

Annual Organizational Meeting  
BOARD OF EDUCATION  
FIRE ISLAND UNION FREE SCHOOL DISTRICT  
July 14, 2020

*Due to COVID -19 this meeting was held via teleconference with public access provided.*

CALL TO ORDER	The meeting was called to order at 4:33 p.m. by D. Clock, District Clerk.
MEMBERS PRESENT	Vernon Henriksen, Lisa Kaufman, Jay Lippert, Linda Nowachek, Judi Phelan, Kathleen Skelly-Kurka, Amy Wood.
OTHERS PRESENT	Loretta Ferraro, Superintendent Kevin Wurtz, School Business Official Jacqueline Lizza, Administrative Assistant for Business & Operations Gary Steffanetta , School Attorney Donna Clock, District Clerk
OATHS OF OFFICE – BOARD MEMBERS – VERNON HENRIKSEN & JUDI PHELAN	G. Steffanetta administered the Oath of Office for the position of Board Member to V. Henriksen and J. Phelan for the terms July 1, 2020 to June 30, 2023. Mr. Henriksen and Ms. Phelan will have their signatures notarized in the office of the District Clerk within 30 days.
NOMINATION & ELECTION OF PRESIDENT – JAY LIPPERT	Nomination by V. Henriksen, to elect Jay Lippert as President of the Board of Education for the term July 1, 2020, to June 30, 2021. There were no other nominations. Aye – 7                      No – 0
NOMINATION & ELECTION OF VICE PRESIDENT – V. HENRIKSEN	Nomination by J. Lippert, to elect Vernon Henriksen as Vice President of the Board of Education for the term July 1, 2020, to June 30, 2021. There were no other nominations. Aye – 7                      No – 0
OATHS OF OFFICE – PRESIDENT BOARD OF EDUCATION	G. Steffanetta administered the Oath of Office to Jay Lippert for the position of President of the Board of Education for the term July 1, 2020 to June 30, 2021. Mr. Lippert will have his signature notarized in the office of the District Clerk within 30 days.
VICE PRESIDENT BOARD OF EDUCATION	G. Steffanetta administered the Oath of Office to Vernon Henriksen for the position of Vice President of the Board of Education for the term July 1, 2020, to June 30, 2021. Mr. Henriksen will have his signature notarized in the office of the District Clerk within 30 days.

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OATH OF OFFICE – SUPERINTENDENT OF SCHOOLS	G. Steffanetta administered the Oath of Office to Loretta Ferraro, Superintendent of Schools, for July 1, 2020 to June 30, 2021. Mrs. Ferraro will have her signature notarized in the office of the District Clerk within 30 days.
APPOINTMENT OF OFFICERS	The Board hereby approves the following appointments for school year 2020-2021:
DISTRICT CLERK	Donna Clock – District Clerk (J. Phelan, A. Wood; 7-0)
DISTRICT TREASURER	Kevin Wurtz – District Treasurer (L. Nowachek, L. Kaufman; 7-0)
DEPUTY DISTRICT TREASURER	Jacqueline Lizza – Deputy District Treasurer (L. Kaufman, A. Wood; 7-0)
OATH OF OFFICE – DISTRICT CLERK	G. Steffanetta administered the Oath of Office to Donna Clock, District Clerk, for the term July 1, 2020 to June 30, 2021. Mrs. Clock will have her signature notarized within 30 days.
DISTRICT TREASURER	G. Steffanetta administered the Oath of Office to Kevin Wurtz, District Treasurer, for the term July 1, 2020, to June 30, 2021. Mr. Wurtz will have his signature notarized within 30 days.
DEPUTY DISTRICT TREASURER	G. Steffanetta administered the Oath of Office to Jacqueline Lizza, Deputy District Treasurer, for the term July 1, 2020 to June 30, 2021. Mrs. Lizza will have her signature notarized within 30 days.
OTHER APPOINTMENTS (Items 5a-u)	The Board hereby approves the following appointments as set forth in the meeting agenda - Items 5a-u - for school year 2020-2021: (A. Wood, J. Phelan; 7-0) - Director of Health Services – Janet LaViolette - School Attorney – Guercio & Guercio, LLP - Census Enumerator – Loretta Ferraro - Attendance Officer – Loretta Ferraro - External Auditor – R. S. Abrams & Co. - Insurance Consultant – New York Schools Insurance Reciprocal (NYSIR) - Records Access Officer – Donna Clock - Records Management Officer – Donna Clock - Asbestos (LEA) Designee – Bruce Kurka - Purchasing Agent – Kevin Wurtz - Designated Education Official – Loretta Ferraro - Civil Rights/Title IX Compliance Officer – Philip Tamberino

