

Sagaponack Common School District  
Annual Reorganizational Meeting  
July 12, 2016

**I. Call to Order and Pledge of Allegiance:** The sitting Board of Trustees President to conduct this opening of the meeting.

**II. Appointment of District Clerk:**

Recommended Action: Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is offered:

Resolved, that Jeanette Krempler is hereby appointed District Clerk to serve at the pleasure of the Board of Trustees during the period of July 1, 2016 through June 30, 2017 at a stipend rate of \$7,650.00.

Are there any questions or concerns?

Vote on the motion: Yes \_\_\_\_\_  
No \_\_\_\_\_  
Abstain \_\_\_\_\_

Motion Carried/Defeated

*(The sitting Board of Trustees President will administer the Oath of Office to the District Clerk.)*

"I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of District Clerk." (Sign the book.)

*(The District Clerk will take over the running of the meeting until the voting for President concludes.)*

**III. Administration of Oath of Office to Newly Elected Board of Trustees Member and Superintendent of Schools:**

*(The District Clerk will administer the Oath of Office to the newly elected Board Member.)*

"I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of...Board of Education Trustee...Superintendent of Schools." (Sign the book.)

**IV. Election of Officers:**

*(District Clerk to conduct this activity for President. Nominations, Vote and Oath of Office.)*

"I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of President of the Board of Trustees." (Sign the book.)

*(The newly elected Board of Trustees President will conduct this activity for Vice President. Nominations and Vote and will run the rest of the meeting. The District Clerk will administer the Oath of Office to the newly elected Vice President. )*

**V. Appointment of Officer:** The Board of Trustees President will announce the following:

Recommended Action: Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is offered:

Resolved, that Eileen Tuohy is hereby appointed District Treasurer to serve at the pleasure of the Board of Trustees during the period of July 1, 2016 through June 30, 2017 at a stipend rate of \$23,424.00.

"I, \_\_\_\_\_, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of District Treasurer of the Board of Trustees." (Sign the book.)

Are there any questions or concerns?

Vote on the motion:     Yes        \_\_\_\_\_

                                  No         \_\_\_\_\_

                                  Abstain    \_\_\_\_\_

Motion Carried/Defeated

**VI. Resolution to Use a Consent Agenda:**

Recommended Action: Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is offered:

Resolved that the Board of Trustees of the Sagaponack Common School District may choose to use a Consent Agenda to conduct its official business as needed throughout the school year.

Are there any questions or concerns?

Vote on the motion:     Yes        \_\_\_\_\_

                                  No         \_\_\_\_\_

                                  Abstain    \_\_\_\_\_

Motion Carried/Defeated

**VII. Other Appointments:**

- A. Deputy District Clerk: "Be it resolved, Superintendent, Alan Van Cott is hereby appointed Deputy District Clerk in the absence of the District Clerk; should Alan Van Cott not be present, then the Board of Trustees President shall serve as Deputy District Clerk."

- B. Deputy District Treasurer: "Be it resolved, Jeanette Krempler is hereby appointed Deputy District Treasurer in the absence of the District Treasurer."
- C. Custodian of Petty Cash: "Be it resolved, Jeanette Krempler is hereby appointed as the Custodian of the Petty Cash Fund for the 2016-2017 school year."
- D. Purchasing Agent: "Be it resolved Jeanette Krempler shall serve as Purchasing Agent for the 2016-2017 school year."
- E. Records Management Officer: "Be it resolved, Jeanette Krempler shall serve as Records Management Officer for the 2016-2017 school year."
- F. Records Access Officer: "Be it resolved, Jeanette Krempler shall serve as Records Access Officer for the 2016-2017 school year."
- G. Title IX Compliance Officer: "Be it resolved, the Superintendent of Schools is hereby appointed Title IX Compliance Officer for the 2016-2017 school year."
- H. Attendance Officer and Census Enumerator: "Be it resolved, Jeanette Krempler is hereby designated School Attendance Officer and Census Enumerator for the 2016-2017 school year."
- I. Emergency Coordinator: "Be it resolved, Alan Van Cott is hereby designated the District-Wide Emergency Coordinator for the 2016-2017 school year."
- J. Homeless Education Liaison: "Be it resolved, Alan Van Cott is hereby designated as Homeless Education Liaison for the 2016-2017 school year."
- K. Health and Safety Committee: " Be it resolved, Alan Van Cott is hereby designated as the Head of the Health and Safety Committee for the 2016-2017 school year."

**VIII. Designations:**

- A. Official Bank Depository: "Be it resolved, the Bridgehampton National Bank shall be the District's Official Bank Depository for the 2016-2017 school year."
- B. Regular Monthly Meetings: "Be it resolved, the Regular Monthly Meeting of the Sagaponack Board of Trustees shall be held the third Thursday of each month at the Sagaponack School." The meetings will convene at 7:00 p.m. on the following dates:
  - August 22, 2016 (third Monday)
  - September 15, 2016
  - October 20, 2016
  - November 17, 2016
  - December 14, 2016 (third Wednesday)
  - January 19, 2017
  - February 16, 2017
  - March 16, 2017
  - April 20, 2017
  - May 9, 2017 ( Public Hearing on Budget)
  - May 16, 2017 (School Budget Vote and Annual Election)
  - June 15, 2017

- C. Insurance Agency: "Be it resolved, the Dayton Ritz & Osborne Insurance Agency is hereby designated as the District's official insurance agency for the 2016-2017 school year."
- D. District Credit Card: "Be it resolved, the District Clerk and District Treasurer are hereby designated as the users of the District credit card in accordance with the Board of Trustee Policy 8334 for the 2016-2017 school year."

