

AGENDA
SPRINGS UNION FREE SCHOOL DISTRICT

Board of Education
July 8, 2013

Reorganizational Meeting
Springs School Library

AGENDA
REORGANIZATIONAL MEETING **6:00 p.m.**

- I. Call to Order/Pledge of Allegiance**

- II. Administer Oath of Faithful Performance to Newly Elected Members**

Jeffrey Miller
Adam Wilson

- III. Election of Officers**

President of the Board

Be it resolved that the Board of Education hereby elects _____ to serve as President of the Board of Education for the 2013-14 school year. Nomination made by _____, seconded by _____.

Vice-President of the Board

Be it resolved that the Board of Education hereby elects _____ to serve as Vice President of the Board of Education for the 2013-14 school year. Nomination made by _____, seconded by _____.

District Clerk to Administer Oath to the newly elected President and Vice President

- IV. Appointments**

Be it resolved that the Board of Education hereby approves the appointment of Thomas Primiano as District Treasurer for the 2013-14 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 Current salary will remain in effect until superseded by Board action.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 2013-14 school year, unless sooner discontinued, for the annual stipend of _____.

Be it resolved that the Board of Education hereby approves the appointment of Daniel Penalver to the 12-month position of Claims Auditor for the 2013-14 school year, unless sooner discontinued, at the rate of \$35.00 per hour.

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

V. Reports and Reviews

**A. Superintendent's Report
Policy Update**

S – 2 Be it resolved that the Board of Education hereby adopts the following policies:

- 5100 – Attendance
- 5150 – School Admissions
- 5151 – Homeless Children
- 5225 – Student Personal Expression
- 5252 – Student Activity Funds
- 5300 – Code of Conduct
- 5405 – Student Wellness
- 5420 – Student Health Services
- 5460 – Child Abuse – Maltreatment
- 5500 – FERPA
- 5501 – Student Records
- 5695 – Students & Personal Electronic Devices
- 5710 – VADIR
- 6000 – Fiscal Management
- 6110 – Budget Planning
- 6250 – Cash Receipts
- 6660 – Independent External Audit
- 6650 – Claims Auditor
- 6680 – Internal Audit Function
- 6690 – Audit Committee
- 6700 – Purchasing
- 6710 – Purchasing Authority
- 6741 – Contracting for Professional Services
- 6830 – Expense Reimbursement
- 6850 – Retirees
- 8110 – School Building Safety
- 8115 - Pesticides and Pest Managements
- 8130 – School Safety Plans and Team
- 8220 – Buildings and Grounds Maintenance Inspection
- 8330 – Authorized Use of District Owned Materials
- 8334 – Use of Credit Cards
- 8414 – Alcohol and Drug Testing of Bus Drivers
- 8630 – Computer Resources and Data Management
- 8635 – Information Security and Breach of Notification
- 8650 – District Compliance for Copyright Law

VI. Votes and Resolutions

- 1. Non-Stipended Appointments**
- 2. Contractual Service Appointments and Authorization of Agreements**
- 3. Approval of Board Designations**
- 4. Approval of Board Authorizations**
- 5. Appointment of Frances Silipo as Purchasing Agent**
- 6. Appointment of Frances Silipo as Substitute-Caller**
- 7. Authorization for Bonding of District Treasurer, District Clerk, and Claims Auditor**
- 8. Readoption of Policies and Regulations**
- 9. Approval of Mileage Rate for Use of Personal Vehicle for District Business**
- 10. Approval of Payroll Dates for the 2013-14 Year**
- 11. Appointment of Personnel to Conduct the Annual District Meeting, and Approval of Voting Machine Rental**
- 12. Appointments to the Committee on Special Education (CSE) and Pre-school Committee on Special Education (CPSE)**
- 13. Approval of Board Member Participation in the Workers' Compensation Plan**
- 14. Approval of Appointments to Special Committees**
- 15. Approval of Minutes for the June 13, 2013, Board Meeting**
- 16. Renewal of Omni Agreement for 2013-14**
- 17. Agreement with Bridgehampton UFSD – Health Services**
- 18. Agreement with Comprehensive Therapy Services**
- 19. Agreement with East End Kids**
- 20. Agreement with Bilinguals, Inc.**
- 21. Agreement with Bartky Health Care Cente, LLC.**
- 22. Agreement with Zycron for Medicaid Reimbursement**
- 23. Approval for Use of Facilities**
- 24. Appointment of Claims Auditor**
- 25. Appointment of Account Clerk.**
- 26. Amendment of P-2 resolution from 6/10/2013**
- 27. Appointment of Louis Aiello**
- 28. Approval for Superintendent to approve transfers exceeding 30k to complete the book for the 2012-13 school year.**

VII. New Business/Items of Concern

VIII. Adjournment

Votes and Resolutions:

1. **Be it resolved that the Board of Education approves the following non-stipended appointments for the 2013-14 school year:**
 - a.) **Records Access Officer: Frances Silipo**
 - b.) **Records Management Officer: Frances Silipo**
 - c.) **Section 504 Hearing Officer: Eric Casale**
 - d.) **Emergency Management Coordinator: Eric Casale**
 - e.) **Public Information Officer: Dominic Mucci**
 - f.) **Title IX Officer: Eric Casale**
 - g.) **Extra-Class Chief Faculty Advisor: Eric Casale**
 - h.) **Extra-Class Central Treasurer: Thomas Primiano**

2. **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 2013-14 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.**

3. **Be it resolved that the Board of Education hereby approves the following designations for the 2013-14 school year:**

a.) Depositories for District Funds:

