

WAINSCOTT COMMON SCHOOL DISTRICT
BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING
July 15, 2020
MINUTES

Present: Board President D. Egan, Kelly Anderson, W. Babinski Jr, Business Manager Christine Schnell (via conference call)

- I. The meeting was called to order at 6:30 pm
- II. Election of Officers: David Egan was Nominated by Kelly Anderson and second by William Babinski and approved as our President of the Board of Trustees for 2020-2021.
- III. Appointment of Officers: District Clerk and District Treasurer
 - A. District Clerk: “Be it Resolved, Norma J. Bushman is hereby appointed District Clerk effective August 1, 2020 through June 30, 2021 at a salary of \$54,000, prorated.” Motioned by David Egan and second by William Babinski and was approved and passed.
 - B. District Treasurer: “Be it Resolved, Christine Schnell is hereby appointed District Treasurer and Deputy District Clerk effective July 1, 2020 through June 30, 2021.” Motioned by William Babinski and second by Kelly Anderson and was approved and passed.
- IV. Oath of Office : Newly elected Trustee was administered The Oath of Office will be administered by Superintendent Deborah Haab at our August 19th Board meeting.
- V. Other Appointments: A through O were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.
 - A. School Attorneys: “Be it Resolved, Thomas M. Volz, PLLC of Smithtown shall serve as general counsel for the 2020-2021 school year at an hourly rate of \$235 for attorney services and an hourly rate of \$115 for paralegal services.”
 - B. Insurance Representative: “Be it Resolved, the New York Schools Insurance Reciprocal shall serve as the District’s insurance representative from 7/01/2020-6/30/2021.”
 - C. Purchasing Agent: “Be it Resolved, the Superintendent of Schools shall serve as Purchasing Agent and the District Clerk shall serve as Assistant Purchasing Agent from 7/01/2020-6/30/2021.”
 - D. Records Management Officer: “Be it Resolved, the District Clerk shall serve as Records Management Officer from 7/01/2020-6/30/2021.”

E. Records Access Officer: "Be it Resolved, the District Clerk shall serve as Records Access Officer from 7/01/2020-6/30/2021."

F. Business Manager: "Be it Resolved, Christine Schnell is hereby appointed Business Manager from 7/01/2020 through 6/30/2021 at a salary of \$31,889."

G. Superintendent of Schools of Schools: "Be it Resolved, Deborah Haab is hereby appointed Superintendent of Schools of Schools from 7/01/2020 through 6/30/2021 at a salary of \$54,742."

H. Director of Special Education: Be it Resolved, Mary Johnson is hereby appointed Director of Special Education from 7/01/2020 through 6/30/2021 at a salary of \$42,518."

I. Medical Officer: "Be it Resolved, Gail Schonfeld, M.D. is hereby designated the District's Chief School Physician for the 2020-2021 school year."

J. Attendance Officer and Census Enumerator: "Be it Resolved, the District Clerk is hereby designated School Attendance Officer and Census Enumerator for the 2020-2021 school year."

K. District Clerk Pro-Tem: "Be it Resolved, the Superintendent of Schools is hereby appointed District Clerk Pro-Tem in the absence of the District Clerk; should the Superintendent of Schools not be present, then the Board of Trustees President shall serve as District Clerk Pro-Tem."

L. Asbestos LEA Designee: "Be it Resolved, the Superintendent of Schools is hereby designated Asbestos LEA Designee for the 2020-2021 school year."

M. Homeless Education Liaison: "Be it Resolved, the Superintendent of Schools is hereby designated as Homeless Education Liaison for the 2020-2021 school year."

N. PL 874 Representative: "Be it Resolved, Eastern Suffolk BOCES will serve as PL 874 Representative for Wainscott Common School District for the 2020-2021 school year."

O. Residency: "Be it Resolved, that the Board of Trustees appoints the Superintendent of Schools, as its representative to make student residency determinations."

VI. Designations: A through C were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.

A. Official Bank Depository: "Be it Resolved, the Bridgehampton National Bank shall be the District's Official Bank Depository from 7/01/2020 through 6/30/2021."

