

EAST QUOGUE UNION FREE SCHOOL DISTRICT

BOARD of EDUCATION

Robert J. Long, Jr., Superintendent of Schools

Dianna Gobler, Member
Christopher Hudson, Member
Jessica Stalters, Member
Kristin Jankowski, Member
Brian Babcock, Member
Lenore Rezza, District Clerk

Minutes

REORGANIZATIONAL MEETING – SCHOOL YEAR 7-1-18 to 6-30-19

DATE July 3, 2018

KIND Reorganizational Meeting

PLACE Cafetorium

CALL TO ORDER East Quogue School Attorney
6:00 pm

MEMBERS PRESENT Christopher Hudson
Jessica Stalters
Kristin Jankowski

MEMBER(S) ABSENT Dianna Gobler
Brian Babcock

OTHERS PRESENT Robert J. Long, Jr., Superintendent of Schools, Lenore Rezza, District Clerk

PLEDGE OF ALLEGIANCE *The Pledge was conducted.*

1. MOTION to appoint Lenore Rezza as District Clerk and Records Access Officer for the period July 1, 2018 to June 30, 2019.
Mrs. Stalters moved, Mrs. Jankowski seconded *Motion carried Yes – 3 No – 0*
The OATH OF OFFICE – was administered to the District Clerk by Christopher Hudson.

Newly elected Board of Education Member Christopher Hudson - term July 1, 2018 to June 30, 2021.
The OATH OF OFFICE was administered by Lenore Rezza.

NOMINATION & VOTE FOR PRESIDENT & VICE-PRESIDENT OF THE BOARD

2. MOTION to open nominations by Members of the Board of Education for the positions of Board President and Vice President for 2018-2019:
Mrs. Stalters moved, Mrs. Jankowski seconded *Motion carried Yes – 3 No – 0*

Mr. Hudson was nominated for President.
Mrs. Stalters was nominated for Vice-President.
The oaths were administered by Lenore Rezza.

APPOINTMENTS:

3. MOTION to approve the following for the period of July 1, 2018 to June 30, 2019.
 - a) *District Treasurer – Marie Sellers.*
Oath of Office for District Treasurer to be administered by the District Clerk.
 - b) *Claims Auditor – Heather Nicholson.*
Oath of Office for Claims Auditor to be administered by the District Clerk.
 - c) *Assistant Treasurer – Robin Goldfarb.*
Oath of Office for Assistant Treasurer to be administered by the District Clerk.
 - d) *Alternate District Clerk – Heather Nicholson at a per annum stipend of \$1,000.*

Oath of Office for Alternate District Clerk to be administered by the District Clerk.