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 12, 2013, 6:30 p.m.
- Monday, September 9, 2013, 6:30 p.m.
- Monday, October 7, 2013, 6:30 p.m.
- Monday, November 4, 2013, 6:30 p.m.
- Monday, December 9, 2013, 6:30 p.m.
- Monday, January 13, 2014, 6:30 p.m.
- Monday, February 10, 2014, 6:30 p.m.
- Monday, March 10, 2014, 6:30 p.m.
- Monday, April 7, 2014, 6:30 p.m.
- Monday, May 12, 2014 6:30 p.m. (Budget Hearing)
- Tuesday, May 20, 2014 (Budget Vote) 1-9 p.m.
- Monday, June 9, 2014, 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 policies
- Cook, Hall, and Hyde Insurance and Risk Management, East Hampton, NY for student accident insurance policies

4. Be it resolved that the Board of Education hereby approves the following authorizations for the 2013-14 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.
- h.) The Superintendent to approve budget transfers above \$30,000 for the year end balances for 2012-13.

A motion was made by _____ seconded by _____ to approve resolutions #1-4 by consent.

5. 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 2013-14 school year, unless sooner discontinued,
for the annual stipend of

- _____.
6. Be it resolved that the Board of Education hereby approves the appointment of Frances Silipo to the stipended position of Substitute Caller for the 2013-14 school year, effective July 1, 2013 – July 31, 2014, for the stipend of \$2365.00.
 7. Be it resolved that the Board of Education hereby authorizes the bonding of Thomas Primiano, District Treasurer; Dominic Mucci, Superintendent, Frances Silipo, District Clerk; and Daniel Panelvar, Claims Auditor, for the 2013-14 school year, in the amount of \$200,000 each.
 8. Be it resolved that the Board of Education hereby readopts all Policies and Administrative Regulations that were in effect at the close of the 2012-13 school year.
 9. 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 _____ seconded by _____ to approve resolutions #5-9 by consent.
 10. Be it resolved that the Board of Education hereby approves the following payroll dates for the 2013-14 school year:
 - July 5 & 19
 - August 2 & 16 & 13
 - September 13 & 27
 - October 11 & 25
 - November 8 & 22
 - December 6 & 20
 - January 3 & 17 & 31
 - February 14 & 28
 - March 14 & 28
 - April 11 & 25
 - May 9 & 23
 - June 6 & 20 & 27
 11. Be it resolved that the Board of Education hereby appoints the following individuals to the titles indicated for the 2013-14 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, 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.

12. Be it resolved that the Committee on Special Education and the Committee on Pre-School Special Education for the 2013-14 school year be comprised of the following individuals:

- **Chairperson: Louis Aiello**
- **Parents/Guardian(s) of the student**
- **Parent members: Carla Morgan, Jennifer Edwards, Kristine Brabant, and 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)**

13. 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.

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

Audit Committee Members: Elizabeth Mendelman, John Grant, Timothy Frazier, Jeffrey Miller & Adam Wilson

Building & Grounds Committee: _____, Eric Casale, Dan Newman, and Thomas Primiano (1 Board Member)

Communications Committee: _____, _____ Dominic Mucci, and Eric Casale (2 BOE Members)

Policy Committee: Dominic Mucci, Eric Casale, _____ and _____.(2 BOE Members)

Traffic Safety Committee: Chief Edward Ecker, Captain Mike Sarlo, _____, (1 BOE Member)Dan Newman, _____. (Trans. Super)

Technology Committee: BOE (2 members) _____,
Dominic Mucci, Eric Casale, John Gibbons and (2 teacher
representatives)

**A motion was made by _____ seconded by _____ to approve resolutions
#9-14 by consent.**

15. Be it resolved that the Board of Education hereby approves the minutes from its meeting of June 13, 2013 and June 27, 2013.
16. 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 2013-14 school year.
17. 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 2012-13 school year.
18. Be it resolved that the Board of Education hereby authorizes the superintendent to execute a contract with Comprehensive Therapy, Inc. for the 2013-14 school year.
19. 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 2013-14 school year.
20. Be it resolved that the Board of Education hereby authorizes the Superintendent to execute an agreement with Bilinguals, Inc. for the 2013-14 school year.
21. 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 2013-14 school year.
22. Be it resolved that the Board of Education hereby approves the agreement with Zycron for the purpose of Medicaid funding.
**A motion was made by _____ seconded by _____ to approve resolutions
#15-22 by consent.**
23. Be it resolved that the Board of Education hereby approves the Use of Facilities forms 1401 and 1402 as submitted and kept on file in the office of the District Clerk.

24. Be it resolved that the Board of Education hereby approves the appointment of Daniel Penalver, claims auditor effective July 8, 2013 and ending June 30, 2014. The rate of pay will be \$35.00 per hour.
25. Be it resolved that the Board of Education hereby approves the appointment of Donna Nichols, part time account clerk effective July 8, 2013 and ending June 30, 2014. The hourly rate will be \$22.50 per hour, not to exceed 20 hours per week.
26. Be it resolved that the Board of Education hereby amends the resolution P-2 from the June 10, 2013 agenda to read the following:

Be it resolved that the Board of Education hereby approves the following appointments for summer school:

- Whitney Reidlinger /OT – 50.00 per hour
- Pat Philipbar – Speech – 50.00 per hour

27. Be it resolved that the Board of Education hereby approves the appointment of Louis Aiello, CSE Chairperson for the 2013-14 school year at the per diem rate of \$550.00 per day as needed.
28. Be it resolved that the Board of Education hereby authorizes Kenneth Hamilton to perform ad hoc consulting services to the business office on an as needed basis, not to exceed two days per week. The hourly rate will be \$70.00.

A motion was made by _____ seconded by _____ to approve resolutions #23 - 28 by consent.

A motion to adjourn was made by _____ seconded by _____ at _____ p.m.