

**REORGANIZATIONAL MEETING OF THE QUOGUE UFSD BOARD OF EDUCATION**  
WEDNESDAY, JULY 10, 2024  
QUOGUE, NY 11959  
5:30 PM

**MINUTES**

**BOE Members Present:** Mr. Steve Failla, Mr. Paul Bass, Ms. Deborah Disston, Mr. Malcolm McLean, and Mr. Gabriel Kochmer

**Others Present:** Mr. Jeffrey Ryvicker, Superintendent of Schools, Jenine Oudeans, District Clerk

**Call to Order:** 5:30 PM

**PLEDGE OF ALLEGIANCE**

**1. Administration of Oath of Faithful Performance**

- a. Ms. Deborah Disston - Board of Education Trustee
- b. Mr. Jeffrey E. Ryvicker - Superintendent of Schools

**2. Election of Officers**

- a. President: Steve Failla on motion of Vice President Bass, seconded by Trustee McLean, carried 5-0;
- b. Vice President: Paul Bass on motion of President Failla, seconded by Trustee Kochmer, carried 5-0;
- c. Administer Oath of Faithful Performance in Office

**3. Appointment of Officers**

On Motion of Vice President Bass, seconded by Trustee McLean, carried 5-0;

- a. Clerk of the Board of Education Ms. Jenine Oudeans
- b. Clerk pro tem Ms. Wendy Tromblee
- c. District Treasurer Mr. Jeffrey E. Ryvicker
- d. Deputy Treasurer Mr. Paul Hewitt
- e. Claims Auditor Mr. Frank Perry
- f. School Business Administrator Ms. Wendy Tromblee
- g. Fixed Assets Inventory Officer Mr. Michael Carpenter
- h. Chief Emergency Officer Mr. Jeffrey E. Ryvicker
- i. Audit Committee  
Mr. Steve Failla  
Mr. Paul Bass  
Mr. Jock McLean  
Ms. Deborah Disston  
Mr. Gabriel Kochmer

**4. Other Appointments**

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0;

- a. School Physician Dr. Lewis Anreder
- b. School Attorney Volz & Vigliotta, PLLC.
- c. Attendance Officer Ms. Wendy Tromblee
- d. Records Access Officer Ms. Jenine Oudeans
- e. Asbestos Compliance Mr. Michael Carpenter
- f. Purchasing Agent Ms. Wendy Tromblee
- g. Bond Counsel Hawkins Delafield & Woods, LLP
- h. Munistat Services Inc. Financial Consultants
- i. Insurance Consultant Epic Insurance Brokers and Consultants  
J.J. Stanis and Company, Inc
- j. Residency Committee Mr. Steve Failla, Mr. Paul Bass
- k. Title IX Coordinator Mr. Paul Hewitt
- l. Title IX Decision Maker Mr. Jeffrey E. Ryvicker
- m. Title IX Appellate Decision Maker Mr. Theodore Sklar, Esq.

**5. Designations**

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0;

- a. Official Bank Depositories JP Morgan Chase, Flushing Bank, NYCLASS
- b. Regular BOE Meetings 2<sup>nd</sup> Tuesday of each month except when otherwise noted.  
Meetings are held in the Quogue School Library or the  
Multipurpose Room and begin at 7:15 PM except when  
otherwise noted.
- c. Official Newspapers Southampton Press Western Edition  
Long Island Business News

**6. Authorizations**

On Motion of Trustee McLean, seconded by Vice President Bass, carried 5-0;

- a. Authorize the School Business Administrator to certify payroll
- b. Authorize the Superintendent of Schools or his/her designee to approve faculty and staff attendance at conferences, conventions and workshops
- c. Authorize the Deputy Treasurer to establish a petty cash fund not to exceed \$100
- d. Authorize the Treasurer and Deputy Treasurer as check signers
- e. Authorize the Superintendent of Schools to approve budget transfers of individual items not to exceed \$50,000
- f. Authorize the Superintendent of Schools to apply for Grants in Aid (State and Federal)
- g. Authorize the Superintendent of Schools to approve any and all school related memberships and/or association dues at the current rate

**7. Other Items**

On Motion of Trustee McLean, seconded by Trustee Disston, carried 5-0;

- a. Committee on Special Education  
Chairperson(s) Mr. Paul Hewitt
- b. Committee on Preschool Special Education  
Chairperson(s) Mr. Paul Hewitt

- c. Establish a standard mileage reimbursement rate for business travel as established by the Internal Revenue Service for the period for which reimbursement is sought.
- d. Approve all board-approved policies as stated in the district's policy book.

**8. Approval of Minutes**

On Motion of Trustee Kochmer, seconded by Trustee McLean, carried 5-0;

- a. BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the minutes of the Regular Meeting of the Board of Education on June 11, 2024.