- e) *School Computer Coordinator* – **Christina Walrath** at a per annum stipend of \$1,979, for set-up, repair, and software installation done after contracted school hours.
- f) *Petty Cash* – to be administered by the **Superintendent** or in the absence of Superintendent, the Business Official.
- g) *Mileage Expense* - to establish the 2018-2019 **mileage reimbursement rate at \$.53.5 cents** per mile as per IRS rate.
- h) *Registrar* – **Debra Jackson** to be paid at the rate of \$50 per session for registration and vote.
- i) *Records Management Officer* – **Starr Scerri**
- j) *Board Counsel* – **Ingerman Smith, L.L.P.**, at a retainer fee of \$13,830 per annum, plus \$225 per hour for services.
- k) *Bond Counsel* – **Hawkins, Delafield & Wood** at a fee not to exceed \$7,500 per issuance.
- l) *Purchasing Agent* – **Business Official or, in the absence of the Business Official, the Superintendent or designee.**
- m) *Certification of Payrolls* – **Business Official or, in the absence of the Business Official, the Superintendent or designee.**
- n) *NYS Education Dept. Child Nutrition Program* authorized signature **Business Official or, in the absence of the Business Official, the Superintendent or designee.**
- o) *Impartial Hearing Officers* – includes all those named by the State Education Department's **Impartial Hearing Reporting System (IHRS)** who are available to serve in our school district.
- p) *School Physician* – PBMC Medical Group at the rate of \$15 per child for school physicals.
- q) *Yearbook Co-Coordinator* – **Janice McLachlan** at a per annum stipend of \$2,100.
- r) *School Clubs for school year 2018-2019*, club assistants/coordinators to be paid as per contractual agreement.
 - Astronomy
 - Chess
 - Computer Coding Club
 - Drama - 5th and 6th Grade Play
 - Garden Club
 - Intramurals
 - Math Olympiad
 - Music Programs
 - Chorus
 - Band
 - Summer Music Program
 - Science Research Club
 - Student Council
 - Summer Science Program
 - Talent Show
- s) *Title I Coordinator* **Michelle Diveris** at a stipend not to exceed \$7,500 per annum, paid out of Federal Title I funds, for work done after contracted school hours.
- t) *Part 154 Grant Preparer* **Grisele Baltazar** at a stipend not to exceed \$6,000 per annum, to be paid out of General Funds.
- u) *CSE Chairperson* **TBA** at a stipend not to exceed \$5,000 per annum, paid out of Section 611 funds.
- v) *CSE Committee Members:*
 - CSE Chairperson **TBA**
 - Speech Teacher **TBA**
 - PBMC Medical Group **TBA**
 - School Physician
 - Student's Regular Education Teacher
 - Student's Special Education Teacher
 - Student's Parent or Legal Guardian
- v) *CPSE Chairperson* **TBA**
- w) *CPSE Committee Members:*
 - Student's Evaluation Center Representative
 - Student's Service Provider Representative
 - Student's Municipality Representative
 - Student's Regular Education Teacher
 - Student's Special Education Teacher
 - Student's Parent or Legal Guardian
- x) *Section 504 Coordinator* **TBA**

Student's Regular Education Teacher
Student's Parent and/or Legal Guardian

- y) **Eric Gomez** as *Compliance Officer* for the following programs:
Toxic Substances; Emergency Management Plan; Asbestos, RESCUE.
- z) **Eric Gomez** as Right to Know Designee.
- aa) **Robert J. Long, Jr.** as Director of SAVE.
- bb) **Robert J. Long, Jr.** as East Quogue liaison for Homeless Education.
- cc) **Robert J. Long, Jr.** as Health & Safety Committee Chairman.
- dd) **Robert J. Long, Jr.** as Dignity Act Coordinator.
- ee) **Robert J. Long, Jr.** BOCES School Library Communication Coordinator.
- ff) **Robert J. Long, Jr.** as BOCES Data Services District Data Coordinator.

Motions A.1 to A.11

Mrs. Jankowski moved, Mrs. Stalters seconded **Motion carried** **Yes-3** **No – 0**

SCHOOL DISTRICT NEWSPAPERS

Mrs. Jankowski moved, Mrs. Stalters seconded **Motion carried** **Yes-3** **No – 0**

4. **MOTION** to appoint **Southampton Press, Newsday** and **Long Island Business News** as official district newspapers.

Mrs. Jankowski moved, Mrs. Stalters seconded **Motion carried** **Yes-3** **No – 0**

SCHEDULE OF MEETINGS

5. **MOTION** to adopt the Board Meeting schedule as follows (unless otherwise posted, all meetings start at 7:00 pm)

July 3, 2018	Reorganizational 6:00 pm, regular meeting immediately after
August 28, 2018	Regular
September 18, 2018	Regular
October 16, 2018	Regular
November 20, 2018	Regular
December 18, 2018	Regular
January 15, 2019	Regular
February 26, 2019	Regular
March 19, 2019	Regular & Proposed Budget
April 2, 2019	Optional Budget Hearing
April 16, 2019	Regular, Budget Adoption & BOCES Budget Adoption
May 7, 2019	Budget Hearing
May 21, 2019	Regular 8:00 pm
May 21, 2019	Budget Vote 7:00 am – 9:00 pm Gymnasium
June 18, 2019	Regular

Mrs. Jankowski moved, Mrs. Stalters seconded **Motion carried** **Yes-3** **No – 0**

6. **MOTION** to accept the following **RESOLUTIONS**:

- a) **Bonding of Treasurer Resolution Resolved**, the bond, in the amount of \$1,000,000 per employee, covering the services of all of the employees of the East Quogue U.F.S.D, for the period beginning July 1, 2018 and ending June 30, 2019.
- b) **Treasurer's Authority Resolution**
The Board hereby **Resolves** that the Treasurer has the authority to sign off on investments of available funds for the district as necessary.
- Southampton Town Resolution**
- c) **Resolved that**, in reliance on Opinion #80-693 of the State Comptroller and pursuant to the procedure outlined therein, the Board of Education of the East Quogue U.F.S.D. hereby authorizes the Supervisor and the Receiver of Taxes of the Town of Southampton, Suffolk County, to invest 2018/2019 school year tax monies temporarily as received, pending statutory distribution, in interest bearing deposit accounts with the understanding that the interest earned on the invested funds attributable to the district shall be hereafter paid to the district.
- d) **Resolution** to enact the Family Medical Leave Act on a school calendar year accounting basis running July 1, 2018 through June 30, 2019. This **Resolution** is used on a per individual basis.
- e) **Funding for Federal & State Programs Resolution**
Whereas annually outside funding becomes available to the East Quogue U.F.S.D. through Federal and State Legislative Acts, i.e., Title I, and whereas applications for such funding may require action by the Board of Education to apply for and to accept these funds: Therefore, be it **Resolved** that the Board of

Education of the East Quogue School District empower the Superintendent of Schools to execute and expedite the required procedures to obtain and accept said funding.

f) Resolution to authorize Eastern Suffolk BOCES to apply for Federal Aid – PL874

The Board of Education of the East Quogue U.F.S.D., Suffolk County, New York, hereby authorizes the Associate Superintendent for Management Services of Eastern Suffolk BOCES to act as the authorized representative of the East Quogue U.F.S.D. in making application for Federal Aid under Public Law 874 for the school year 2018/2019. Therefore, be it **Resolved**, that the Board of Education of the East Quogue School District empower the Superintendent of Schools to execute and expedite procedures to obtain and accept said funding.

g) Resolution to adopt the Board Policy Manual as is, subject to revision, for the school year 2018/2019.

Motions 6a through 6g

Mrs. Jankowski moved, Mrs. Stalters seconded

Motion carried Yes-3

No – 0

7. **MOTION** to accept the Superintendent's recommendation for the Board of Education to reaffirm, as suggested by our independent auditors, the EFPR Group, the existence of the following reserve accounts.

**Workers Compensation Reserve
Reserve for Employee Benefit Accrued Liability
Employee Retirement Contribution Reserve
Capital Reserve**

Mrs. Jankowski moved, Mrs. Stalters seconded

Motion carried Yes-3

No – 0

SIGNATURE CARD AUTHORIZATION: Peoples United Bank

8. **MOTION** to authorize the District Treasurer & Assistant Treasurer signature card authorization for the following:

- | | |
|------------------------------|------------------------------------|
| a) General Fund Checking | f) Capital Projects Fund |
| b) General Fund Money Market | g) Capital Projects Money Market |
| c) Payroll Account | h) Capital Projects Money Market 2 |
| d) Special Aid Fund | i) School Lunch Program |
| e) Trust & Agency Fund | j) Risk Retention Money Market |

SIGNATURE AUTHORIZATION FOR INVESTMENTS: CLASS/MBIA

Mrs. Jankowski moved, Mrs. Stalters seconded

Motion carried Yes-3

No – 0

9. **MOTION** to authorize the District Treasurer & Business Official or, in the absence of the Business Official, the Superintendent or designee, signature authorization for the CLASS/MBIA transactions.

Mrs. Jankowski moved, Mrs. Stalters seconded

Motion carried Yes-3

No – 0

RESOLUTION OF SCHOOL DISTRICT

10. **MOTION** TO DESIGNATE Peoples United Bank as the District's legal depository and to name authorized signers.

RESOLVED, that Peoples United Bank (the Bank) is designated as a legal depository for funds of the Organization.

