

July 8, 2019

The Reorganizational Meeting of the Board of Education of the Westhampton Beach Union Free School District, Suffolk County, New York, was held in the High School Library of the Westhampton Beach Public Schools, Westhampton Beach, New York, on July 8, 2019.

Board of Education members present: Ms. Suzanne M. Mensch, Mr. Halsey C. Stevens, Ms. Dawn Arrasate, Ms. Joyce L. Donneson, Mr. George Kast and Ms. Heather A. Wright.

*Absent: Ms. Stacy R. Rubio*

Also Present: Michael R. Radday, Superintendent of Schools; Judy Iannone, District Clerk; Bill Fisher, Assistant Superintendent for Personnel & Instruction; and Kathleen O'Hara, Assistant Superintendent for Business.

The meeting was called to order at 7:00 PM by Mr. Radday.

The Pledge of Allegiance was conducted.

Ms. Iannone read the organization for the 2019/20 school year:

<u>Membership</u>	<u>Term Expiration</u>
Suzanne M. Mensch	2020
Joyce L. Donneson	2020
George R. Kast, Jr.	2021
Dawn Arrasate	2022
Halsey C. Stevens	2023
Heather A. Wright	2023
Stacy R. Rubio	2022

#### ADMINISTRATION OF OATH

The Oath of Office was administered by the District Clerk, Judy Iannone, to Stacy R. Rubio on July 1, 2019 as Member of the Board of Education.

#### ELECTION OF PRESIDENT

Ms. Arrasate nominated and Ms. Donneson seconded the nomination of Ms. Suzanne M. Mensch for the position of President of the Board of Education for the Westhampton Beach Union Free School District for the 2019/20 school year.

On motion of Ms. Arrasate, second by Ms. Donneson, Ms. Suzanne M. Mensch to be and hereby is elected President of the Board of Education for the 2019/20 school year.

Vote: Yes 6 No 0

The Oath of Office was administered by the District Clerk, Judy Iannone, to Ms. Suzanne M. Mensch as President of the Board of Education of the Westhampton Beach Union Free School District.

## ELECTION OF VICE PRESIDENT

Mr. Stevens nominated and Ms. Wright seconded the nomination of Dawn Arrasate for the position of Vice President of the Board of Education for the Westhampton Beach Union Free School District for the 2019/20 school year.

On motion of Mr. Stevens, second by Ms. Wright, Ms. Dawn Arrasate to be and hereby is elected Vice President of the Board of Education for the 2019/20 school year.

Vote: Yes 6 No 0

The Oath of Office was administered by the District Clerk, Judy Iannone, to Ms. Dawn Arrasate as Vice President of the Board of Education of the Westhampton Beach Union Free School District.

Ms. Suzanne M. Mensch, President, assumed Chairmanship of the meeting.

## APPOINTMENTS FOR THE 2019/20 SCHOOL YEAR

On motion of Mr. Kast, second by Mr. Stevens, the following appointments for the 2019/20 school year, to be and hereby are approved:

1. District Clerk – Judy Iannone - \$8,500 stipend
2. District Treasurer – MaryAnn Milton
3. Deputy Treasurer – Kathleen O’Hara - \$3,824 stipend
4. District Counsel - Kevin Seaman for General & Labor Counsel (fees as submitted)
5. Bond Counsel – Hawkins Delafield & Wood LLP (fees as submitted)
6. District Health Office - Dr. Michael Dempsey, Chief School Physician - \$14.50 per examination in school or office, \$7.00 for each review or sign-off, skin checks \$14.50, game attendance \$300; with Dr. O’Connor as the substitute physician at the same rate.
7. School Insurance Broker – New York State Insurance Reciprocal
8. Purchasing Agent – Kathleen O’Hara
9. Alternate Purchasing Agent – Michael Radday
10. Claims Auditor – Paul Eglevsky – \$57/hr. - not to exceed \$7,500
11. Internal Auditor – Cullen & Danowski - not to exceed \$27,500 (fees as submitted)
12. Auditor of High School Extra Classroom Activity Funds - Middle School Principal, Charisse Miller
13. Treasurer of High School Extra Classroom Activity Funds – Gloria Meyer, High School Secretary
14. Auditor of Middle School Extra Classroom Activity Funds - Elementary School Principal, Lisa Slover
15. Treasurer of Middle School Extra Classroom Activity Funds – Lisa Hannaford, Middle School Secretary
16. Auditor of Elementary Extra Classroom Activity Funds - High School Principal, Chris Herr
17. Treasurer of Elementary School Extra Classroom Activity Funds – Terry Barrett, Elementary School Secretary
18. Health & Safety Officer – Anthony Verga
19. Prevailing Wage Officer – Anthony Verga