B. Regular Monthly Meetings: "Be it Resolved, the Regular Monthly Meeting of the Wainscott Board of Trustees shall be held the third Wednesday of each month at the Wainscott Schoolhouse (new building). The meetings will convene at 6:30 p.m. on the following dates:

- August 19, 2020
- September 16, 2020
- October 21, 2020
- November 18, 2020
- December 16, 2020
- January 20, 2021
- February 24, 2021 (Changed due to Winter Break)
- March 17, 2021
- April 21, 2021
- May 5, 2021 (Public Hearing on Budget)
- May 18, 2021 (School Budget Vote and Annual Election)
- June 16, 2021

C. Official Newspaper: "Be it Resolved, the East Hampton Star is hereby designated Official Newspaper from 7/01/2020 through 6/30/2021."

VII: Authorizations: A through C were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.

A. Attendance at Conferences: "Be it Resolved, the Superintendent of Schools shall authorize all school personnel requests for attendance at conferences for the 2020-2021 school year."

B. Petty Cash Funds: "Be it Resolved, a petty cash fund in the amount of \$200 is hereby established for the 2020-2021 school year."

C. Check Signers: "Be it Resolved, all school checks will have two signatures, one of the District Treasurer and one of a member of the Board of Trustees."

VIII. Bonding of School District Officials and Deductible Liability Costs: A and B were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.

A. "Be it Resolved, all officers and officials including Trustees of the Wainscott School District shall be bonded in New York State Insurance Reciprocal's recommended designated amounts from 7/01/2020 through 6/30/2021."

B. "Be it Resolved, in the event of any liability incurred by the District, the cost of the liability deductible amounts shall be assumed by the District."

IX. Other Items: A through G and were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.

A. Mileage Reimbursements: "Be it Resolved, the mileage reimbursement for authorized District travel shall be at the current IRS rate." (currently \$.575/mi.)

B. Approval of Payroll Dates: "Be it Resolved, all part-time personnel shall submit monthly vouchers to be approved by the Superintendent of Schools for payment. Salary payments to all part-time personnel shall be one time per month. Full time staff, except for teachers, shall receive salary payments biweekly. Full-time teaching staff shall receive salary payments in 26 installments biweekly, with a lump-sum payment issued at the conclusion of the school year in June 2021."

C. Spokesperson for the Board of Trustees: "Be it Resolved, the President is hereby designated as official Spokesperson for the Wainscott Board of Trustees from 7/01/2020 through 6/30/2021."

D. Annual District Voting Procedure: "Be it Resolved, the Annual District Meeting and Vote shall be held on the date established by New York State law, May 18, 2021, with the voting to be held at the Wainscott School. The vote will be conducted by paper ballot."

E. 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 2020/2021 school year, with a fee set by the State of New York (presently \$100 per hour) and authorizes the Superintendent of Schools, or in his/her absence or inability the President of the Board of Trustees to appoint each Hearing Officer in order to meet VESID appointing timeline."

F. Be it Resolved, that the Board of Trustees authorizes the Superintendent of Schools to approve budget transfers of up to \$5000 between line item accounts; any line item transfers in excess of \$5000 will be brought to the Board for its approval at its next scheduled regular meeting."

G. 403b Plan Document: Be it Resolved, that the Board of Trustees, upon the recommendation of the Superintendent of Schools, approves the 403b Plan Services Agreement Reinstatement 2020-2021 with Omni in the amount of \$100 for continuation of administrative services.

- X. Special Education Services: was approved and passed. Motioned by William Babinski and Second by Kelly Anderson.
- A. Resolved, that the Board of Trustees, upon the recommendation of the Superintendent of Schools and Director of Special Education, approve the rate sheets for the following special education service providers for the 2020-2021 school year:
- Comprehensive Therapy Services
 - Out East Therapy of New York
 - Sinead Fitzgibbon, Physical Therapist
 - Shirley A. Ruch, MA, CCC-Sp
 - Sharyn Lawall, Psy. D. ABSNP
 - Lauren Sebor, Psy.
 - Steven M. Kaufman, Ph. D.
 - Achieve Beyond
 - Elise Duryea, MA, CCC-Sp
 - Aimee Geehrens, LCSW
 - Nancy Hallock, M.S.
 - Everlette Taylor

Appointment of Committees: 1 through 5 were approved and passed as a block. Motioned by William Babinski and Second by Kelly Anderson.

