

**WAINSCOTT COMMON SCHOOL DISTRICT
BOARD OF TRUSTEES REORGANIZATION AND REGULAR MEETING
JULY 21, 2021 MINUTES**

Present: Board President D. Eagan, Kelly Anderson (via conference call) , W. Babinski Jr, Superintendent Deborah Haab, Business Manager Christine Schnell, District Clerk Norma Bushman

- I. The meeting was called to order at 6:30 pm
- II. **Election of Officers:** David Egan was nominated by William Babinskin and second by Kelly Anderson and approved as our President of the Board of Trustees for 2021-2022. Motioned by William Babinski and Second by Kelly Anderson. **Approved**
- III. **Appointment of Officers: District Clerk and District Treasurer** A, B and item IV. were Adopted as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved**
 - A. District Clerk: "Be it resolved, Norma Bushman is hereby appointed District Clerk effective July 1, 2021 through June 30, 2022."
 - B. District Treasurer: "Be it resolved, Christine Schnell is hereby appointed District Treasurer effective July 1, 2021 through June 30, 2022."
- IV. **Administration of Oath of Office:** Newly elected Trustee administered the Oath of Office by District Clerk.
- IV. **Other Appointments:** A through P were Adopted as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved**
 - A. School Attorneys: "Be it resolved, Thomas M. Volz, PLLC of Smithtown shall serve as general counsel for the 2019-2020 school year at an hourly rate of \$240."
 - B. Insurance Representative: "Be it resolved, the New York Schools Insurance Reciprocal shall serve as the District's insurance representative from 7/01/19-6/30/20."
 - C. District Clerk: "Be it resolved Norma Bushman shall serve as District Clerk from 7/01/21-6/30/22 at a salary of \$55,620."
 - D. Purchasing Agent: "Be it resolved the Superintendent of Schools shall serve as Purchasing Agent and Norma Bushman shall serve as Assistant Purchasing Agent from 7/01/21-6/30/22."
 - E. Records Management Officer: "Be it resolved, Norma Bushman shall serve as Records Management Officer from 7/01/21-6/30/22."
 - F. Records Access Officer: "Be it resolved, Norma Bushman shall serve as Records Access Officer from 7/01/21-6/30/22."
 - G. Business Manager: "Be it resolved, Christine Schnell is hereby appointed Business Manager from 7/01/21 through 6/30/22 at a salary of \$32,846."
 - H. Superintendent of Schools: "Be it resolved, Deborah Haab is hereby appointed Superintendent of Schools from 7/01/21 through 6/30/22 at a salary of \$56,385."
 - I Medical Officer: "Be it resolved, Gail Schonfeld, M.D. is hereby designated the District's Chief School Physician for the 2021-2022 school year."

J. Attendance Officer and Census Enumerator: "Be it resolved, Norma Bushman is hereby designated School Attendance Officer and Census Enumerator for the 2021-2022 school year."

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

L. Asbestos LEA Designee: "Be it resolved Deborah Haab is hereby designated Asbestos LEA Designee for the 2021-2022 school year."

M. Homeless Education Liaison: "Be it resolved, Deborah Haab is hereby designated as Homeless Education Liaison for the 2021-2022 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 2021-2022 school year."

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

P. Director of Special Education: Be it Resolved, Mary Johnsen is hereby appointed Director of Special Education from 7/01/2021 through 6/30/2022 at a salary of \$43,794.

VI. Designations: A through C were Adopted as written. Motioned by Kelly Anderson and Second by William Babinski. **Approved**

A. Official Bank Depository: "Be it resolved, the Dime Community Bank shall be the District's Official Bank Depository from 7/01/21 through 6/30/22."

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 18, 2021
- September 15, 2021
- October 20, 2021
- November 17, 2021
- December 15, 2021
- January 19, 2022
- February 16, 2022
- March 16, 2022
- April TBD
- May 4, 2022 (Public Hearing on Budget)
- May 17, 2022 (School Budget Vote and Annual Election)
- June 15, 2022

C. Official Newspaper: "Be it resolved the East Hampton Star is hereby designated Official Newspaper from 7/01/21 through 6/30/22."

VII: Authorizations: A through C were approved as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved**

A. Attendance at Conferences: "Be it resolved, the Superintendent of Schools shall authorize all school personnel requests for attendance at conferences for the 2021-2022 school year."

B. Petty Cash Funds: "Be it resolved, a petty cash fund in the amount of \$200 is hereby established for the 2021-2022 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 as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved**

A. "Be it Resolved, all officers and officials including Trustees of the Wainscott School District shall be bonded in New York State Insurance Reciprocal recommended designated amounts from 7/01/2021 through 6/30/2022."

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 as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved**

A. Mileage Reimbursements: "Be it Resolved, the mileage reimbursement for authorized District travel shall be at the current IRS rate."

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 2022."

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 7/01/2021 through 6/30/2022."

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 17, 2022, 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 2021/2022 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 2021-2022 with Omni in the amount of \$100 for continuation of administrative services.

