

**AMAGANSETT UNION FREE SCHOOL DISTRICT
AMAGANSETT, NEW YORK**

**ORGANIZATIONAL MEETING FOR 2018/2019 SCHOOL YEAR
Tuesday, July 10, 2018
6:30 PM**

MINUTES

Board members present: Kristen Peterson, Claudia Quintana, Hank Muchnic

Others present: Superintendent Dr. Allan Gerstenlauer, District Clerk Nuzzi, Treasurer Ecker, Melissa King, Cheryl E. Bloecker

1. Call to Order by District Clerk -6:30PM
2. Pledge of Allegiance
3. Administer Oath to Newly Elected Board Members – Will be done for Dawn Rana-Brophy at a later time
4. Election of President & Vice President

Upon motion of Hank Muchnic, seconded by Claudia and carried 3-0, Kristen Peterson was elected to the position of Board President for the 2018/2019 school year

Upon motion of Kristen Peterson, seconded by Hank Muchnic and carries 3-0, Dawn Rana-Brophy was elected to the position of Vice-President for the 2018/2019 school year.

5. Administer Oath to President & Vice President

Clerk Administered Oath to President Peterson and will do Vice-President Rana-Brophy at another time

Upon motion of Hank Muchnic, seconded by Claudia Quintana and carried 3-0 the following officers were appointed for the 2018/2019 school year:

6. **Appointment of Officers:**
 - a. District Treasurer - Roxanne Ecker
 - b. Clerk of the Board – Sandra L. Nuzzi
 - c. District Clerk Pro Tem – Melissa King
 - d. Administer Oath

Upon motion of Claudia Quintana, seconded by Hank Muchnic and carried 3-0, the following appointments were made for the 2018/2019

7. **Other Appointments:**
 - a. School Physician and School Physicals - Meeting House Lane Medical Practice of Wainscott
 - b. School Attorney – Ingerman Smith, LLP
 - c. Bond Counsel – Hawkins, Delafield & Wood, LLP
 - d. Special Counsel for Omni 403b Compliance – Meister Seelig & Fein, LLP
 - e. Special Counsel – Harris Beach, PLLC
 - f. Affordable Care Act Administrators – Seneca Consulting Group, LLP
 - g. Insurance Consultant – Cook Maran, Inc
 - h. Independent Auditor – EFPR, LLC
 - i. Accountant – Cullen and Danowski, LLP
 - j. Claims Auditor – Cerini & Associates, Inc.

- k. Architect/Engineer/Surveyor – Burton, Behrendt, Smith, LLP
- l. Records Access/Management Officer – Sandra L. Nuzzi
- m. Attendance/Residency Verification Officer's – Kenneth Brown and Greg Brown
- n. Title IX – Maria Dorr
- o. Section 504 Compliance – Kaitlin Hamilton and Mary Jo Bennett
- p. American Disabilities Act (ADA) Compliance – Maria Dorr and Kaitlin Hamilton
- q. Dignity for All Students Act (DASA) Co-Coordinators – Maria Dorr and Thomas Lamorgese
- r. Liaison for Homeless Children and Youth – Maria Dorr
- s. Sexual Harassment Complaints – Maria Dorr and Mary Jo Bennett
- t. CSE/CPSE Co-Chairperson's Maria Dorr and Kaitlin Hamilton; Kaitlin Hamilton, School Psychologist; School Physician; Mary Jo Bennett, School Nurse; and Ana Guerra, CSE/CPSE Parent Representative, as needed.
- u. Surrogate Parent – Ana Guerra
- v. SAVE & Safety Committee – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019), Claudia Quintana, Maria Dorr, Dr. Thomas Lamorgese, Dawn Brophy, Lieutenant John Claflin, Kerry Griffiths, Mike Rodgers, Ashley Blackburn, Kelly White, Melissa King, Tina Quarty, Sandy Nuzzi, Jen Miller, Mary Jo Bennett, Rev Donald Hammond, Htun Han, Jen Brew and Bruce Bates
- w. AIDS Advisory Committee – Maria Dorr, Mary Jo Bennett, School Physician and Mike Rodgers
- x. Impartial Hearing Officers – Refer to Updated List of Impartial Hearing Officers for Suffolk County
- y. AHERA Local Educational Agency Designee - Kerry Griffiths
- z. Buildings and Grounds Committee – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019), Patrick Bistran III and Kerry Griffiths
- aa. Investment Policy Committee – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019), Board President, **Hank Muchnic** and Roxanne Ecker
- bb. Purchasing Agent – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019), or his designee
- cc. Public Relations – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019) and Board President
- dd. Technology Committee – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019, Maria Dorr, Jen Miller, Kelly Hren, Mike Rodgers, Ashley Blackburn, Austin Keyes, Sandy Nuzzi, Kristen Graham, Liz Paris and Shawn Mitchell
- ee. Audit Committee – Board Vice-President, Hank Muchnic, John Hossenlopp, Jane Weiller and Anna Bernasek