1. CPSE Committee: "Be it Resolved, the following are appointed as members of the Committee on Preschool Special Education:
 - 1) CPSE Chairperson, Mary Johnsen
 - 2) School Psychologist
 - 3) Additional Parent Member/Rep-
 - 4) Regular Education Teacher- meeting specific; can be any regular education teacher from any agency, day care, or special education program that the child attends (e.g. Alternatives For Children, East End Kids, Side By Side, The Country School)

- 5) Special Education Teacher- meeting specific; again, any special education teacher as stated in #4
 - 6) Agency Representative- usually a psychologist (e.g. Stephen Sicilian of East End Kids) who represents the agency providers- may represent a speech and language therapist, OT, PT, etc. from the agency the child receives services.
2. CSE Committee: "Be it Resolved, the following are appointed as members of the Committee on Special Education:"
 - 1) CSE Chairperson, Mary Johnsen
 - 2) School Psychologist
 - 3) Additional Parent Member/Rep-
 - 4) Regular Education Teacher- meeting specific- Kelly Yusko
 - 5) Special Education Teacher- meeting specific-
 - 6) Speech and Language Therapist- Elise Duryea
 - 7) Occupational Therapist- Molly Piekut (consultant)
 - 8) Physical Therapist- (Out East Therapy Consultant)
 - 9) Another District Representative- if it is a case of transitioning a student
 3. Section 504 Committee: "Be it Resolved, the following are appointed as members of the Section 504 Committee:
 - 1) Director of Special Education, Mary Johnsen
 - 2) Teacher(s) familiar with the student being discussed
 - 3) School Nurse, Maria DiScipio
 - 4) Representative to interpret student data, as needed
 - 5) Anyone else who has information relevant to the case
 4. Site Based Management Team: "Be it Resolved, the following individuals are appointed to serve as members of the Wainscott School District Site Based Management Team: Deborah Haab, Kelly Yusko and parent members yet to be determined."
 5. Health and Safety Committee: "Be it Resolved, the following are appointed as members of the Wainscott School District Health and Safety Committee: Superintendent of Schools Deborah Haab, District Clerk Norma Buschman, teacher Kelly Yusko, School Nurse Maria DiScipio, and East Hampton Town Police Officer Kim Notel."

- XI. Policies: Approved and passed. Motioned by William Babinski and Second by Kelly Anderson.
- A. Resolved, that the Board of Trustees, upon the recommendation of the Superintendent of Schools, re-approves all district policies that were in effect during the 2019-2020 school year.
- XIV. to adjourn the Re-organizational Meeting: Approved and passed. Motioned by William Babinski and Second by Kelly Anderson.

**WAINSCOTT COMMON SCHOOL DISTRICT
BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING
July 15, 2020
MINUTES**

Present: Board President D. Eagan, Kelly Anderson, W. Babinski Jr, Business Manager Christine Schnell (via conference call)

- I. The meeting was called to order at 6:30 pm
- II. Financial Report, June 2020 Bank Statements and Treasurer's Report presented by Mrs. Christine Schnell, Business Manager Approved.
- III. Public Comments-Agenda Items Only- None
- IV. Discussion Items-School Opening Plans-

- organizing grade level students into cohort groups.
- Need teacher's aide.
- Cleaning crews to disinfect also old building overnight.
- Classroom using separate entrances and exits.
- Temperature checks Norma and Deborah, Temp taken before bus?
- Increase nurses hours/days temperature checker?
- Specials how do we include in planning- can kids be together.
- What will our day look like –shorter, half day, remote learning, ELL extra learning time in the afternoon aftercare,
- Buses one big vs one little
- Student survey
- Additional meetings for parents and board.

VI. Correspondence & Information – Library keeping same budget as last year.

VII. Resolutions: 1 and two were passed and approved. Motioned by William Babinski and Second by Kelly Anderson

1. RESOLVED, that the Board of Trustees approves the minutes of its Regular Meeting held on February 26, 2020 **Approved**
2. RESOLVED, that the Board of Trustees approves the Check Warrants – February, 2020 **Approved**
3. RESOLVED, that the Board of Trustees, acknowledges receipt of the Audit Trail February, 2020 **Approved**

VIII. Public Comments- None

IX. Executive Session-Special meeting to discuss re-opening plan.

X. Adjournment