

AGENDA

SPRINGS UNION FREE SCHOOL DISTRICT

Board of Education
July 5, 2011

Reorganizational Meeting
Springs School Commons Room

AGENDA

REORGANIZATIONAL MEETING 6:00 p.m.
EXECUTIVE SESSION to follow the meeting

- I. Call to Order/Pledge of Allegiance

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

Elizabeth Mendelman
Timothy Frazier

- 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 2011-12 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 2011-12 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 Colleen Card as District Treasurer for the 2011-12 school year, unless sooner discontinued, at an annual salary of \$85,000.

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 2011-12 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 2011-12 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, District Clerk, and Claims Auditor.

V. Reports and Reviews

A. Superintendent's Report

- Tax Cap Scenarios
- Other

B. Policy Review

First Reading

- Policy #4322, Programs for the Gifted and Talented

Second Reading

- Policy #4732, Summer Reading Program (New)
- Policy #6600, Fund Balance (New)
- Policy #6150, Budget Transfers

VI. Votes and Resolutions

1. Appointment of Therese Allam as Part-Time School Social Worker and Part-Time Special Education Coordinator
2. Appointment of Karen Fishman as Part-Time Psychologist
3. Extra-curricular Appointment of Nancy Olson as Athletic Director
4. Non-Stipended Appointments
5. Approval of Agreement with Cullen & Danowski for Accounting Services
6. Approval of Agreement with R.S. Abrams for External Audit Services
7. Approval of Agreement with Rizzi, Schwartz, & Taraskas for Internal Audit Services
8. Contractual Service Appointments
9. Approval of Board Designations
10. Approval of Board Authorizations
11. Appointment of Frances Silipo as Purchasing Agent
12. Appointment of Suzanne Janis as Substitute-Caller
13. Authorization for Bonding of District Treasurer, District Clerk, and Claims Auditor
14. Readoption of Policies and Regulations
15. Approval of Mileage Rate for Use of Personal Vehicle for District Business
16. Approval of Payroll Dates for the 2011-12 Year
17. Appointment of Personnel to Conduct the Annual District Meeting, and Approval of Voting Machine Rental
18. Appointments to the Committee on Special Education (CSE) and Pre-school Committee on Special Education (CPSE)
19. Approval of Board Member Participation in the Workers' Compensation Plan
20. Approval of Appointments to Special Committees

21. Approval of Budget Transfer Schedule #13
22. Approval of Minutes for the June 13, 2011, Board Meeting
23. Appointments for Summer School Special Education Program
24. Authorization of Disaster Relief Agreement with the American Red Cross
25. Approval of Recommendations of the Committee on Special Education
26. Approval of Funding for Bond Anticipation Note
27. Approval of BOCES Service Agreement for 2011-12
28. Renewal of Omni Agreement for 2011-12
29. Approval of, and SEQRA Determination for, the Resurfacing of the Gym and Library Roofs
30. Approval of Project MOST Agreements
31. Approval of Tuition Agreement with Wainscott Common School
32. Approval of Busing Agreement with Wainscott Common School

V. New Business/Items of Concern

VII. Adjournment

Votes and Resolutions:

1. Be it resolved that the Board of Education hereby appoints Therese Allam, possessing provisional New York State certification as a School Social Worker, as a part-time 0.6 FTE school social worker, effective September 1, 2011, through June 30, 2012, at Step 11, MA-45 of the Springs Teachers Association (STA) collectively bargained agreement, for a pro-rated annual salary of \$54,149 (0.6 of \$90,249 = \$54,149), subject to adjustment, if any, upon ratification of an agreement succeeding the STA 2005-10 collectively bargained agreement.

Be it further resolved that the Board of Education hereby appoints Therese Allam, possessing permanent New York State certification as a School District Administrator, as a part-time (0.4 FTE), 12-month, Special Education Coordinator, effective July 1, 2011, through June 30, 2012, at an annual salary of \$40,000.

As a result of the full-time status created by the combined appointments, there shall be a two-year probationary period in the tenure area of School Social Worker, effective September 1, 2011, through August 31, 2013.

2. Be it resolved that the Board of Education hereby appoints Karen Fishman, possessing provisional New York State certification as a School Psychologist, as a part-time 0.6 FTE school psychologist, effective September 1, 2011, through June 30, 2012, at Step 1, MA-30, of the Springs Teachers Association (STA) collectively bargained agreement, for a pro-rated annual salary of \$34,712 (0.6 of \$57,853 = \$34,712), subject to adjustment, if any, upon

ratification of an agreement succeeding the STA 2005-10 collectively bargained agreement.

