

Bridgehampton Union Free School District
Board of Education Business Meeting
Tuesday, February 13, 2024
6:00PM – VIA ZOOM
Due to Weather State of Emergency
MINUTES

I. ROUTINE MATTERS

- A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:16PM, followed by the Pledge of Allegiance.

Present: Jennifer Vinski, President; Trustees: Kathleen McClelland, Markanthony Verzosa, Angela Chmielewski; Dr. Mary T. Kelly, Superintendent of Schools; Michael Cox, Principal, Dr. Peter R. Daly, Interim School Business Administrator; Michael Mack, Director for PPS; Tammy A Cavanaugh, District Clerk

Excused: Jo Ann Comfort, Vice President; Carla Lille, Trustee

Counsel: Michael Vigliotta, Esq., Volz & Vigliotta, LLC

Guest: Ryan L. Sgammato, Systems Administrator, LANRover Network Services, Inc.

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated February 13, 2024.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the January 17, 2024 Business Meeting of the Board of Education.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- D)** Invitation to the Public: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

- E)** Invitation to visitors to address the Board of Education on agenda items.

- F)** Communications

- G)** Board of Education Discussion Items

(a) 2024/2025 Budget Presentation – Peter Daly, Interim School Business Administrator

II. ANNOUNCEMENTS

- | | |
|---------------------|---|
| a) February 14-16 | 8 th Grade Washington, DC Field Trip |
| b) February 18 | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium |
| c) February 19 | Presidents' Day – District Closed |
| d) February 20 – 23 | Mid-Winter Recess. No classes; District is Open |

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| e) February 25 | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium |
| f) March 2 | Bee Club Meeting – Grades K-2 – 9:00AM – 9:45AM |
| | Bee Club Meeting – Grades 3-6 – 10:00AM – 10:45AM |
| | Bee Club Meeting – Grades 7-12 – 11:00AM – 11:45AM |
| g) March 2 | Little Bees Basketball Clinics – 11:00AM |
| h) March 3 | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium |
| i) March 10 | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium |
| j) March 16 | Bee Club Meeting – Grades K-2 – 9:00AM – 9:45AM |
| | Bee Club Meeting – Grades 3-6 – 10:00AM – 10:45AM |
| | Bee Club Meeting – Grades 7-12 – 11:00AM – 11:45AM |
| k) March 16 | Little Bees Basketball Clinics – 11:00AM |
| l) March 16 | Field Trip - SCMEA – Day of Records Festival – Brentwood |
| | High School – Grade 3 |
| m) March 17 | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium |
| n) March 20 | Field Trip – Brookhaven National Lab Annual Maglev |
| | Competition – STEAM – Grades 3-6 |
| o) March 20 | Board of Education Meeting – 6PM - Auditorium |

III. REPORT

A) Superintendent of Schools

Summer Program, 2024: Please see the attached brochure and schedule for the summer program for 2024, which will be on the Board's agenda for approval at its meeting on February 13, 2024. The program will run for six weeks, from 8 AM to 2 PM, five days a week, beginning on July 8, 2024, through August 16, 2024. It will be open to students who will be in grades K through 8 during the 2024-2025 school year. This year, we will be hosting the Little Barn Theater and iCamp programs, which our students will also attend. We will also have a field trip during each week of the program.

Budget Development, 2024-2025 School Year: Throughout the month, Dr. Peter Daly and I have been reviewing information pertaining to the District's anticipated revenues and expenditures for the 2024-2025 budget, including State Aid allocations and calculations pertaining to the District's allowable tax levy cap. A presentation will be provided to the Board of Education and the Budget Advisory Committee at their next scheduled meetings on February 13, 2024. Please see the attached presentation.

Classroom Observations: Throughout the month, I conducted classroom visits and observations in order to observe students, teachers, and the instructional program. I will also be shadowing students for the day beginning this month, starting with the middle school program.

In addition, Dr. Robert Tymann is providing professional development to the secondary faculty regarding student engagement and the essential elements of instruction as they relate to shifting State standards. Dr. Tymann is beginning this work with the secondary science and social studies departments.

Committee Meetings: Please see the summary for each committee that is meeting this month:

21 Century Community Learning Center Advisory Board: The committee will continue the required self-evaluation process for the program, review the summer program schedule, and Dr. Tymann will provide an update on our mid-year evaluation.

Strategic Planning Committee: This month, the committee will continue to discuss the development of surveys for families, students, and staff to gather input regarding the progress of the District's Middle States goals.

Health/Safety/Facilities: This month's meeting was focused on the implementation of new requirements as set forth by the recently enacted Workplace Violence Prevention Law in New York State.

