

# Wainscott Common School

*BOT Reorganization Meeting Minutes -Tuesday, July 11, 2023 6:30 p.m.*

## Present:

Board Members David Eagan, William Babinski Jr. and Kelly Anderson, Superintendent Deborah Haab, District Clerk, Norma Bushman, Business Manager, Christine Schnell and two members of the public.

## Purpose & Review

Annual Reorganizational Meeting

Call to order and Pledge of Allegiance: Superintendent of Schools **6:33pm**

## I. Resolutions:

II. Election of Officers: President of the Board of Trustees for 2023-2024

III. Appointment of Officers:

A. District Clerk: “Be it resolved, Norma Bushman is hereby appointed District Clerk effective July 1, 2023 through June 30, 2024.” Motion by William Babinski and seconded by Kelly Anderson. **Approved 3-0.**

B. District Treasurer: “Be it resolved, Christine Schnell is hereby appointed District Treasurer effective July 1, 2023 through June 30, 2024.” Motion by William Babinski and seconded by Kelly Anderson. **Approved 3-0.**

IV. Administration of Oath of Office: Newly elected Trustee David Eagan administered the Oath of Office by District Clerk. **Administered and Signed**

## II. Other Appointments:

A. School Attorneys: “Be it resolved, Thomas M. Volz, PLLC of Smithtown shall serve as general counsel for the 2023-2024 school.

B. Insurance Representative: “Be it resolved, the New York Schools Insurance Reciprocal shall serve as the District’s insurance representative from 7/01/23-6/30/24.”

C. District Clerk: “Be it resolved Norma Bushman shall serve as District Clerk from 7/01/23-6/30/24 at a salary of \$58,058.00.

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 7/01/23-6/30/24.”

E. Records Management Officer: “Be it resolved, Norma Bushman shall serve as Records Management Officer from 7/01/23-6/30/24.”

F. Records Access Officer: “Be it resolved, Norma Bushman shall serve as Records Access Officer from 7/01/23-6/30/24.”

G. Business Manager: “Be it resolved, Christine Schnell is hereby appointed Business Manager from 7/01/23 through 6/30/24 at a salary of \$34,817.00.”

H. Superintendent of Schools: “Be it resolved, Deborah Haab is hereby appointed Superintendent of Schools from 7/01/23 through 6/30/24 at a salary of \$59,768.00.”

I. Medical Officer: “Be it resolved Gail Schonfeld, M.D. is hereby designated the District’s Chief School Physician for the 2023-2024 school year.”

J. Attendance Officer and Census Enumerator: “Be it resolved, Norma Bushman is hereby designated School Attendance Officer and Census Enumerator for the 2023-2024 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 2023-2024 school year.”

M. Homeless Education Liaison: “Be it resolved, Deborah Haab is hereby designated as Homeless Education Liaison for the 2023-2024 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 2023-2024 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 7/01/2023 through 6/30/2024 at a salary of \$46,422.00.

*Motion by William Babinski and seconded by Kelly Anderson. **Approved as block A-P, 3-0.***

### **III. Designations:**

A. Official Bank Depository: “Be it resolved, the Dime Community Bank shall be the District’s Official Bank Depository from 7/01/23 through 6/30/24.”

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 and 5:30 p.m. on asterisk \* dates:

- August 16, 2023
- September 20, 2023
- October 18, 2023
- November 15, 2023\*
- December 20, 2023\*
- January 17, 2024\*
- February 28, 2024\*
- March 20, 2024\*
- April 17, 2024\*
- May 8, 2024\* (Public Hearing on Budget)
- May 21, 2024 (School Budget Vote and Annual Election)
- June 18, 2024

C. Official Newspaper: “Be it resolved the East Hampton Star is hereby designated Official Newspaper from 7/01/23 through 6/30/24.”

*Motion by David Eagan and seconded by William Babinski. **Approved as block A-C, 3-0.***

#### **IV: 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. Petty Cash Funds: “Be it resolved, a petty cash fund in the amount of \$200 is hereby established for the 2023-2024 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.”

*Motion by William Babinski and seconded by Kelly Anderson. **Approved as Block A-C, 3-0.***

#### **V. Bonding of School District Officials and Deductible Liability Costs:**

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 7/01/23 through 6/30/24.”

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.”

*Motion by William Babinski and seconded by Kelly Anderson. **Approved as block A-B, 3-0.***

## VI. Other Items:

A. Mileage Reimbursements: “Be it resolved, the mileage reimbursement for authorized District travel shall be at the current IRS rate of 65.5 cents per mile.”

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 with the exception of 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 2024.”

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 7/01/23 through 6/30/24.”

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 21, 2024, 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 2023/2024 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 2023-2024 with Omni in the amount of \$100 for continuation of administrative services.

*Motion by Kelly Anderson and seconded by David Eagan. **Approved as block A-G, 3-0.***

## VII. Appointment of Committees:

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-TBA

- 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- Shannon Nunez 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) CSW-

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 \$81.24.

*Motion by Kelly Anderson and seconded by David Eagan. **Approved as Block 1-6, 3-0.***

## VIII. Policies

A. Be it 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 2022-2023 school year. *Motion by William Babinski and seconded by Kelly Anderson. **Approved 3-0.***

IV. **Motion to adjourn the Reorganizational Meeting and begin Regular Meeting- 6:40pm.** *Motion by William Babinski and seconded by Kelly Anderson. **Approved 3-0.***