3. Be it resolved that the Board of Education hereby appoints Nancy Olson, Physical Education Teacher, to the 12-month, extra-curricular position of Athletic Director for the 2011-12 school year at an annual stipend of \$4,397 (Level 3, Step 1), subject to adjustment, if any, upon ratification of an agreement succeeding the Springs Teachers Association (STA) 2005-10 collectively bargained agreement.
4. Be it resolved that the Board of Education approves the following non-stipended appointments for the 2011-12 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: Therese Allam
 - e.) Emergency Management Coordinator: Eric Casale
 - f.) Public Information Officer: Michael Hartner
 - g.) Title IX Officer: Michael Hartner
5. Be it resolved that the Board of Education hereby authorizes the president of the Board to execute an agreement with Cullen & Danowski, LLP, on file of the Office of District Clerk, for accounting services for the 2011-12 school year.
6. Be it resolved that the Board of Education hereby authorizes the Board president to execute an engagement agreement with R. S. Abrams, LLP, as located in the Office of the District Clerk, for external audit services for the 2011-12 year.
7. Be it resolved that the Board of Education hereby authorizes the Board president to execute an engagement agreement with Rizzi, Schwartz, & Taraskas, LLP, as located in the Office of the District Clerk, for internal audit services for the 2011-12 year.
8. Be it resolved that the Board of Education hereby approves the contractual services appointments indicated below for the 2011-12 school year:
 - a.) General Counsel: Ingerman Smith, LLP (as per the agreement filed in the Office of the District Clerk);
 - b.) Labor Counsel: Ingerman Smith, LLP (as per the agreement filed in the Office of the District Clerk);
 - c.) School Physician: East End Pediatrics (as per the agreement filed in the Office of the District Clerk);
 - d.) Internal Auditor, Rizzi, Schwartz, & Taraskas, LLP: (as per the agreement filed in the Office of the District Clerk);
 - e.) External Auditor, R.S. Abrams, LLP: (as per the agreement filed in the Office of the District Clerk);

f.) Cullen Danowski, LLP, Preparation of Financial Statements: (as per the agreement filed in the Office of the District Clerk).

9. Be it resolved that the Board of Education hereby approves the following designations for the 2011-12 school year:

a.) Depositories for District Funds:

Suffolk County National Bank

- 1.) Eighth Grade Account #2110832330
- 2.) School Store #2110834195
- 3.) Student Council #2110001670

Bridgehampton National Bank

- 1.) Milk Fund # 400003281
- 2.) Federal Fund # 400003307
- 3.) T&A Payroll # 400040689
- 4.) Operating Fund # 400039475

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 8, 2011, 7:30 p.m.
- Monday, September 12, 2011, 7:30 p.m.
- Monday, October 17, 2011, 7:30 p.m.
- Monday, November 14, 2011, 7:30 p.m.
- Monday, December 12, 2011, 7:30 p.m.
- Monday, January 9, 2012, 7:30 p.m.
- Monday, February 13, 2012, 7:30 p.m.
- Monday, March 12, 2012, 7:30 p.m.
- Monday, April 16, 2012, 7:30 p.m.
- Monday, May 7, 2012 (Budget Hearing), 7:00 p.m.
- Monday, May 7, 2012, 7:30 p.m.
- Tuesday, May 15, 2012 (Budget Vote), 1:00 p.m. to 9:00 p.m.
- Monday, June 11, 2012, 7:30 p.m.

c.) Official District Newspaper: East Hampton Star

d.) District Insurance Consultant: Cook, Hall, and Hyde Insurance and Risk Management, East Hampton, NY

- 10. Be it resolved that the Board of Education hereby approves the following authorizations for the 2011-12 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.**
- 11. 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 2011-12 school year, unless sooner discontinued, for the annual stipend of \$1,800.**
- 12. Be it resolved that the Board of Education hereby approves the appointment of Suzanne Janis to the stipended, 12-month position of Substitute Caller for the 2011-12 school year, unless sooner discontinued, for the annual stipend of \$2,365.**
- 13. 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 2011-12 school year, in the amount of \$200,000 each.**
- 14. Be it resolved that the Board of Education hereby readopts all Policies and Administrative Regulations that were in effect at the close of the 2010-11 school year.**
- 15. 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.**

16. Be it resolved that the Board of Education hereby approves the following payroll dates for the 2011-12 school year:

- **July 8 & 22**
- **August 5 & 19**
- **September 2 & 16 & 29**
- **October 14 & 28**
- **November 10 & 25**
- **December 9 & 23**
- **January 6 & 20**
- **February 3 & 17**
- **March 2 & 16 & 30**
- **April 13 & 27**
- **May 11 & 25**
- **June 8 & 21 & 29**

17. Be it resolved that the Board of Education hereby appoints the following individuals to the titles indicated for the 2011-12 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.

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.

18. Be it resolved that the Committee on Special Education and the Committee on Pre-School Special Education for the 2011-12 school year be comprised of the following individuals:

- **Chairperson: Therese Allam**
- **Parents/Guardian(s) of the student**
- **Parent members: Jennifer Fenelon, Kathleen Byrnes, Aleaze Hodgens, Teresa Roden, Kristine Brabant, Carla Morgan, 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)**

19. 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.