**IX: Authorizations:**

- A. Attendance at Conferences: "Be it resolved, the Superintendent of Schools shall authorize all school personnel requests for attendance at conferences for the 2016-2017 school year."
- B. Petty Cash Funds: "Be it resolved, a petty cash fund in the amount of \$250 is hereby established for the 2016-2017 school year."
- C. Signatures on Checks: "Be it resolved, that the District Treasurer be authorized to sign checks for the 2016-2017 school year, and that the Deputy Treasurer be authorized to sign checks in the absence of the Treasurer."
- D. Certify Payroll: " Be it resolved, the Superintendent of Schools be hereby authorized to certify payroll of the District for the 2016-2017 school year."

**X. Other Items:**

- A. Mileage Reimbursements: "Be it resolved, the mileage reimbursement for authorized District travel shall be at the current IRS rate." (allowable rate)
- B. Impartial Hearing Officer: "Be it resolved, the Board of Trustees appoints the rotating system of Impartial Hearing Officers by County set by the New York State Education Department for the 2016-2017 school year, with a fee set by the State of New York (presently \$100 per hour) and authorizes the Superintendent of Schools, or in his/her absence or inability the President of the Board of Trustees to appoint each Hearing Officer in order to meet VESID appointing timeline."
- C. Budget Transfers: "Be it resolved, that the Board of Trustees authorizes the Superintendent of Schools to approve budget transfers of up to \$5000 between line item accounts; any line item transfers in excess of \$5000 will be brought to the Board for its approval at its next scheduled regular meeting." (Policy 6150)
- D. Substitute Teacher Rate: "Be it resolved, the Board of Trustees hereby authorizes the substitute teacher rate of \$150.00 per day for the 2016-2017 school year."
- E. Employee Bonding: "Be it resolved, the Board of Trustees hereby renews the bonding of all employees handling District funds for the 2016-2017 school year in accordance with Policy 2210."

**XI. Appointment of Committees:**

- A. CPSE Committee: "Be it resolved, the following are appointed as members of the Committee on Preschool Special Education:"
  - 1) CPSE Chairperson, Dr. Edward Vinski
  - 2) Psychologist, Dr. Edward Vinski
  - 3) Additional Parent Member/Rep- Angela Toscano

- 4) Regular Education Teacher- meeting specific; can be any regular education teacher from any agency, day care, or special education program that the child attends (e.g. Alternatives For Children and The Country School)
  - 5) Special Education Teacher- meeting specific; again, any special education teacher as stated in #4.
  - 6) Agency Representative- usually a psychologist (e.g. Dr. Kathy Junior, Ph.D.) who represents the agency providers- may represent a speech and language therapist, OT, PT, etc. from the agency the child receives services from.
- B. CSE Committee: "Be it resolved, the following are appointed as members of the Committee on Special Education:"
- 1) CSE Chairperson, Dr. Edward Vinski
  - 2) School Psychologist, Dr. Edward Vinski
  - 3) Additional Parent Member/Rep- Angela Toscano
  - 4) Regular Education Teacher- meeting specific- TBD
  - 5) Special Education Teacher- meeting specific- Terry Scammell
  - 6) Speech and Language Therapist- Elise Duryea
  - 7) Occupational/Physical Therapist- Molly Piekut (consultant)
- C. Section 504 Committee: "Be it resolved, the following are appointed as members of the Section 504 Committee:"
- 1) Director of Special Education, Dr. Edward Vinski
  - 2) Regular Education Teacher- meeting specific- TBD
  - 3) Special Education Teacher- meeting specific- Terry Scammell
  - 4) Anyone else who has information relevant to the case
- D. Health and Safety Committee: "Be it resolved, the following are appointed as members of the Sagaponack School District Health and Safety Committee: Superintendent, Mr. Alan Van Cott, District Clerk, Jeanette Krempler, School Nurse, Maria DiScipio, the teachers of Sagaponack School, and Southampton Town Police Officer, Melissa Benjamin."

**XII. Consent Agenda:**

Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is offered:

That the Board of Trustees accepts items VII. through XI. as listed on this agenda.

Vote on the Motion:	Yes	_____
	No	_____
	Abstained	_____

**XIII. Resolution to Designate Official Newspapers:**

Recommended Action: Upon a motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, the following resolution is offered:

Resolved that the Board of Trustees of the Sagaponack Common School District may choose to designate the Press News Group and East Hampton Star for the 2016-2017 school year.

Are there any questions or concerns?

Vote on the motion:      Yes      \_\_\_\_\_  
   No      \_\_\_\_\_  
   Abstain      \_\_\_\_\_

Motion Carried/Defeated

**XIV. Adjournment of the Re-organizational Meeting into a Regular Meeting will follow.**