20. Asbestos Compliance Officer – Anthony Verga
21. Public Access Officer – Judy Iannone
22. Records Management Officer – William Fisher
23. Records Management Clerk – Evelyn Overton - \$3,824 stipend
24. District Wide Emergency Coordinator – Michael Radday
25. Section 504 Hearing Officer – William Fisher
26. Designated Education Official as per Project Save Legislation – Chris Herr
27. Title II, Title VI, and Title IX Compliance Officer – William Fisher
28. Financial Software Systems Administrators – Kathleen O’Hara & William Fisher
29. Dignity for All Students (DASA) Coordinator – Rob Finn

Vote: Yes 6 No 0

#### ENABLING RESOLUTIONS FOR THE 2019/20 SCHOOL YEAR

On motion of Mr. Stevens, second by Mr. Kast, the following resolutions for the 2019/20 school year, to be and hereby are approved:

1. Designation of Regular Monthly Board of Education Meetings. First and third Mondays of the month as the regular monthly meeting days (unless otherwise noted and submitted)
2. Designation of Official Newspapers – The Southampton Press (Western Edition) & Long Island Business News
3. Designation of Signatory for Federal Funds – Superintendent of Schools
4. Designation of Signatory for State Reports – President of the Board of Education
5. Authority to certify payrolls – Superintendent of Schools or his designees
6. Bonding of District Treasurer and Deputy Treasurer (\$1,000,000 each – St. Paul Travelers)
7. Re-adoption of resolution indemnifying public officers and employees of public entities
8. Board and District memberships in professional organizations – National School Board Association, New York State School Board Association
9. Authority to transfer within Budget \$10,000 annually per budget code without Board of Education approval; and any transfers exceeding \$10,000 with prior approval of the Board of Education based on the recommendation of the Superintendent of Schools, and Policy 6150
10. Approval of authorized accounts: Money Market Account, Lunch Account, Federal Account, Disbursement Account, Payroll Account, Capital Account, Reserves Account, Cory Hubbard Memorial Scholarship Account, Reina Nash Foundation Scholarship Account, Melissa J. Payne Memorial Award Account, Suffolk ASBO Scholarship Account, Jennifer Tufo Feuerman Memorial Scholarship Account, and the Gordon A. Werner Scholarship Account
11. Designee authorized to invest at varying time periods in Certificates of Deposit, Repurchase Agreements, NOW Accounts, Money Market and MBIA Class Accounts as per Investment Policy 6240 – Kathleen O’Hara as Deputy Treasurer; Mary Ann Milton as District Treasurer
12. Designation of petty cash of \$100 for each building and administrative office under the respective supervision of the building principals, Superintendent of Schools, Assistant Superintendent for Personnel & Instruction, Assistant Superintendent for Business, Director of Pupil Personnel Services, Director of Health, Physical Education & Athletics, School Lunch Director and the Director of Buildings & Grounds

13. Authorization to fund the cash registers used for the Food Service Program and to have a “change” fund in the middle school and high school, as submitted
14. Authorization for Extra-Classroom Activity Fund monies to be deposited with M&T Bank, and People’s United Bank
15. Rate of Mileage Reimbursement – rate issued by the Internal Revenue Service

Vote: Yes 6 No 0

#### PUBLIC PARTICIPATION

There was no public participation.

#### APPROVAL OF MINUTES

On motion of Ms. Wright, second by Mr. Stevens, the minutes of the June 17, 2019, Board of Education meeting, to be and hereby are approved.