RESOLVED, that the following individual(s) is (are) authorized for and on behalf of the Organization to open a transaction account (Demand Deposit/Savings/Money Market Savings) with the Bank and to execute and deliver to the Bank any additional documentation, including but not limited to, a signature card or cards supplied by the Bank, containing a specimen signature of such individual(s). Furthermore, such individual(s) is (are) authorized for and on behalf of the Organization to conduct transactions, to endorse or cause to be endorsed, to deposit or cause to be deposited from time to time checks, drafts and other instruments and funds payable or held by the Organization, and that any funds so deposited shall be subject to withdrawal or transfer by any individual(s) (attach rider if necessary):

District Treasurer

Business Official or, in the absence of the Business Official, the Superintendent or designee. (Wire Transfers Only)

Assistant Treasurer

RESOLVED, that the above mentioned individual(s), as well as designee(s) by written instructions from the Organization, is (are) authorized for and on behalf of the Organization to open a **Certificate of Deposit** account with the Bank and to execute and deliver a confirmation of instructions and any additional documentation containing a specimen signature of such individual(s). Any funds deposited therein shall be subject to withdrawal or transfer by such individual(s).

RESOLVED, that the Bank may purchase, give credit for, cash, accept, and pay funds on deposit in any of the aforementioned accounts without inquiry, all items signed, drawn, accepted or endorsed on behalf of the Organization, whether under a title, the words " Authorized Signature" or otherwise, with the purported actual or facsimile signature or any of the officials whose names, titles and specimen signatures appear above or on a rider hereto, or his or her successor in office, regardless of the circumstances under which the signature shall have become affixed if it resembles any actual or facsimile signature previously certified to the Bank. The Organization shall indemnify the Bank against all claims, damages, liabilities, cost and expenses (including, but not limited to, attorneys' fees and disbursements) incurred by the Bank in connection with honoring any purported signature of any authorized signer or any refusal to honor the signature of any person who is not an Authorized Signer. The Organization acknowledges that dual signature requirements and restrictions impose no liability to the Bank.

Mrs. Jankowski moved, Mrs. Stalters seconded *Motion carried* *Yes-3* *No – 0*

11. **MOTION** to authorize the Business Official or, in the absence of the Business Official, the Superintendent or designee, to sign for wire transfers for the purpose of repayment of principle and interest on Bonds and Notes, and to the 3rd party administrator of Tax Sheltered Annuities, be confirmed by the Superintendent.

Mrs. Jankowski moved, Mrs. Stalters seconded *Motion carried* *Yes-3* *No – 0*

12. **MOTION** to accept the Superintendent's recommendation to refer the following for review by the Administrative Staff:

East Quogue School Code of Conduct.
Board of Education policies and procedures related to SAVE
District/Building-Level Plan for East Quogue Elementary School
Emergency Disaster Preparedness Plans

Mrs. Jankowski moved, Mrs. Stalters seconded *Motion carried* *Yes-3* *No – 0*

13. **MOTION** to accept the Superintendent's recommendation that the Board of Education authorize the following resolution:

BE IT RESOLVED, real property owned by an enrolled member, or an enrolled member and spouse, of the Volunteer Fire Department within the East Quogue Union Free School District shall be exempt from taxation to the extent of ten (10%) percent of the assessed valuation of such property for School District purposes multiplied by the latest State equalization rate for the School District in which the property is located. Such exemption shall not be granted to an enrolled member of the volunteer fire department residing in the East Quogue School District unless:

- a. The applicant resides in the School District which is served by such Fire Department;
- b. The property is the primary residence of the applicant;
- c. The property is used exclusively for residential purposes; provided, however, that in the event any portion of such property is not used exclusively for the applicant's residence but is used for other purposes, such portion shall be subject to taxation and the remaining portion only shall be entitled to the exemption provided by this Resolution;
- d. The applicant has been certified by the Chief of the Fire Department as an enrolled member of the Fire Department for at least five (5) years;
- e. Application for such exemption shall be filed with the Assessor of the Town of Southampton on or before the taxable status date on a form prescribed by the State Board of Real Property Services;

This resolution is expressly granted solely for the tax year 2019 – 2020 (12/1/19 – 11/30/20; taxable status date of 3/1/19).

Mrs. Jankowski moved, Mrs. Stalters seconded *Motion carried* *Yes-1* *No – 0* *Abstain - 1*

ADJOURNMENT

A MOTION to adjourn the Reorganizational Meeting was made at 6:20 pm.

Mrs. Jankowski moved, Mrs. Stalters seconded *Motion carried* *Yes-3* *No – 0*