

May 26, 2010

Revised 5/28/10 12:15 PM

## BOARD OF EDUCATION MEETING

June 1, 2010

6:00 p.m. Executive Session – High School Home Economics Room

7:30 p.m. Board of Education Meeting – High School Auditorium

1. Call Meeting to Order
2. Pledge
3. Minutes
4. Treasurer's Report (April, 2010)
5. Public Comments (Agenda Items Only)
6. Superintendent's Report and Recommendations
7. Old Business
8. New Business
9. Adjournment

Superintendent's Report and Recommendations  
June 1, 2010

1. Introduction of the Valedictorian – James Strauss; Salutatorian – Samantha Harris
2. Recommended: That the Board approves of the CSE student list for services as reviewed by the CSE Committee and place on file.
3. Recommended: That the Board determine the following equipment as obsolete: 2- wet vacuums and 2-power washers.

4. Recommended: That the following individuals are appointed as the summer school staff:

**Elementary/Middle School:**

K: Kate Collum

1: Irene Quinn

2: Maribel Lawry

3: Erin Bock

4: Keri Borowsky

5/6 ELA: Deborah Anderson

5/6 Math: Susan Vaughan

7/8: ELA: Lynn Rudolph

7/8 Math: Fran McConnell

Self-Contained: Claude Beudert

Paraprofessional: Peg Bennett

1:1 Aide: Vanessa Napolillo

K-12 School Nurse Barbara Tracy

MS/ES Substitutes: Mary Fasanella, Taryn Brennan, and Valon Shoshi

**High School:**

English – Arthurine Dunn

English – Eric Ferraro

Social Studies – William Barbour

Social Studies – Timothy Fromm

Bilingual Math – Billy Dickson

Math – Brian Leary

Living Environment/Earth Science – Renee McGuire  
Physical Education – Matthew Maloney  
Library – Elisabeth Cotter  
Paraprofessional – Darlene Rigby  
Paraprofessional – Leah Fitzgerald  
One-to-One Aide – Anthony Roza

5. Recommended: That the Board appoint Brain Leary to teach one session in the alternative school and Tim Rood to teach an additional session in the alternative school.
6. Recommended: That the Board approve the transfer of Bella Warren from transportation to the Middle School Main Office effective July 1, 2010..
7. Recommended: That the Board approve to abolish the position of Senior Clerk Typist in the transportation office effective June 30, 2010.
8. Recommended: That the Board approve to create a Clerk Typist (Spanish Speaking) position in the transportation office effective July 1, 2010.
9. Recommend That the BOE approve a Change Order for Madhue Electric in the amount of \$20,000.00 for Add Alternate HS-EC-3 for Proximity Lock Cabling and Wiring in the HS building.
10. Recommend That the BOE approve the Allowance Authorization for Madhue Electric in the amount of \$20,275.00.
11. Recommend That the BOE approve the Allowance Authorization for Madhue Electric in the amount of \$20,593.50.
12. Recommended: That the Board of Education approve Bridgehampton School District Health Service Contract for the school year of 2009-2010 in the amount of \$21,051.90.
13. Recommended: That the Board of Education approve Southampton School District Health Service Contract for the school year of 2009-2010 in the amount of \$3,703.60.
14. Recommend: That the BOE acknowledges receipt of the Internal Auditor's Independent Report Correction Plan for the school year of 2009-2010

15. Recommend: that the BOE approves the transfers in the amount of \$625,625.15.
16. Recommend that the BOE acknowledges receipt of the District's Corrective Plan from the Independent Accountants Report provided by the Internal Auditor's for the school year of 2009-2010.
17. Recommend that the BOE accepts the Record Retention and Disposition Schedule ED-1 recommended by SED as the guideline for the District's records maintenance.
18. Recommend: That the BOE adopts the Computer Control Policy, first reading was presented at the BOE Meeting of 5/18/10: The East Hampton Board of Education recognizes the importance of ensuring the District's financial software and the network facilities are adequately secured. Accordingly, the following procedures will be implemented.
- Passwords**  
Passwords will be changed every 90 days for all accounts accessing the District's financial software.
- System Administrator**  
A System Administrator will be designated by the Board at the annual reorganization meeting. The system administrator shall report to the Assistant Superintendent for Business and shall have the authority to change user account permissions and account code access for all user accounts on the District's financial software.  
With written approval from the Assistant Superintendent for Business, the system administrator will be responsible for performing the following tasks:
- ✚ Creating, maintaining and removing user accounts as directed by the Assistant Superintendent for Business
  - ✚ Managing permissions assigned to users by the Assistant Superintendent for Business
  - ✚ Managing account code access to users as directed by the Assistant Superintendent for Business
  - ✚ Maintain backup documentation of all authorized user account creation/modification, account code access and permission changes
  - ✚ Provide the Assistant Superintendent for Business with User ID change reports monthly
  - ✚ Provide the Board with a log of all changes quarterly
- Segregation of Duties**  
Electronic permissions of user of the District's financial software shall appropriately reflect their duties. Segregation of duties will be reviewed by the Assistant Superintendent for Business and the System

Administrator quarterly. A report of changes to maintain the segregation of duties will be presented to the Board.

**Remote Access**

Remote access to the Financial Software will be provided to the software vendor contractually obligated to maintain software updates and provide remote technical support. The contracted vendor will use this remote access for the above listed purposes only. Authorized District personnel may be provided remote access to the financial software with written authorization from the Superintendent of Schools.

**Reports**

The following reports will be reviewed by the Assistant Superintendent for Business and System Administrator and provided to the Board Quarterly.

- + Trial balance
- + Treasure's Report
- + Appropriations Report
- + Revenue Report
- + Complete transfer report
- + Audit Trail Report for System Maintenance activity

**Data Backup**

The District's accounting software and other financial data will be backed up on a daily basis.

**Review**

This Policy will be reviewed annually by the Board and the District's external auditor.

RESOLVED BY THE BOARD OF EDUCATION OF EAST HAMPTON UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of East Hampton Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$16,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2010 and ending June 30, 2011, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.