Vote: Yes 6 No 0

#### COMMITTEE ON SPECIAL EDUCATION

On motion of Mr. Kast, second by Mr. Stevens, the following resolution appointing members of the Westhampton Beach Committee on Special Education for the 2019/20 school year, to be and hereby is adopted:

As per Education Law, section 4402, to ensure timely evaluation and placement of students the board is requested to appoint a committee on special education and committee on preschool special education. The membership of each committee shall include:

- the parents or persons in parental relationship to the student;
- not less than one regular education teacher of the student;
- not less than one of the student's special education teachers or special education provider of the student;
- a representative of the school district who is qualified to provide, administer or supervise special education and who is knowledgeable about the general education curriculum and who is knowledgeable about the availability of resources of the school district;
- a school psychologist, whenever a new psychological evaluation is reviewed or a change to a program option with a more intensive staff/student ratio;
- an individual who can interpret the instructional implications of evaluation results, who may be a member appointed;
- the student, if appropriate.

Vote: Yes 6 No 0

## IMPARTIAL HEARING OFFICERS

On motion of Mr. Kast, second by Mr. Stevens, the following resolution recommending appointment of Impartial Hearing Officers for the 2019/20 school year, to be and hereby is adopted:

Appointment of Impartial Hearing Officers is requested by the Board of Education as per the most recent list of certified IHO's for Suffolk County promulgated by the New York State Education Department. Impartial hearing officers will be chosen in accordance with the rotational selection process described in Commissioner's regulations.

Vote: Yes 6 No 0

## CSE RECOMMENDATIONS

The Board reviewed the recommendations of the Westhampton Beach UFSD CSE meetings of the following dates: 3/19, 3/28, 4/1, 4/8, 4/10, 4/15, 4/18, 5/1, 5/10, 5/15, 5/20, 5/21, 5/30, 5/31, 6/3, 6/5, 6/6, 6/13, 6/14, 6/21, 6/24 and CPSE meetings of 5/14, 5/29, 5/31, 6/6 and 6/20/19.

On motion of Mr. Kast, second by Ms. Arrasate, the Board of Education has no objections to the recommendations of the Committee and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.

Vote: Yes 6 No 0

## LIAISONS & COMMITTEE MEMBERS

On motion of Mr. Kast, second by Mr. Stevens, the appointment of Dawn Arrasate to serve as a Legislative Liaison, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Stevens, second by Ms. Wright, the appointment of George Kast and Joyce Donneson to serve as liaisons to the District Wellness Committee, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Wright, second by Ms. Arrasate, the resolution to abolish the Website Committee, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Stevens, second by Ms. Wright, the appointment of Suzanne Mensch and Dawn Arrasate to serve as a Networking Council Committee Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Kast, second by Ms. Donneson, the appointment of Suzanne Mensch, Dawn Arrasate and Halsey Stevens to serve as Audit Committee Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Arrasate, second by Mr. Kast, the appointment of Heather Wright to serve as Technology Committee Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Stevens, second by Ms. Arrasate, the appointment of George Kast, Joyce Donneson and Heather Wright to serve as Policy Committee Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Hulme, second by Ms. Arrasate, the appointment of George Kast and Halsey Stevens to serve as Energy & Environment Committee Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Stevens, second by Ms. Arrasate, the appointment of Suzanne Mensch, Dawn Arrasate and Stacy Rubio to serve as Guidance Advisory Board Members, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Ms. Donneson, second by Mr. Kast, the appointment of Suzanne Mensch and Stacy Rubio to serve as Business Advisory Board Members, to be and hereby is approved.

Vote: Yes 6 No 0

#### DONATION

On motion of Ms. Kast, second by Ms. Wright, the resolution to accept the donation of a tree and bench to be placed near the south end of the High School in memory of former student Gianni Mongelluzzo, to be and hereby is approved.

Vote: Yes 6 No 0

#### RE-ADOPTION OF EXISTING BOARD POLICIES

On motion of Mr. Stevens, second by Mr. Kast, the re-adoption of existing Board Policies, to be and hereby is approved.

Vote: Yes 6 No 0

#### AUTHORIZATIONS

On motion of Ms. Wright, second by Mr. Stevens, the following resolution authorizing the Superintendent of Schools to act as follows, to be and hereby is adopted:

BE IT RESOLVED, that the Board of Education of the Westhampton Beach Union Free School District authorizes the Superintendent of Schools to confirm personnel appointments over the summer prior to Board of Education meetings.

Vote: Yes 6 No 0

On motion of Mr. Kast, second by Ms. Donneson, the following resolution authorizing the Board of Education President to act as follows, to be and hereby is adopted:

BE IT RESOLVED, that the Board of Education of the Westhampton Beach Union Free School District authorizes the Board of Education President to act in an emergency as its designee should the need arise to appoint a hearing officer.