8. **Designations:**

Upon motion of Claudia Quintana, seconded by Hank Muchnic and carried 3-0, the following designations were approved for the 2018/2019 school year:

- a. Official Bank Depositories – JP Morgan Chase Bank, People's Bank, Bridgehampton National Bank, Capital One Bank, MBIA Class and Bank of America
- b. Summer Monthly Meeting(s) – Organizational Meeting, July 10, 2018 @ 6:30 PM, July regularly scheduled monthly meeting, July 10, 2018 immediately following Organizational meeting; August 21, 2018 @ 6:30 PM; September 18, 2018 at 6:30PM. Regularly Scheduled Monthly Meeting(s) - October 2018 - June 2019 (2nd and 4th Tuesday of the month at 6:30PM; unless otherwise noted on school calendar and website). Budget Informational meeting will be on Tuesday, May 7, 2019 at 6:30 PM.
- c. Educational Official to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings – Dr. Allan Gerstenlauer (July 1st through September 30, 2018) Seth Turner (October 1 through June 30, 2019)
- d. Official Newspaper - East Hampton Star

9. **Authorizations:**

Upon motion of Claudia Quintana, seconded by Hank Muchnic and carried 3-0, the follow following authorizations were approved for the 2018/2019 school year:

- a. Clerk of the Board to sign all contracts & informational forms.
- b. Mileage Reimbursement – \$.545 per mile for the period July 1 – December 31, 2018; January 1 – June 30, 2019 amount to be determined by IRS. All reimbursements requests in excess of 50 miles round trip must have web-based mileage verification (i.e. mapquest, google, yahoo)
- c. Substitute Teacher rate of pay - \$150.00 per day for certified teachers (NYS and outside of NYS), and non-certificated \$125.00 per day. Nurses rate of pay - \$39.00 per hour, unless contracted through an agency.
- d. Superintendent of Schools to authorize attendance at conferences, conventions and workshops for which funds have been budgeted with expenses to be paid by the District in accordance with provisions of Chapter 359 of the Laws of 1956.
- e. Delegating to the Superintendent of Schools the responsibility for certification of payrolls.
- f. Authorization of the Superintendent of Schools and Principal to suspend pupils from classes for cause pending further details by the Board of Education.
- g. Authorization of the Treasurer, with the approval of the Superintendent of Schools, to invest available school monies in special time deposit accounts, or certificates of deposits issued by banks and trust companies authorized to do business in New York State.
- h. Authorization for the Treasurer, with the approval of the Superintendent of Schools, to transfer unexpended and unencumbered monies from one account of the General Fund to another, if necessary, when permissible.
- i. Authorization for Superintendent of Schools to appoint individuals to service on a temporary basis subject to consideration by the Board at a future meeting.
- j. Delegating the Superintendent of Schools to act as District Representative for and to sign all applications in conjunction with projects of the Education Consolidation and Improvement Act.
- k. Authorization of Superintendent to direct the Treasurer to issue hand-drawn checks when needed.
- l. TAX ANTICIPATION NOTE RESOLUTION OF AMAGANSETT UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED JULY 1, 2018, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$750,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2019

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

Section 1. Tax Anticipation Notes (herein called “Notes”) of Amagansett Union Free School District, in the County of Suffolk, New York (herein called “District”), in the principal amount of not to exceed \$750,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 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, 2018, and ending June 30, 2019, 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.

10. **Other Items:**

Upon motion of Claudia Quintana, seconded by Hank Muchnic and carried 3-0, the following items were readopted for the 2018/2019 school year:

- a. Re-adopt all Board Policies and Regulations
- b. Re-adopt Code of Conduct

11. **Adjournment**

Upon motion of Claudia Quintana, seconded by Hank Muchnic and carried 3-0, the Organizational Meeting was adjourned at 6:33 PM.

AFFIRMATION: I, Sandra L. Nuzzi, District Clerk of the Amagansett Union Free School District, do hereby affirm that the minutes of this meeting are true and accurate statements of the proceedings.

Dated: July 10, 2018

Sandra I. Nuzzi, District Clerk

APPROVED 8/21/2018