

# **MINUTES**

## **SPRINGS UNION FREE SCHOOL DISTRICT**

**Board of Education  
July 10, 2012**

**Reorganizational Meeting  
Springs School Library**

**The meeting was called to order at 6:40 p.m. There were 31 present in the audience including one member of the press.**

**The Board members in attendance were as follows:**

**President, Kathee Burke Gonzalez, John Grant, Teresa Schurr, Elizabeth Mendelman, Timothy Frazier, Dominic Mucci; Superintendent, Colleen Card; Treasurer, Eric Casale; Principal, and Frances Silipo, District Clerk**

**The following business was conducted:**

**District Clerk, Frances Silipo, called the meeting to order at 6:34 p.m. and the Pledge of Allegiance was recited.**

**A motion was made by John Grant, seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby elects Kathee Burke Gonzalez to serve as President of the Board of Education for the 2012-13 school year.**

**A motion was made by Kathee Burke Gonzalez, seconded by Timothy Frazier and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby elects John Grant to serve as Vice President of the Board of Education for the 2012-13 school year.**

**A motion was made by Kathee Burke Gonzalez, seconded by Teresa Schurr and the Board unanimously approved the following resolutions:**

**Be it resolved that the Board of Education hereby approves the appointment of Colleen Card as District Treasurer for the 2012-13 school year, unless sooner discontinued, at a salary to be determined. Current salary will remain in effect until superseded by Board action.**

**Be it resolved that the Board of Education hereby approves the appointment of Frances Silipo to the stipended, 12-month position of District Clerk for the 2012-13 school year, unless sooner discontinued, for the annual stipend of \$11,000.**

**Be it resolved that the Board of Education hereby approves the appointment of Carol Matsuuchi to the 12-month position of Claims Auditor for the 2012-13 school year, unless sooner discontinued, at the rate of \$35.00 per hour.**

**The Board of Education President Administered Oath of Faithful Performance to Board Appointed District Treasurer, Superintendent, District Clerk, and Claims Auditor.**

**A motion was made by John Grant, seconded by Kathee Burke Gonzalez and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education approves the following non-stipended appointments for the 2012-13 school year:**

- a.) Records Access Officer: Frances Silipo**
- b.) Records Management Officer: Frances Silipo**
- c.) District School Attendance Officer: Brenda Crozier**
- d.) Section 504 Hearing Officer: Eric Casale**
- e.) Emergency Management Coordinator: Eric Casale**
- f.) Public Information Officer: Dominic Mucci**
- g.) Title IX Officer: Eric Casale**
- h.) Extra-Class Chief Faculty Advisor: Eric Casale**
- i.) Extra-Class Central Treasurer: Colleen Card**
- j.) Extra-Class Auditor: Carol Matsuuchi**

**A motion was made by Kathee Burke Gonzalez, seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the contractual services appointments and authorizes the Board President to execute engagement agreements indicated below for the 2012-13 school year (as filed in the Office of the District Clerk):**

- a.) General Counsel: Ingerman Smith, LLP**
- b.) Labor Counsel: Ingerman Smith, LLP**
- c.) School Physician: East End Pediatrics**
- d.) Internal Auditor, Rizzi, Schwartz, & Taraskas, LLP**
- e.) External Auditor, R.S. Abrams, LLP**
- f.) Preparation of Financial Statements and Accounting Services:  
Cullen & Danowski, LLP.**

**A motion was made by Teresa Schurr, seconded by Elizabeth Mendelman and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the following designations for the 2012-13 school year:**

**a.) Depositories for District Funds:**

**Suffolk County National Bank**

- 1.) Eighth Grade Account #2110832330 (closing in July)**
- 2.) School Store #2110834195 (closing in July)**
- 3.) Student Council #2110001670 (closing in July)**

**Bridgehampton National Bank**

- 1.) Milk Fund # 400003281**
- 2.) Federal Fund # 400003307**
- 3.) T&A Payroll # 400040689**
- 4.) Operating Fund # 400039475**
- 5.) Student Council # 400090833**
- 6.) Eighth Grade # 400090841**
- 7.) School Store # 400090858**

