

Sagaponack Common School District
Annual Reorganizational Meeting
July 6, 2023
DRAFT MINUTES

I. Call to Order and Pledge of Allegiance: The sitting District Clerk of the Board of Trustees, Jeanette Krempler, conducted the opening of the meeting at 6:10 p.m. Lauren Thayer, sitting Board of Trustees President, seconded the motion. Passed 3-0.

Eileen Tuohy, the sitting District Treasurer was not in attendance.

The District Clerk administered items II. and III.

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

A. "I, Thomas Schultz, 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 a Trustee of Board of Trustees." (Signed the book.)

B. I, John Finello, 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." (Signed the book.)

III. Election of President of the Board of Trustees:

A. Nominations:

A motion was made by Cathy Hatgistavrou to nominate Lauren Thayer as the President of the Board of Trustees. Thomas Schultz seconded the motion.

B. Vote:

Yes	3
No	0
Abstain	0

Motion Carried

C. President of the Board of Trustees Oath of Office:

"I, Lauren Thayer, 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." (Signed the book.)

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

A. Nominations:

A motion was made by Lauren Thayer to nominate Thomas Schultz as the Vice President of the Board of Trustees. Cathy Hatgistavrou seconded the motion.

B. Vote:

Yes	3
No	0
Abstain	0

Motion Carried

C. Vice President of the Board of Trustees Oath of Office:

"I, Thomas Schultz, 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." (Signed the book.)

D. Member of the Board of Trustees 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 Member of the Board of Trustees." (Signed the book.)

V. Appointment of District Clerk:

Recommended Action: Upon a motion made by Lauren Thayer, seconded by Thomas Schultz, 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, 2023 through June 30, 2024 at a stipend rate of \$13,525.00.

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." (Signed the book.)

VI. Appointment of District Treasurer:

Recommended Action: Upon a motion made by Lauren Thayer, seconded by Cathy Hatgistavrou, 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, 2023 through June 30, 2024 at an annual rate of \$13,000.

Eileen Tuohy will take the Oath of Office within seven (7) business days.

"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." (Signing of the book will be within seven (7) business days.)

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 Lauren Thayer, 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: *(The Board President will share a brief overview of the items VIII. through XIII.)*

- A. Deputy District Clerk: "BE IT RESOLVED, John Finello is hereby appointed Deputy District Clerk in the absence of the District Clerk; should Mr. John Finello 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 for the 2023-2024 school year."
- D. Purchasing Agent: "BE IT RESOLVED, Jeanette Krempler shall serve as Purchasing Agent for the 2023-2024 school year."
- E. Records Management Officer: "BE IT RESOLVED, Jeanette Krempler shall serve as Records Management Officer for the 2023-2024 school year."
- F. Records Access Officer: "BE IT RESOLVED, Jeanette Krempler shall serve as Records Access Officer for the 2023-2024 school year."
- G. Title IX Compliance Officer: "BE IT RESOLVED, Terry Scammell is hereby appointed Title IX Compliance Officer for the 2023-2024 school year."
- H. Civil Rights Compliance Officer: " BE IT RESOLVED, John Finello is hereby appointed Civil Rights Compliance Officer for the 2023-2024 school year."
- I. Attendance Officer and Census Enumerator: "BE IT RESOLVED, Jeanette Krempler is hereby designated School Attendance Officer and Census Enumerator for the 2023-2024 school year."
- J. Emergency Coordinator: "BE IT RESOLVED, John Finello is hereby designated the District-Wide Emergency Coordinator for the 2023-2024 school year."

- K. Homeless Education Liaison: "BE IT RESOLVED, Edward Vinski is hereby designated as Homeless Education Liaison for the 2023-2024 school year."
- L. Health and Safety Committee: " BE IT RESOLVED, John Finello is hereby designated as the Head of the Health and Safety Committee for the 2023-2024 school year."
- M. Data Protection Officer: " BE IT RESOLVED, Angela Kiang is hereby designated as the Data Protection Officer (DPO) for the 2023-2024 school year."
- N. Dignity Act Coordinator: "BE IT RESOLVED, Katherine Lombardo is hereby designated as the Dignity Act Coordinator (DAC) for the 2023-2024 school year."
- O. Buildings and Grounds Manager: "BE IT RESOLVED, Fred Wilford is hereby designated as the Buildings and Grounds Manager for the 2023-2024 school year."
- P. AHERA Local Educational Agency Designee: "BE IT RESOLVED, J.C. Brodrick & Associates, Inc. is hereby designated as the AHERA Local Educational Agency for the 2023-2024 school year."
- Q. Comprehensive Public School Building Safety Program-CR155.3 Designee: "BE IT RESOLVED, The Facilities Management Group, is hereby designated as the Visual Building Inspectors for the 2023-2024 school year."
- R. 403b Compliance Agency: "BE IT RESOLVED, U.S. OMNI 403b & TSACG Compliance Services, Inc. is hereby designated as the 403b Compliance Agency for the 2023-2024 school year."
- S. School Attorney: "BE IT RESOLVED, Guercio & Guercio, LLP is hereby designated as the school legal counsel for the 2023-2024 school year."
- T. School Physician: "BE IT RESOLVED, Dr. Gail Schonfeld of East End Pediatrics, P.C. is hereby designated as the school physician for the 2023-2024 school year."