**9. BOARD/ADMINISTRATIVE**

On Motion of Trustee McLean, seconded by Vice President Bass, carried 5-0;

a. Reorganizational Meeting - 2024

BE IT RESOLVED that the Board of Education of the Quogue Union Free School District hereby approves moving the annual reorganizational meeting originally scheduled on July 9, 2024, to Wednesday, July 10, 2024.

**10. Finance and Operations**

On Motion of Trustee Disston, seconded by Vice President Bass, carried 5-0;

a. Financial Reports

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby accepts the following financial reports as presented:

- 1) Bill Schedule Warrant A-23, A-24, H-11, for the period ended June 30, 2024
- 2) Monthly Treasurer's Reports – June 30, 2024
- 3) Budget Appropriation Status Report for period ended June 30, 2024
- 4) Revenue Status Report for period ended June 30, 2024

On Motion of Trustee McLean, seconded by Trustee Disston, carried 5-0;

b. Legal Counsel Retainer 2024-2025

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby approves the Agreement for General and Labor Counsel Services between the Quogue UFSD and Volz & Vigliotta, PLLC, in the amount of \$28,000 for the 2024-2025 school year and authorizes the President of the Board of Education to sign the agreement.

On Motion of Trustee Kochmer, seconded by Trustee Disston, carried 5-0;

c. Consulting Services Agreement – Claims Auditor 2024-2025

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby approves the Consulting Services Agreement between the Quogue UFSD and Frank Perry for the 2024-2025 school year at an hourly rate of \$120 as per the Consulting Services Agreement and authorizes the President of the Board of Education to sign the Consulting Services Agreement.

On Motion of Vice President Bass, seconded by Trustee Disston, carried 5-0;

d. Special Education and Related Services Contracts for 2024-2025

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby approves the Special Education and Related Services Contracts for the 2024-2025 school year and authorizes the President of the Board of Education to sign the following contracts;

- Health Source Group
- Out East Therapy of New York for OT, PT, SLP, RN and Psychology Services PLLC
- Home Care Therapies dba Horizon Healthcare Staffing and Staffing Solutions
- Kidz Educational Services SLP, OT, PT, LMSW, Psychology, Audiology, PLLC
- Metro Therapy, Inc.
- New York Therapy Placement Services, Inc.

On Motion of Trustee Kochmer, seconded by Trustee McLean, carried 5-0;

e. Health and Welfare Service Agreement - West Islip UFSD

Be it resolved that the Board of Education of the Quogue Union Free School District hereby approves the Education Law Section 912 health and welfare services agreement dated July 1, 2023, with the West Islip Union Free School District and authorizes the Board President and Superintendent to execute the agreement.

On Motion of Trustee McLean, seconded by Trustee Disston. carried 5-0;

f. Participation Agreement: Erie, Chautauqua, & Cattaraugus BOCES (Erie-2 BOCES)

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the Participation Agreement required to purchase zoom licenses from Erie, Chautauqua, & Cattaraugus BOCES for the 2024-2025 school year, and authorizes the Board President to sign the contract.

On Motion of Vice President Bass, seconded by Trustee Kochmer, carried 5-0;

g. Instructional Service Contract: East Moriches - Student - "A"

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the instructional services contract for the summer of 2024 concerning confidential Student "A" with the East Moriches UFSD and authorizes the Board President to execute the Agreement.

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0;

h. Instructional Service Contract: East Moriches - Student - "B"

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the instructional services contract for the summer of 2024 concerning confidential Student "B" with the East Moriches UFSD and authorizes the Board President to execute the Agreement.

On Motion of Trustee McLean, seconded by Trustee Kochmer, carried 5-0;

i. Transportation Contract Extensions with Montauk Bus Service, Inc. 2023-2024

BE IT RESOLVED That the Board of Education of the Quogue UFSD hereby approves the following transportation contracts with Montauk Bus Service, Inc. for the 2023-2024 school year and authorizes the Board President to execute the contracts:

- Extension of Contract for Pupil Transportation - School Year dated 7/10/2024;
- Extension of Contract for Pupil Transportation - Summer dated 7/10/2024; and
- Extension of Contract for Pupil Transportation - Charter dated 7/10/2024

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0

j. Transportation Contract Extensions with Montauk Bus Service, Inc. 2024-2025

BE IT RESOLVED That the Board of Education of the Quogue UFSD hereby approves the following transportation contracts with Montauk Bus Service, Inc. for the 2024-2025 school year and authorizes the Board President to execute the contracts:

- Extension of Contract for Pupil Transportation - School Year dated 7/10/2024;
- Extension of Contract for Pupil Transportation - Summer dated 7/10/2024; and
- Extension of Contract for Pupil Transportation - Charter dated 7/10/2024

**11. Student Matters**

On Motion of Vice President Bass, seconded by Trustee Kochmer, carried 5-0;

a. Recommendations of the Committee on Special Education

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the recommendations of the Committee on Special Education for Student(s) with the following non-identifying numbers and authorizes the Superintendent to arrange for the appropriate services. 261, 424, 226

**12. Facilities**

a. Fuel Oil Bid

On Motion of Trustee McLean, seconded by Trustee Kochmer, carried 5-0;

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby awards the fuel oil bid to Quogue-Sinclair, the lowest responsible bidder in the amount of \$0.22 above the Northville Industries tank car reseller price for the 2024-2025 school year.

On Motion of Trustee McLean, seconded by Trustee Kochmer, carried 5-0;

b. Landscape Bid

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby awards the landscaping bid to Steve's Landscaping LLC, the lowest responsible bidder in the amount of \$17,999 for the 2024-2025 school year.

On Motion of Trustee Diston, seconded by Vice President Bass, carried 5-0;

c. Request for Use of Facilities – Quogue Junior Theater Troupe

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the request for use of school facilities made by The Quogue Junior Theater Troupe to utilize

the Quogue School Multipurpose Room from 3:00 PM – 6:30 PM on July 29th - August 2, 2024.

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0;

d. Request for Use of Facilities – Airnandez Basketball

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the request for use of school facilities made by Airnandez Basketball, to utilize the Quogue School gymnasium and outdoor basketball courts for the purposes of holding basketball training sessions and practices from 7/11/24 - 6/30/25, Sunday through Saturday as scheduled with and approved by the Superintendent of Schools or his/her designee.

On Motion of Trustee McLean, seconded by Trustee Disston, carried 5-0;

e. Request for Use of Facilities – East End Little League

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the request for use of school facilities made by East End Little League, to utilize the Quogue School baseball/softball field for the purposes of practices, games, and meetings from 7/11/24 - 6/30/25 on days and at times when it is determined that said facilities are available by the Superintendent of Schools.

On Motion of Trustee Disston, seconded by Trustee McLean, carried 5-0;

f. Change Order No. 4 - Playground Renovation Project

Be It Resolved that the Board of Education of the Quogue UFSD hereby approves the change order agreement and related documents submitted by Turk Tek USA, LLC, increasing the contract sum from \$610,900.00 to \$645,800.00 concerning SED Project No. 580903020001014 and authorizes the Board President and/or Superintendent of Schools to execute the agreement and related documents, as appropriate.

**13. Personnel Matters**

On Motion of Vice President Bass, seconded by Trustee Disston, carried 5-0;

a. Intermunicipal Shared Service Agreement: Sagaponack

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the shared services agreement with the Sagaponack CSD concerning the shared services of Art Teacher Virginia Baer during the 2024-2025 school year and authorizes the Board President to execute the Agreement.

On Motion of Trustee McLean, seconded by Trustee Disston, carried 5-0;

b. Memorandum of Agreement: Quogue Teachers' Assoc. - Virginia Baer

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the memorandum of agreement with the Quogue Teachers' Association concerning Art Teacher Virginia Baer's terms and conditions of employment for the 2024-2025 school year and authorizes the Superintendent of Schools to execute the Agreement.

On Motion of Vice President Bass, seconded by Trustee Disston, carried 5-0;

c. Intermunicipal Shared Service Agreement: East Quogue

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the shared services agreement with the East Quogue UFSD concerning the shared services of School Media Specialist Teacher Cassandra Slavik during the 2024-2025 school year and authorizes the Board President to execute the Agreement.

On Motion of Trustee Kochmer, seconded by Trustee Disston, carried 5-0;

d. Memorandum of Agreement: Quogue Teachers' Assoc. - Cassandra Slavik

BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby approves the memorandum of agreement with the Quogue Teachers' Association concerning School Media Specialist Teacher Cassandra Slavik's terms and conditions of employment for the 2024-2025 school year and authorizes the Superintendent of Schools to execute the Agreement.

On Motion of Trustee McLean, seconded by Trustee Disston, carried 5-0;

e. Appointment of Teachers for Summer Instruction

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby appoints Ms. Melissa Davies to serve as a summer intervention teacher for a term beginning on July 8, 2024, and ending on or before August 30, 2024, at a rate of \$50.00 per hour.

On Motion of Trustee Disston, seconded by Trustee Kochmer, carried 5-0;

- f. BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby appoints Ms. Amy Owens to serve as a summer intervention teacher for a term beginning on July 8, 2024, and ending on or before August 30, 2024, at a rate of \$50.00 per hour.