**Capital One Bank**

- 1.) Flex Plan #2254044395**

**Putnam/Northern Westchester BOCES**

- 1.) General # NY -01-0196-0001**
- 2.) Debt Service # NY -01-0196-0003**
- 3.) Repair Reserve # NY -01-0196-0004**
- 4.) Capital Reserve # NY -01-0196-0002**

**b.) Calendar dates and times for regular monthly BOE meetings, Budget Hearing, and Budget Vote:**

- Monday, August 13, 2012, 6:30 p.m.**
- Monday, September 10, 2012, 6:30 p.m.**
- Monday, October 15, 2012, 6:30 p.m.**
- Monday, November 19, 2012, 6:30 p.m.**
- Monday, December 10, 2012, 6:30 p.m.**
- Monday, January 14, 2013, 6:30 p.m.**
- Monday, February 11, 2013, 6:30 p.m.**
- Monday, March 11, 2013, 6:30 p.m.**
- Monday, April 8, 2013, 6:30 p.m.**
- Monday, May 13, 2013 6:30 p.m. (Budget Hearing)**
- Tuesday, May 21, 2013 (Budget Vote) 1-9 p.m.**
- Monday, June 10, 2013, 6:30 p.m.**

**c.) Official District Newspaper: East Hampton Star**

**d.) District Insurance Consultant:**

- New York State Insurance Reciprocal (NYSIR) for all insurance policies excluding student accident insurance polices**

- **Cook, Hall, and Hyde Insurance and Risk Management, East Hampton, NY for student accident insurance polices**

**A motion was made by Elizabeth Mendelman, seconded by Timothy Frazier and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the following authorizations for the 2012-13 school year:**

- a.) Superintendent to certify payrolls;**
- b.) Superintendent to approve conference requests for school district employees within budgeted amounts;**
- c.) Superintendent to approve budget transfers not to exceed \$30,000, and the Board of Education to receive monthly updates on such transfers;**
- d.) District Treasurer as primary signee of District checks with the Board President as the alternate signee in the absence of the District Treasurer;**
- e.) District Treasurer to invest School District Funds in short term securities;**
- f.) Associate Superintendent for Management Services of Eastern Suffolk BOCES to act as the representative of Springs UFSD in making application for Federal Aid under Public Law 81-874;**
- g.) Superintendent to serve as District Representative with authorization to execute applications in connection with Chapter 1 and 2 of the Elementary and Secondary Education Act.**

**A motion was made by Timothy Frazier, seconded by John Grant and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the appointment of Frances Silipo to the stipended, 12-month position of Purchasing Agent for the 2012-13 school year, unless sooner discontinued, for the annual stipend of \$1,800.**

**A motion was made by John Grant, seconded by Kathee Burke Gonzalez and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the appointment of Suzanne Janis to the stipended position of Substitute Caller for the 2012-13 school year, effective July 1, 2012 – July 31, 2012, for the monthly stipend of \$197.08.**

**A motion was made by Kathee Burke Gonzalez, seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the bonding of Colleen Card, District Treasurer; Frances Silipo, District Clerk; and Carol Matsuuchi, Claims Auditor, for the 2012-13 school year, in the amount of \$200,000 each.**

**A motion was made by Teresa Schurr, seconded by Elizabeth Mendelman and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby readopts all Policies and Administrative Regulations that were in effect at the close of the 2011-12 school year.**

**A motion was made by Elizabeth Mendelman, seconded by Timothy Frazier and the Board unanimously approved the following resolution:**

**Be it resolved that Springs UFSD reimburse employees and Board members of the District for use of personal vehicles for approved district business at the mileage rate designated by the Internal Revenue Service in effect at the time of travel.**

**A motion was made by Timothy Frazier, seconded by John Grant and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the following payroll dates for the 2012-13 school year:**

- **July 6 & 20**
- **August 3 & 17 & 31**
- **September 14 & 28**
- **October 12 & 26**
- **November 9 & 23**
- **December 7 & 21**
- **January 4 & 18**
- **February 1 & 15**
- **March 1 & 15 & 29**
- **April 12 & 26**
- **May 10 & 24**
- **June 7 & 21 & 28**