20. 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, Dan Newman, Pat Brabant, and Michael Hartner

Communications Committee: Kathee Burke Gonzalez, John Grant, and Michael Hartner

Policy Committee: Kathee Burke Gonzalez, Teresa Schurr, John Grant, and Michael Hartner

21. Be it resolved that the Board of Education hereby approves budget transfer schedule #13 for the 2010-11 school year, as found in the supplemental file located in the office of the District Clerk.

22. Be it resolved that the Board of Education hereby approves the minutes from its meeting of June 13, 2011.

23. Be it resolved that the Board of Education hereby approves the following appointments for the 2011 Summer School Special Education Program, effective July 5, 2011 through August 12, 2011, unless sooner discontinued. Compensation rates for members of the STA and CSEA bargaining units are subject to adjustment, if any, upon ratification of an agreement succeeding the 2005-10 collectively bargained agreements, and reflect maximum amounts based on 29 days of attendance, to be adjusted for any absences that may occur.

| <u>NAME</u> | <u>YEAR</u> | <u>RATE</u> |
|-------------------------------------|-------------|-------------|
| Linda Marie Capatosto, Teacher | NA | \$4,397 |
| Kimberly Belkin, Teacher | NA | \$4,397 |
| Rachel Cook, Teacher | 4 | \$4,628 |
| Lois McCall, Teaching Assistant | 2 | \$2,360 |
| Carla Desiderio, Teaching Assistant | 6 | \$2,608 |
| Susan Brown, Teaching Assistant | 8 | \$2,732 |
| Eileen Goldman, Teaching Assistant | 1 | \$2,360 |
| Fausto Hinojosa, Teaching Assistant | NA | \$2,479 |

| | | |
|---|-----------|---------------------|
| Peter Fitzgerald, Teaching Assistant | NA | \$2,360 |
| Ashley Dellapolla, Teaching Assistant | NA | \$2,360 |
| Debbie Silverblank, Teaching Assistant | NA | \$2,360 |
| Victoria Hoffman, Teaching Assistant | NA | \$2,360 |
| Scott Abran, Teaching Assistant | NA | \$2,360 |
| Richard Bassin, Teaching Assistant | NA | \$2,360 |
| Kyle McCann, Teaching Assistant | NA | \$2,360 |
| Whitney Reidlinger, Occupational Therapist | NA | \$45.00/hour |
| Patricia Philipbar, Speech Teacher | NA | \$45.00/hour |
| Debra Gherardi, School Nurse | NA | \$35.00/hour |

- 24. Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with the American Red Cross, filed in the Office of the District Clerk, for use of Springs School as a “disaster relief center” for the 2011-13 school year.**
- 25. Be it resolved that the Board of Education hereby approves the recommendations of the Committee on Special Education dated July 5, 2011, filed in the Office of the District Clerk (two documents).**
- 26. Be it resolved that the Board of Education hereby authorizes and directs that the April 15, 2011, Bond Anticipation Note payment be made from the Debt Service Fund.**
- 27. Be it resolved that the Board of Education hereby authorizes the Board president to execute an agreement with the Eastern Suffolk Board of Cooperative Services (BOCES), filed in the Office of the District Clerk, for education-related services for the 2011-12 school year.**
- 28. 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 2011-12 school year.**
- 29. Be it resolved that the Board of Education hereby approves the resurfacing of the roofs on the gymnasium and library, and roofs adjacent to the library, and directs that these projects be financed with the \$98,675 remaining from the District’s Excel Grant allocation, with any required additional funding to be taken from existing fund balance.**
- Be it further resolved that the Board of Education, in accordance with the requirements of the State Environmental Quality Review Act (SEQRA), hereby determines the resurfacing of the aforementioned roofs to be a Type II action.**
- 30. Be it resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with Project MOST for a grade K**

through three program, as filed in the Office of the District Clerk, as per the terms indicated therein.

Be it further resolved that the Board of Education hereby authorizes the superintendent to execute an agreement with Project MOST, for a grade four through eight program, as filed in the Office of the District Clerk, as per the terms indicated therein.

31. Be it resolved that the Board of Education hereby authorizes the superintendent to execute a 2011 summer program tuition agreement with the Wainscott Common School District, as filed in the Office of the District Clerk.

32. Be it resolved that the Board of Education hereby authorizes the superintendent to execute a summer transportation contract, as found on file in the Office of the District Clerk, between Springs UFSD and Wainscott Common School District in the amount of \$3,045 for the purpose of transporting one (1) Wainscott student to the Springs School 2011 summer school program.

NOTE: Any documents referenced in the above resolutions will be available from the District Clerk upon request any time after 10:00 a.m. of the day following the Board meeting.