Vote: Yes 6 No 0

INCOME LIMITS FOR REAL PROPERTY TAX EXEMPTION  
FOR PEOPLE WITH DISABILITIES AND SENIOR CITIZENS

On motion of Mr. Stevens, second by Mr. Kast, the real property tax exemption income limits for people with disabilities and senior citizens, to be and hereby are approved:

<u>Annual Income</u>	<u>% Exempt from Taxation</u>
Up to \$29,000	50%
\$29,001 up to \$30,000	45%
\$30,001 up to \$31,000	40%
\$31,001 up to \$32,000	35%
\$32,001 up to \$32,900	30%
\$32,901 up to \$33,800	25%
\$33,801 up to \$34,700	20%
\$34,701 up to \$35,600	15%
\$35,601 up to \$36,500	10%
\$36,501 up to \$37,400	05%

Vote: Yes 6 No 0

TAX EXEMPTION FOR VOLUNTEER FIRE FIGHTERS

On motion of Mr. Kast, second by Ms. Wright, the following resolution, to be and hereby is adopted:

BE IT RESOLVED, real property owned by an enrolled member, or an enrolled member and spouse, of a volunteer fire department located within the Westhampton Beach Union Free School District shall be exempt from taxation to the extent of ten (10%) per cent 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 Westhampton Beach School District unless:

1. The applicant resides in the School District which is served by such Fire Department;
2. The property is the primary residence of the applicant;
3. 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;
4. 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;
5. 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;
6. This resolution is expressly granted solely for the tax year 2020-2021 (12/1/20 – 11/30/21; taxable status date of 3/1/20).

Vote: Yes 4 No 0  
(Mr. Stevens & Ms. Arrasate abstained)

TAN RESOLUTION

Board Member, Mr. George R. Kast, Jr., offered the following resolution and moved its adoption:

TAX ANTICIPATION NOTE RESOLUTION OF WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED JULY 8, 2019, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$11,000,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2020

RESOLVED BY THE BOARD OF EDUCATION OF WESTHAMPTON BEACH UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Westhampton Beach Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$11,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 9.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2019 and ending June 30, 2020, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

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The adoption of the foregoing resolution was seconded by Board Member, Ms. Joyce L. Donneson, and duly put to a vote on roll call, which resulted as follows:

Heather A. Wright	VOTING	YES
Dawn Arrasate	VOTING	YES
Suzanne M. Mensch	VOTING	YES
Halsey C. Stevens	VOTING	YES
George R. Kast, Jr.	VOTING	YES
Joyce L. Donneson	VOTING	YES

The resolution was declared adopted.

#### CONSENT AGENDA

On motion of Mr. Stevens, second by Mr. Kast, the following resolutions for the 2019/20 school year were adopted, based on the paperwork submitted and contained in the supplemental file:

1. Resolution authorizing the Munistat Services agreement
2. Resolution authorizing the Eileen Tuohy of EMT Government Accounting Services agreement
3. Resolution authorizing the bid award to DiMaria Painting & Carpentry for electrical labor & materials
4. Resolution authorizing the bid award to Commercial Instrumentation Services (CIS) for air conditioning repairs
5. Resolution authorizing the bid award to Cardinal Controls Systems for pneumatic controls
6. Resolution authorizing the bid award to North Fork Express for coach bus services (*Ms. Mensch abstained*)
7. Resolution authorizing the RFP award to R.S. Abrams for external auditing services
8. Resolution authorizing two (2) budget transfers
9. Resolution authorizing a budget adjustment
10. Resolution authorizing the school food program meal prices
11. Resolution authorizing the execution of a consulting agreement with Crystal Investigations
12. Resolution authorizing the execution of a consulting agreement with DaVinci Education & Research
13. Resolution authorizing the execution of a consulting agreement with Family Service League
14. Resolution authorizing the execution of a consulting agreement with Laura Grable
15. Resolution authorizing the execution of a consulting agreement with Positive Behavior Support Counseling
16. Resolution authorizing the execution of a consulting agreement with NYSARC
17. Resolution authorizing the execution of a eight (8) home tutoring agreements (The Learning Center Four Winds Hospital, Out East Therapy, iTutor, Islip Tutoring, Hope for Youth, Creative Tutoring, Learn Well, Education at Mather)
18. Resolution adopting the Professional Development Plan
19. Resolution authorizing the overnight field trip taking up to 50 Chamber Singers and Pep Band members to Hershey Park from May 16 - 17, 2020

Vote: Yes 6 No 0

WENDY WILMS

On motion of Ms. Donneson, second by Mr. Kast, the request for a medical leave of absence from Wendy Wilms, effective June 26, 2019 through October 2, 2019, utilizing sick days, to be and hereby is approved.