IX. Designations:

- A. Official Bank Depository: "BE IT RESOLVED, DIME Bank shall be the District's Official Bank Depository for the 2023-2024 school year."
- B. Authorized Depository: "BE IT RESOLVED, the NYCLASS shall be the District's Authorized Depository for the 2023-2024 school year."
- C. Regular Monthly Meetings: "BE IT RESOLVED, the Regular Monthly Meeting of the Sagaponack Board of Trustees shall be held the third Tuesday of each month at the Sagaponack School." The meetings will convene at 6:00 p.m. (unless otherwise specified) on the following dates:
 - August 16, 2023 (third Wednesday)
 - September 19, 2023
 - October 17, 2023
 - November 14, 2023 (second Tuesday)
 - December 19, 2023
 - January 16, 2024
 - February 13, 2024 (second Tuesday)
 - March 19, 2024
 - April 16, 2024
 - May 14, 2024 (Public Hearing on Budget & Monthly Meeting)
 - May 21, 2024 (School Budget Vote and Annual Election 7:30pm)
 - June 18, 2024

- D. Insurance Agency: " BE IT RESOLVED, the Dayton Ritz & Osborne Insurance Agency is hereby designated as the District's official insurance agency for the 2023-2024 school year."
- E. District Credit Card: " BE IT RESOLVED, Jeanette Krempler and Eileen Tuohy are hereby designated as the users of the District credit card in accordance with the Board of Trustee Policy 8334 for the 2023-2024 school year."
- F. Newspaper Publications: " BE IT RESOLVED, the Express News Group and East Hampton Star are hereby designated as the newspapers of publication for the 2023-2024 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 2023-2024 school year."
- B. Attendance at Conferences: "BE IT RESOLVED, the Board of Trustees shall authorize the Superintendent of Schools' request for attendance at conferences for the 2023-2024 school year."
- C. Petty Cash Funds: "BE IT RESOLVED, a petty cash fund in the amount of \$250.00 is hereby established for the 2023-2024 school year."
- D. Signatures on Checks: " BE IT RESOLVED, that the District Treasurer be authorized to sign checks for the 2023-2024 school year, and that the Deputy Treasurer and/or the Board of Trustees be authorized to sign checks in the absence of the Treasurer."
- E. Certify Payroll: " BE IT RESOLVED, the Superintendent of Schools be hereby authorized to certify payroll of the District for the 2023-2024 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 2023-2024 school year, with a fee set by the State of New York (presently \$100.00 per hour) and authorizes John Finello, or in his 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 John Finello to approve budget transfers of up to \$5000.00 between line-item accounts; any line-item transfers in excess of \$5000.00 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 2023-2024 school year."
- E. Substitute Custodial Rate: " BE IT RESOLVED, the Board of Trustees hereby authorizes the substitute custodial rate of \$23.00 per hour for the 2023-2024 school year."
- F. Employee Bonding: " BE IT RESOLVED, the Board of Trustees hereby renews the bonding of all employees handling District funds for the 2023-2024 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) School Psychologist, Dr. Edward Vinski
 - 3) Additional Parent Member/Representative-TBD
 - 4) Regular Education Teacher- meeting specific; can be any regular education teacher from any school/agency, day care, or special education program that the child attends.
 - 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 school/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) 504 Chairperson, Dr. Edward Vinski
 - 2) School Psychologist, Dr. Edward Vinski
 - 3) Regular Education Teacher- meeting specific- Katherine Lombardo
 - 4) Special Education Teacher- meeting specific- Terry Scammell
 - 5) 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, John Finello, District Clerk, Jeanette Krempler, School Nurse, Maria DiScipio, the members of the Sagaponack School Shared Decision-Making Committee and Southampton Town Police Department Lieutenant, Susan Ralph or her designee."

XIII. Consent Agenda:

Upon a motion made by Lauren Thayer, seconded by Thomas Schultz, 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. Adjournment of the Re-organizational Meeting into a Regular Meeting will follow.

Upon a motion made by Lauren Thayer, seconded by Cathy Hatgistavrou, the Reorganizational Meeting was adjourned at 6:26 p.m.

Jeanette Krempler, District Clerk
Sagaponack Common School District