 2013-14 school year:

- a. Depositories Bridgehampton National Bank
NY CLASS
Suffolk County National Bank
Capital One Bank
- b. Official Newspaper* Southamptn Press, Western Edition
*For daily notifications the District may use Newsday
for official notices
- c. Meeting Dates Tuesday evenings, as posted, or otherwise noticed

5 aye

On a motion by Mr. Booth, seconded by Mr. Capuano, the following resolutions were offered:

Resolution #8

BE IT RESOLVED that the Board of Education grants authorizations for items numbered 1 through 12:

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:

\$100	Administration Building	Larry Luce
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2. **Payroll Certification**

It is recommended that the Superintendent of Schools be appointed to certify the payroll for the 2013-2014 school year and further that Larry Luce, School Business Administrator, will certify in his 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 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**

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.

7. **Conference Approvals**

It is recommended that the Board authorize the Superintendent of Schools to take action on administrative, teacher and staff requests to attend conferences, conventions and workshops within the limit of the 2013-2014 budget appropriations. The Board will approve conference requests for individual Trustees.

8. **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.

9. **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

10. **Mileage Reimbursement Rate**

It is recommended that the Board authorize the mileage reimbursement rate at the approved IRS rate effective July 1, 2013 at \$.565 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**

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

5 aye

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

Resolution #9

BE IT RESOLVED that the Board of Education approves the following 6 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
Community, Government and Legislative

2. **Adoption of Policies and Codes of Ethics**

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

3. **Appointment of Impartial Hearing Officers**

BE IT RESOLVED that the Board of Education does hereby designates 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.

4. **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 2013-14 year:

Chairperson Michele DeBlasio, Kenneth Grille, Christine Anselmo, Ph.D.
Stacey Naglieri, Mark Pagano

- Parent Members** **Rosemary Stiansen, Donna McKennett**
- Psychologists** **Michele Smith, Kenneth Grille, Christine Anselmo**
- Teacher Members** **Approval of all teachers, speech therapists, guidance counselors, social workers, special education teacher and evaluators**
- Physician** **Southampton Pediatrics, Joseph Quinn, MD in conjunction with Prime Care Hampton Bays (Dr. Chris Kielbasa/Kennworth Eaton, PA)**

5. 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 2013-14 school year:

Chairperson **Mark Pagano, Ken Grille, Christine Anselmo, Ph.D., Michele DeBlasio, Stacey Naglieri**

Parent Members **Rosemary Stiansen, Donna McKennett**

County Representative **Representative from Suffolk County**

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 in conjunction with Prime Care Hampton Bays (Dr. Chris Kielbasa/Kennworth Eaton, PA)**

6. 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 2013-2014.

5 aye

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

Resolution #10

BE IT RESOLVED that the Board of Education establishes its regular monthly meetings, time, and place for the 2013-14 school year as follows:

Place:	High School Library	
Time:	7:00pm	
Dates:	August 13, 2013	Hampton Bays Public Library
	September 10, 2013	Hampton Bays High School Library
	October 8, 2013	Hampton Bays High School Library
	November 12, 2013	Hampton Bays High School Library
	December 10, 2013	Hampton Bays High School Library
	January 14, 2014	Hampton Bays High School Library
	February 11, 2014	Hampton Bays High School Library
	March 11, 2014	Hampton Bays High School Library
	April 8, 2014	Hampton Bays High School Library
	May 13, 2014	Hampton Bays High School Library
	June 10, 2014	Hampton Bays High School Library

5 aye

ADJOURNMENT OF REORGANIZATIONAL MEETING

On a motion by Mr. Garvey, seconded by Mr. Joslin, the Re-organizational meeting adjourned at 7:20 PM.

5 aye

Respectfully submitted,

**Anna Marie Rojas
District Clerk**