Vote: Yes 6 No 0

OLIVIA CONNELLY

On motion of Mr. Stevens, second by Mr. Kast, the appointment of Olivia Connelly as an English teacher assigned to the high school effective September 1, 2019, with a four-year probationary period through August 31, 2023, at Step 4G, MA+30, in the tenure area of English, pending receipt of official transcripts, to be and hereby is approved.

Vote: Yes 6 No 0

COLLEEN CHO

On motion of Ms. Wright, second by Mr. Stevens, the appointment of Colleen Cho as an English leave replacement teacher assigned to the high school, at Step 1D, MA, effective September 3 through November 29, 2019, to be and hereby is approved.

Vote: Yes 6 No 0

VERONICA STELZER

On motion of Mr. Kast, second by Ms. Arrasate, the appointment of Veronica Stelzer as a HS leave replacement guidance counselor, at Step 1C, BA+30, through January 24, 2020, to be and hereby is approved.

Vote: Yes 6 No 0

HOME TUTORS

On motion of Mr. Kast, second by Mr. Stevens, the appointment of the following as home tutors for the 2019/20 school year, to be and hereby are approved:

Eva Dushaj  
Gretchen Jellett  
Dennis Treubig  
General Education Teachers (District Employees)  
Special Education Teachers (District Employees)

Vote: Yes 6 No 0

REVISION -SUMMER SPECIAL EDUCATION INSTRUCTION

On motion of Mr. Kast, second by Mr. Stevens, the revised list of staff members for the 2019 Summer Special Education Instruction, as submitted, to be and hereby is approved.

Vote: Yes 6 No 0

REVISION - SUMMER RECREATION PROGRAM STAFF

On motion of Ms. Donneson, second by Ms. Arrasate, the revised recommendation for staff members for the 2019 Summer Recreation Program, as submitted, to be and hereby is approved.

Vote: Yes 5 No 0  
(Mr. Kast abstained)

COACHING APPOINTMENTS

On motion of Ms. Arrasate, second by Mr. Stevens, the coaching appointments for the Fall 2019, as submitted, to be and hereby are approved.

Vote: Yes 6 No 0

REPORTS

The were no reports.

OLD BUSINESS

There were no Old Business items on the agenda.

NEW BUSINESS

There were no New Business items on the agenda.

EXECUTIVE SESSION

On motion of Mr. Kast, second by Ms. Wright, the Board of Education to convene to Executive Session at 7:35 PM to discuss specific personnel matters, to be and hereby is approved.

Vote: Yes 6 No 0

On motion of Mr. Kast, second by Mr. Stevens, the Board of Education to reconvene from Executive Session at 9:03 PM, to be and hereby is approved.

Vote: Yes 6 No 0

MS TEAM LEADERS

On motion of Mr. Kast, second by Mr. Stevens, the appointment of the following staff members as MS Team Leaders for the 2019/20 school year, to be and hereby are approved:

Michelle Duffy  
Michelle Bennett  
Rob Coleman  
Claudine DeVelvis

Vote: Yes 6 No 0

INSTRUCTIONAL COORDINATORS

On motion of Mr. Kast, second by Ms. Wright, the appointment of the following teachers as instructional coordinators for the 2019/20 school year, to be and hereby are approved:

English	Dariah Luciano
ENL	Monica Van Essendelft
Special Education	Joanne Williams
Music	Shaun Johnson
Science	Frank Diehl

Vote: Yes 6 No 0

ADJOURNMENT

On motion of Mr. Kast, second by Mr. Stevens, all business being completed, Ms. Mensch declared the meeting adjourned at 9:05 PM.

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Judy Iannone, District Clerk

July 8, 2019