**A motion was made by John Grant, seconded by Kathee Burke Gonzalez and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby appoints the following individuals to the titles indicated for the 2012-13 school year, unless sooner discontinued, at the rate of \$12.00 per hour, for the purpose of conducting the Annual District Meeting.**

**Assistant Clerk: Deborah Rawleigh  
Inspectors/Election Registrars: Catherine Matz, Mary Ann Seigfried, Valerie Meinken, Jenn Fenelon, Susan McDonough, Alison Ledda, and Katharina Bahns, Carla Morgan, as well as certified inspectors from the Suffolk County Board of Elections list.**

**Be it further resolved that the Board of Education hereby approves the rental of voting machines for the purpose of conducting the Annual District Meeting.**

**A motion was made by Kathee Burke Gonzalez, seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Committee on Special Education and the Committee on Pre-School Special Education for the 2012-13 school year be comprised of the following individuals:**

- **Chairperson: TBA**
- **Parents/Guardian(s) of the student**
- **Parent members: Carla Morgan, Kathleen Byrnes, Teresa Roden, Jennifer Edwards, Kristine Brabant, and Rosemarie Berti**
- **Subject student (whenever appropriate)**
- **Special education teacher of the student**
- **General education teacher of the student**
- **Related service provider (as needed)**
- **School physician (as needed, at the discretion of the CSE or CPSE chair)**
- **Suffolk County health services representative (for CPSE meetings only)**

**A motion was made by Teresa Schurr, seconded by Elizabeth Mendelman and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes workers' compensation coverage under the East End Workers' Compensation Plan for the members of the Board of Education. Such coverage shall be provided in accordance with the provisions of the Plan and the New York Workers' Compensation Law.**

**A motion was made by Elizabeth Mendelman, seconded by Timothy Frazier and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the following Committees as Special Committees, in accordance with District policy:**

**Audit Committee Members: Kathee Burke Gonzalez, Teresa Schurr, John Grant, Liz Mendelman, and Timothy Frazier**

**Building & Grounds Committee: John Grant, Eric Casale, Dan Newman, and Colleen Card**

**Communications Committee: Kathee Burke Gonzalez, John Grant, Dominic Mucci, and Eric Casale**

**Policy Committee: Dominic Mucci, Teresa Schurr, John Grant, and Tim Frazier**

**Traffic Safety Committee: Chief Edward Ecker, Captain Mike Sarlo, Elizabeth Mendelman, Dan Newman, David Baird**

**A motion was made by Timothy Frazier, seconded by John Grant and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby approves the minutes from its meeting of June 11, 2012 and June 28, 2012.**

**A motion was made by John Grant, seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with The Omni Group, filed in the Office of the District Clerk, for financial services for the 2012-13 school year.**

**A motion was made by Kathee Burke Gonzalez , seconded by Teresa Schurr and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with the Bridgehampton UFSD, filed in the office of the District Clerk, for Health Services provided for the 2011-12 school year.**

**A motion was made by Teresa Schurr, seconded by Elizabeth Mendelman and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute a contract in the form of a rider for the ESY program agreement with CDCH Charter School, filed in the office of the District Clerk, for the 2012-13 school year.**

**A motion was made by Elizabeth Mendelman, seconded by John Grant and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with East End Kids Therapy, Inc., filed in the office of the District Clerk, for consultant services to be provided for the 2012-13 school year.**

**A motion was made by Timothy Frazier, seconded by John Grant and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with Bilinguals, Inc., filed in the office of the District Clerk, for consultant services to be provided for the 2012-13 school year.**

**A motion was made by John Grant, seconded by Kathee Burke Gonzalez and the Board unanimously approved the following resolution:**

**Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with Bartky Health Care Center, LLC., filed in the office of the District Clerk, for evaluation services to be provided for the 2012-13 school year.**

**A motion was made by Teresa Schurr, seconded by Timothy Frazier and the meeting was adjourned at 6:58 p.m.**

**Respectively submitted,**

**Frances E. Silipo  
District Clerk  
Springs UFSD**