On Motion of Vice President Bass, seconded by Trustee Disston, carried 5-0;

g. Impartial Hearing Officers

WHEREAS, the Regulations of the Commissioner of Education, Pursuant to Sections 207, 3214, 4403, 4404 and 4410 of the Education Law, Part 200, amended October 2016, Section 200.2(e) states, "the Board of Education or trustees of each school district shall establish a list of: ... the name and statement of the qualifications of each impartial hearing officer who is: (i) certified by the Commissioner of Education pursuant to section 200.1(x)(2) of this Part and; (ii) available to serve in the district in hearings conducted pursuant to Education Law section 4404(1). Appointment of impartial hearing officers pursuant to Education Law section 4404(1) shall be made only from such list and in accordance with the rotation selection process prescribed herein and the timelines and procedures in section 200.5(j) of this Part. Such names will be listed in alphabetical order. Selection from such list shall be made on a rotational basis beginning with the first name appearing after the impartial hearing officer who last served or, in the event no impartial hearing officer on the list has served, beginning with the first name appearing on such list. Should that impartial hearing officer decline appointment, or if, within 24 hours, the impartial hearing officer fails to respond or is unreachable after reasonable efforts by the

district that are documented and can be independently verified, each successive impartial hearing officer whose name next appears on the list, shall be offered appointment, until such appointment is accepted. The name of any newly certified impartial hearing officer who is available to serve in the district shall be inserted into the list in alphabetical order (list included in supplemental file).”

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Quogue UFSD hereby adopts the roster of eligible hearing officers identified by the New York State Education Department, as may be modified by the Commissioner of Education.

On Motion of Trustee Kochmer, seconded by Trustee Disston, carried 5-0;

h. Authorization of Superintendent to Temporarily Appoint Personnel

WHEREAS, the Quogue Union Free School District may need to fill vacancies during the 2024-2025 school year due to reasons such as resignations, leaves of absence, etc.; and

WHEREAS, the Board of Education of the Quogue Union Free School District meets regularly on the second Tuesday of each month; and

WHEREAS, the Quogue Union Free School District wishes to authorize the Superintendent of Schools to temporarily fill such positions prior to the District’s next scheduled board meeting,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Quogue Union Free School District hereby authorizes the Superintendent to temporarily appoint personnel to fill such vacancies prior to the next scheduled board meeting throughout the 2024-2025 school year.

On Motion of Vice President Bass, seconded by Trustee Disston, carried 5-0;

i. Part-Time Appointment - Joan Bencze, Account Clerk

BE IT RESOLVED, that the Board of Education of the Quogue Union Free School District hereby appoints Ms. Joan Bencze, to serve as a .2 FTE Account Clerk for a term to begin on July 15, 2024 and end on June 30, 2025 with an annual salary of \$32,000.

**14. Superintendent’s Report**

**15. Open Time**

The purpose of “Open Time” is to permit any person in attendance to address the Board of Education regarding any matter concerning the school district.

**16. Executive Session**

On Motion of Vice President Bass, seconded by Trustee Kochmer, carried 5-0;

Recess to Executive session at **6:17 PM** for the purpose of discussing the employment of specific employees.



**17. OUT OF EXECUTIVE SESSION**

On Motion of Trustee Kochmer, seconded by Vice President Bass, carried 5-0;

- a. Out of Executive session at 7:55 PM

**18. SALARIES**

On Motion of Trustee Disston, seconded by Trustee McLean, carried 5-0;

BE IT RESOLVED, that the Board of Education of the Quogue UFSD hereby approves the following salaries for the 2024-2025 school year:

<b>POSITION</b>	<b>SALARY</b>
Superintendent's Secretary	\$83,922.75
District Clerk Stipend	\$6,000
Substitute Service Stipend	\$1,680
School Nurse	\$99,207.97
Network and Systems Specialist II	89,040.00
Head Custodian	\$90,919.65
Custodial I	\$46,800.00
Custodial I	\$46,350.00
Split Position Custodial I (0.5 fte) Clerk Typist (0.5 fte)	\$57,809.35

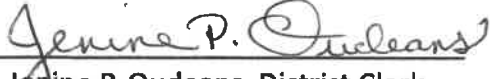
**19. ADJOURNMENT**

On Motion of Vice President Bass, seconded by Trustee Disston carried 4-0;

Meeting adjourned at 7:56 PM.

AFFIRMATION: I Jenine P. Oudeans, District Clerk of the Quogue Union Free School District, do hereby affirm that the minutes of this meeting are true and accurate statements of the proceedings.

Dated: July 18, 2024

  
Jenine P. Oudeans, District Clerk