

MINUTES OF THE REGULAR SESSION  
THE SPRINGS UFSD BOARD OF  
EDUCATION  
July 8, 2013

**A Reorganization Meeting of the Springs UFSD Board of Education was held in the Library of the Springs UFSD on July 8, 2013**

**CALL TO ORDER**

**Frances Silipo called the meeting to order at 6:04 pm, followed by the Pledge of Allegiance.**

**Mrs. Silipo administered Oath of Faithful Performance to Newly Elected Members:  
Jeffrey Miller and Adam Wilson.**

**The election of officers took place where by Mrs. Silipo asked for nominations and the following resolutions were passed:**

**President of the Board**

**Be it resolved that the Board of Education hereby elects Elizabeth Mendelman to serve as President of the Board of Education for the 2013-14 school year.**

**Nomination made by John Grant,, seconded by Timothy Frazier and the Board unanimously approved the resolution.**

**Vice-President of the Board**

**Be it resolved that the Board of Education hereby elects John Grant to serve as Vice President of the Board of Education for the 2013-14 school year.**

**Nomination made by Liz Mendelman seconded by Timothy Frazier Frazier and the Board unanimously approved the resolution.**

**The District Clerk Administered Oath to the newly elected President and Vice President**

***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 Current salary will remain in effect until superseded by Board action.**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. Current stipend will remain in effect until superseded by Board action.**

**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.**

**A motion was made by John Grant, seconded by Timothy Frazier and the appointments were approved unanimously by the Board of Education.**

**Elizabeth Mendelman administered the Oath to the Superintendent, District Clerk and District Treasurer.**

### **Superintendent's Report**

#### **Policy Update**

**S-1**

**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

**Votes and Resolutions:**

**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

**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.

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.
- Monday, September 9, 2013
- Monday, October 7, 2013
- Monday, November 4, 2013
- Monday, December 9, 2013

- Monday, January 13, 2014
- Monday, February 10, 2014
- Monday, March 10, 2014
- Monday, April 7, 2014
- Monday, May 12, 2014 (Budget Hearing)
- Tuesday, May 20, 2014 (Budget Vote) 1-9 p.m.
- Monday, June 9, 2014

It was agreed upon that all Board meetings for the 13-14 school year will begin at 7:00pm.

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

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 Timothy Frazier seconded by Jeffrey Miller to approve resolutions #1-4 by consent. The resolutions were unanimously approved by the Board.**

**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**

**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.**

**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)**

**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.**

**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: John Grant, Jeffrey Miller, Eric Casale, Dan Newman, and Thomas Primiano.**

**Communications Committee: Elizabeth Mendelman, John Grant, Dominic Mucci, Eric Casale and Frances Silipo.**

**Policy Committee: Dominic Mucci, Eric Casale, Timothy Frazier and Adam Wilson.**



**Traffic Safety Committee: Chief Edward Ecker, Captain Mike Sarlo, Elizabeth Mendelman, Jeffrey Miller, Dan Newman, and the Transportation Supervisor.**

**Technology Committee: John Grant and Adam Wilson.**

**Dominic Mucci, Eric Casale, John Gibbons and (2 teacher representatives)**

**A motion was made by Jeffrey Miller seconded by John Grant to approve resolutions**

**by consent. The resolutions were unanimously approved by the Board as stated above.**

**Be it resolved that the Board of Education hereby approves the minutes from its meeting of June 13, 2013 and June 27, 2013.**

**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.**

**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.**

**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.**

**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.**

**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.**

**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.

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 Timothy Frazier, seconded by Adam Wilson to approve resolutions by consent. The resolutions were unanimously approved by the Board as stated above.

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.

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.

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.

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

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.

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 John Grant seconded by Jeffrey Miller to approve resolutions by consent. The Board unanimously approved the resolutions as stated above.

**OTHER COMMENTS**

**ADJOURNMENT**

A motion to adjourn was made by John Grant seconded by Timothy Frazier at 6:41 pm.

*Frances E Silipo*

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