

Sagaponack Common School District
Annual Reorganizational Meeting Consent Agenda Minutes
July 11, 2017

I. Call to Order and Pledge of Allegiance: The sitting Board of Trustees President, Brian Villante, conducted the opening of the meeting at 6:00 p.m.

II. Appointment of District Clerk:

Recommended Action: Upon a motion made by Cathy Hatgistavrou, seconded by Joseph Louchheim, 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, 2017 through June 30, 2018 at a stipend rate of \$7,803.00.

Are there any questions or concerns?

Vote on the motion: Yes 3
 No 0
 Abstain 0

Motion Carried

"I, Jeanette Krempler, 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.)

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

A. "I, Brian Villante, 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 Trustee." (Sign the book.)

B. I, Alan Van Cott, 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 Superintendent of Schools." (Sign the book.)

IV. Election of President of the Board of Trustees:

A. Nominations:

A motion was made by Brian Villante to nominate Joseph Louchheim as the President of the Board of Trustees. Cathy Hatgistavrou seconded the motion.

B. Vote:

Yes 3
No 0
Abstain 0

Motion Carried

C. Oath of Office:

"I, Joseph Louchheim, 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.)

V. Election of Vice President of the Board of Trustees:

A. Nominations:

A motion was made by Joseph Louchheim to nominate Cathy Hatgistavrou as the Vice President of the Board of Trustees. Brian Villante seconded the motion.

B. Vote:

Yes	3
No	0
Abstain	0

Motion Carried

C. Oath of Office:

"I, Cathy Hatgistavrou, 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 Vice President of the Board of Trustees." (Sign the book.)

VI. Appointment of District Treasurer:

Recommended Action: Upon a motion made by Cathy Hatgistavrou, seconded by Brian Villante, 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, 2017 through June 30, 2018 at a stipend rate of \$23,902.68.

"I, Eileen Tuohy, 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.)

Vote on the motion:	Yes	3
	No	0
	Abstain	0

Motion Carried

VII. Resolution to Use a Consent Agenda:

Recommended Action: Upon a motion made by Brian Villante, seconded by Cathy Hatgistavrou, 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.

Vote on the motion: Yes 3
 No 0
 Abstain 0

Motion Carried

VIII. 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 2017-2018 school year.”
- D. Purchasing Agent: “Be it resolved Jeanette Krempler shall serve as Purchasing Agent for the 2017-2018 school year.”
- E. Records Management Officer: “Be it resolved, Jeanette Krempler shall serve as Records Management Officer for the 2017-2018 school year.”
- F. Records Access Officer: “Be it resolved, Jeanette Krempler shall serve as Records Access Officer for the 2017-2018 school year.”
- G. Title IX Compliance Officer: “Be it resolved, the Superintendent of Schools is hereby appointed Title IX Compliance Officer for the 2017-2018 school year.”
- H. Attendance Officer and Census Enumerator: “Be it resolved, Jeanette Krempler is hereby designated School Attendance Officer and Census Enumerator for the 2017-2018 school year.”
- I. Emergency Coordinator: “Be it resolved, Alan Van Cott is hereby designated the District-Wide Emergency Coordinator for the 2017-2018 school year.”
- J. Homeless Education Liaison: “Be it resolved, Alan Van Cott is hereby designated as Homeless Education Liaison for the 2017-2018 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 2017-2018 school year."

IX. Designations:

- A. Official Bank Depository: “Be it resolved, the Bridgehampton National Bank shall be the District’s Official Bank Depository for the 2017-2018 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, when possible, at the Sagaponack School." The meetings will convene at 7:00 p.m. on the following dates:

- August 17, 2017
- September 21, 2017
- October 19, 2017
- November 16, 2017
- December 21, 2017
- January 18, 2018
- February 15, 2018
- March 15, 2018
- April 19, 2018
- May 8, 2018 (Public Hearing on Budget)
- May 15, 2018 (School Budget Vote and Annual Election)
- June 14, 2018

C. Insurance Agency: "Be it resolved, the Dayton Ritz & Osborne Insurance Agency is hereby designated at the District's official insurance agency for the 2017-2018 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 2017-2018 school year."

X: Authorizations:

- A. Attendance at Conferences: "Be it resolved, the Superintendent of Schools shall authorize all school personnel requests for attendance at conferences for the 2017-2018 school year."
- B. Petty Cash Funds: "Be it resolved, a petty cash fund in the amount of \$250 is hereby established for the 2017-2018 school year."
- C. Signatures on Checks: "Be it resolved, that the District Treasurer be authorized to sign checks for the 2017-2018 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 2017-2018 school year."

XI. 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 2017-2018 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 2017-2018 school year."
- E. Employee Bonding: "Be it resolved, the Board of Trustees hereby renews the bonding of all employees handling District funds for the 2017-2018 school year in accordance with Policy 2210."

XII. 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/Representative-TBD
 - 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-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/Representative-TBD
 - 4) Regular Education Teacher- meeting specific- Katherine Lombardo
 - 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- Katherine Lombardo
 - 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, Alan Van Cott, District Clerk, Jeanette Krempler, School Nurse, Maria DiScipio, the members of the Sagaponack School Shared Decision Making Committee and Southampton Town Police Officer, Melissa Benjamin."

XIII. Consent Agenda:

Upon a motion made by Brian Villante, seconded by Cathy Hatgistavrou, the following resolution is offered:

That the Board of Trustees accepts items VIII. through XII. as listed on this agenda.

Vote on the Motion:	Yes	3
	No	0
	Abstained	0

Motion Carried

XIV. Resolution to Designate Official Newspapers:

Recommended Action: Upon a motion made by Brian Villante, seconded by Cathy Hatgistavrou, 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 2017-2018 school year.

Vote on the motion:	Yes	2
	No	0
	Abstained	1

Motion Carried

XV. Upon a motion made by Brian Villante, seconded by Cathy Hatgistavrou, the Reorganizational Meeting was adjourned at 6:13 p.m. Passed 3-0.

Jeanette Krempler, District Clerk
Sagaponack Common School District