X. **Special Education Services: Tabled.** Awaiting completed rate sheet.

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 2021-2022 school year:

- Comprehensive Therapy Services
- Out East Therapy of New York
- Sinead Fitzgibbon, Physical Therapist MUV
- Shirley A. Ruch, MA, CCC-Sp
- Sharyn Lawall, Psy. D. ABSNP
- Yvonne Rao-Remy M.S.
- Donna Issenberg, M.S.
- Steven M. Kaufman, Ph.D.
- Patricia Valk, M.S.
- Cathy Kaufman M.S.
- Kristen Dehler, M.S.
- Achieve Beyond
- Elise Duryea, MA, CCC-Sp
- Aimee Geehreg, LCSW
- Nancy Hallock, M.S.

Appointment of Committees: 1 through 6 were approved as written. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**

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- Steven M. Kaufman Ph. D.
- 3) Additional Parent Member/Rep-
- 4) Early Education Teacher-Kelly Yusko- 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- Rosanna Solares meeting specific; again, any special education teacher as stated in #4
- 6) Agency Representative- usually a psychologist 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- Steven M. Kaufman
- 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 Deborah Haab, District Clerk Norma Bushman, teacher Kelly Yusko, School Nurse Maria DiScipio, and East Hampton Town Police Officer Devin Toia."

6. "Be it resolved, Angela Kiang is appointed as the Wainscott School District Data Privacy Officer at her regular hourly rate of \$76.65.

XI. **Policies:** Motioned by William Babinski and Second by Kelly Anderson. **Approved.**

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 2020-2021 school year.

XIV. Motion to adjourn the Re-organizational Meeting: Motioned by William Babinski and Second by Kelly Anderson. 6:42 PM

**WAINSCOTT COMMON SCHOOL DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
JULY 21, 2021 MINUTES**

Present: Board President D. Eagan, Kelly Anderson (via conference call) , W. Babinski Jr, Superintendent Deborah Haab, Business Manager Christine Schnell, District Clerk Norma Bushman

- I. The meeting was called to order at 6:43 pm
- II. Acceptance of Board Meeting Minutes – June 16, 2021.
- III. Financial Report, Bank Statements, Warrant – Mrs. C Schnell Business Manager- Christine expressed she is keeping an eye on the Tuition expenses. Pre-K numbers continue to be a concern and options for 2022-23 year were discussed.
- IV. Superintendent's Report - Mrs. Deborah Haab- Deborah shared she met with the new Superintendent at Sagaponack School. They discussed transportation and other opportunities to work together to benefit both districts. Deborah also mentioned having difficulties submitting SED reports for State Aid. She has been processing and awaiting news on Title Grants and hopeful we will be receiving additional funds. She also shared the opportunity we have to bring in a bilingual Social Worker and would like to use some of the allocated grant funds to supplement the \$5,000.00 we have budgeted for this purpose. Bill and David agreed her addition to our staff would be warranted . David also shared he believes we should have Educational Agreements with the Ross and Southampton School. A further question about walkthroughs for new student orientation was brought up. A follow-up with Sag Harbor regarding orientation was requested.
- V. Public Comments- None
- VI. Correspondence & Information -- East Hampton Library Budget Vote – September 11, 2021

VII. Resolutions

1. BE IT RESOLVED, that the Board of Trustees approves the minutes of the meeting held on June 16, 2021. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
2. BE IT RESOLVED, that the Board of Trustees approves the Check Warrants - June 2021.Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
3. BE IT RESOLVED, that the Board of Trustees, acknowledges receipt of the Audit Trail - June 2021. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
4. BE IT RESOLVED, that the Board of Trustees acknowledges the East Hampton Library's 2021 public budget vote to take place on September 11, 2021, and to authorize Norma Bushman to assist at said budget vote; the East Hampton Public Library shall reimburse the Wainscott CSD for said service. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
5. BE IT RESOLVED, that the Board of Trustees approves Elise Duryea's Consultant Services Contract for the 2021-2022 school year. Effective July 1, 2021 – June 30, 2022. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
6. BE IT RESOLVED, that the Board of Trustees approves the 2021-2022 Special Educational Services Agreement between the Sag Harbor Union Free School District and Wainscott Common School District. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
7. BE IT RESOLVED, that the Board of Trustees approves the Educational Services Agreement for students in Pre-Kindergarten with the Eleanor Whitmore Early Childhood Center, Inc. effective July 1, 2021 – June 30, 2022. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**

8. BE IT RESOLVED, that the Board of Trustees approves the 2021-2022 Special Educational Services Agreement between the East Hampton Union Free School District and Wainscott Common School District. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
9. BE IT RESOLVED, that the Board of Trustees approves the 2021-2022 Special Educational Services Agreement between the Montauk Union Free School District and Wainscott Common School District. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
10. BE IT RESOLVED, that the Board of Trustees approves the 2021-2022 Special Educational Services Agreement between the Springs Union Free School District and Wainscott Common School District. Motioned by William Babinski and Second by Kelly Anderson. **Approved.**
11. BE IT RESOLVED, that the Board of Trustees upon the recommendation of the Superintendent of Schools, hereby approves the 2021-2023 Wainscott Common School District Special Education Two-Year District Plan. Motioned as Corrected by William Babinski and Second by Kelly Anderson. **Approved.**

- VIII.** Public Comments- none
- IX.** Executive Session – yes
- X.** Adjournment - 7:08pm

Respectively submitted by Norma R. Bushman, District Clerk