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OTHER APPOINTMENTS  
(Continued)

- Dignity Act Coordinator – Philip Tamberino
- Section 504 Compliance Officer – Loretta Ferraro
- Homeless Liaison Officer – Philip Tamberino
- Special Education Chairperson – David Levenson
- Board of Education Legislative Liaison to New York State School Boards Association – Jay Lippert
- Fire Island UFSD Committee on Special Education comprised of the following:
  - Chairperson – David Levenson
  - Psychologist – to be determined
  - Special Education/Reading Teacher – Colleen Ferry
  - District Physician – Janet LaViolette
  - Parent Representative – Melissa Adams
  - Student’s Classroom Teacher
- Fire Island UFSD Committee on Pre-School Special Education comprised of the following:
  - Chairperson – David Levenson
  - Parent Representative – Melissa Adams
  - Suffolk County Representative
  - Evaluation Team Members

Impartial Hearing Officers – *The Board of Education hereby accepts and approves the list of impartial hearing officers established as of July 1, 2020 by the NYS Education Department, and hereby authorizes the District Clerk to designate the selection of hearing officer, should the need arise during the 2020-2021 school year.*

DESIGNATIONS (Items 6a-c)  
2020-2021

- The Board hereby approves the following designations as set forth in the meeting agenda - Items 6a-c, for school year 2020-2021:
- (J. Phelan, K. Skelly-Kurka; 7-0)
- Official Bank Depository, All Funds – HSBC
  - Regular Meetings – second Tuesday of every month unless otherwise noted.
  - Official Newspapers – Islip Bulletin and Long Island Advance.

AUTHORIZATIONS  
2020-2021  
(Items 7a-j)

- The Board hereby approves the following authorizations as set forth in the meeting agenda - Items 7a-j, for school year 2020-2021:
- (A. Wood, L. Nowachek; 6-0)
- To Certify Payrolls – Loretta Ferraro
  - To approve the attendance of staff to conferences, conventions, workshops – Loretta Ferraro
  - To establish \$100.00 petty cash for school instructional program to be maintained by District Treasurer.

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AUTHORIZATIONS  
(continued)

- To establish \$100.00 petty cash for miscellaneous District expense to be maintained by District Clerk.
- Designation of Signatures on Checks –  
District Treasurer – Kevin Wurtz  
District Clerk – Donna Clock  
In the absence of the District Clerk, the following Board Members are designated to sign checks :  
Lisa Kaufman and Jay Lippert.
- Budget Transfers up to \$5,000.00 on Chief School Officer’s approval.
- Use of District Credit Card – Loretta Ferraro and Kevin Wurtz
- Superintendent to apply for Grants in Aid.
- District Treasurer to invest school district funds.
- Purchasing Agent to sign all district purchase orders.

OFFICIAL UNDERTAKINGS  
(BONDS)  
(Items 8a-c)

The Board hereby approves the following items as set forth in the meeting agenda - Items 8a-c, for school year 2020 - 2021:

(V. Henriksen, J. Phelan; 7-0)

	<u>In the amount of</u>
District Treasurer	\$2,000,000.00
Deputy Treasurer	2,000,000.00
District Clerk	2,000,000.00

OTHER ITEMS  
(Items 9a-f)

The Board hereby approves the following items as set forth in the meeting agenda - Items 9a-f, for school year 2020-2021: (A. Wood, L. Kaufman; 7-0)

- Re-adopt all Policies heretofore made including Code of Ethics and Code of Conduct.
- Establish Mileage Reimbursement Rate at 57.5 cents per mile as per current IRS recommended rate.
- Establish Board of Education Sub-Committees –  
Audit: V. Henriksen, L. Kaufman, L. Nowachek, J. Phelan, A. Wood.  
Buildings & Grounds: V. Henriksen, L. Kaufman,
- Equal Opportunity Employment
- Bay Shore Union Free School District and Islip Union Free School District as the Receiving Districts for Resident Students for Grades 7-12 for the 2020-2021 School Year.
- The following school personnel to have access to confidential Special Education records:  
Loretta Ferraro –Superintendent  
Donna Clock – District Clerk  
Tina Hannel – School Psychologist  
Martha Ringen – Speech Therapist  
Colleen Ferry - Special Education/Reading Teacher  
David Levenson - CSE/CPSE Director  
Traci Murphy – Administrative Assistant

The Regular Meeting immediately followed at 4:55 p.m.