Policy: The following recommended NYSSBA policies were reviewed by counsel and the committee, and will be placed on the Board's agenda at its meeting on February 13, 2024, for a first reading:

Policy #4327 Homebound Instruction Policy #6700 Purchasing

Policy #6700-R – Purchasing Regulation

Regulation #8520 Free & Reduced Price Meal Services

Policy #9260 Conditional Appointment & Emergency Conditional Appointment – Student Safety

District Leadership Team Meetings: The District Leadership Team includes the Superintendent, Principal, School Business Administrator, Director for PPS, Director for the 21CCLC Program, Director for Guidance, and Dean of Students/Athletic Director. The Leadership Team meets weekly to discuss a variety of matters pertaining to the effectiveness and success of the organization as it relates to the District's goals and objectives, including, but not limited to: student achievement; teaching and learning initiatives; school and district leadership; human resources issues and personnel needs; and financial, budgetary, operational, facilities, and technology concerns. This month's meetings included the following items:

Agenda Items: BOE MEETING TUESDAY - 2/13/2024

Agenda Review

Confidential student matter update

Secondary instruction/professional development Digital Age Learning Workshop Update

Nurse and Leave Replacement Update Tenure Candidates Update

Shadow Middle School Student Committee on Class Rank, Val and Sal. Budget Development 2024-2025

Personnel Matters

Grading Policies, Syllabi - Secondary Courses Academic Dishonesty - Consequences, Code of Conduct

Student Handbook

Staff Handbook Robotics Update Pollinator Garden

Hayground Collaboration - Puberty Presentation Construction Collaboration

Interview Update Data Meetings Dept. Meetings Career Day Update

ENL Data Review Date Val/Sal designations South Fork Initiative

Columbia Science Honors Program Seal of Biliteracy

Spectator Meeting Update DASA Complaint

Speech Eval Update Data Breach - Reporting

Status - Consent Agreements - Parentally Placed SWD at Hayground and Ross Nurse Update

BOCES Student Suspension - Update Indicator 13 SEQA - Status Feedback on Parent Square - Survey?
Website Update

Meetings with Parents, Students, Staff, Stakeholders, Residents, Community Leaders and Organizations: Throughout the month, I conducted formal and informal meetings with parents, students, staff, stakeholders, residents, and community leaders to receive input, feedback, and address specific concerns that individuals and groups bring to my attention, for the benefit of students, families, staff, and the community.

Legal Matters: I consulted with counsel regarding personnel issues and legal matters throughout the month.

Meetings with the BTA and CSEA: I meet with the leaders of the BTA and CSEA on a regular basis to assess concerns and resolve issues. The goal is to meet on a monthly basis so that we are proactive in addressing any potential concerns. We are committed to fostering a collaborative, respectful, and positive rapport in order to effectively accomplish the District's goals and serve the needs of our students, families, and community.

Superintendents' Meetings - ESBOCES, NYSCOSS, Suffolk County School Superintendent Association (SCSSA) SCOPE, East End Superintendents: I represent Bridgehampton at all monthly regional meetings of Chief School Officers, the ESBOCES Strategic Planning Council Committee, and at the regional Curriculum Council meetings. I am also an active member of the Rotary Club of Southampton. I have been in communication with NYSCOSS, SCSSA, ESBOCES, and the East End Superintendents throughout the month regarding regional issues and concerns.

IV. NEW BUSINESS

***CONSENT AGENDA, ITEMS 1-3**

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of the following policies, regulations and exhibits: 4327 – Homebound Instruction; 6700 Purchasing; 6700-R Purchasing Regulation; 8520 Free & Reduced Price Meal Services; 9260 Conditional Appointment & Emergency Conditional Appointment – Student Safety.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2024-2025 Budget Vote and Election Calendar.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2024 Summer Camp program, Monday-Friday, beginning Monday, July 8, 2024 through Friday, August 16, 2024, from 8:00AM – 2:00PM.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A. FINANCIAL MATTERS

*CONSENT AGENDA, ITEMS A1 – A16

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for January 2024.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2023 – 01/31/2024.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2023 – 01/31/2024.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/2023 – 01/31/2024.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #20 Fund A with 63 Claims in the amount of \$469,706.55.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund C with 5 Claims in the amount of \$1,762.66.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund F with 1 Claim in the amount of \$1,980.00.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 8th Grade trip to Washington, DC, February 14-16, 2024, chaperoned by Lou Liberatore and Annette Rivera.

Motion: K. McClelland

Second: M. Verzosa

Vote: 4-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the field trip to the New York Youth Institute World Prize event at Cornell University in Ithaca, NY, March 21-23, 2024 chaperoned by Alexandra deSouza and Judiann Carmack- Fayyaz.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation from Dr. Dianne B. Youngblood in the amount of \$3,000 to fund the annual \$500 Dr. Dianne B. Youngblood scholarship to be awarded each year from 2025 through 2030.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 11) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation of a grant in the amount of \$6,000 from Davis Charitable Giving Fund on behalf of Mrs. Phyllis Davis towards the 8th Grade Washington DC Field Trip.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 12) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Syosset Home Tutoring for the 2023-2024 school year and authorizes the Superintendent of Schools to execute the contract on behalf of the District, subject to review by Counsel.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 13) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Family Service League for the 2023-2024 school year and authorizes the Superintendent of Schools to execute the contract on behalf of the District, subject to review by Counsel.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 14) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Defensive Driving School for the rental of the drivers' education vehicle at a rate of \$3,200 for the period of May 6, 2024 through June 30, 2024 and authorizes the Superintendent of Schools to execute the agreement on behalf of the District, subject to review by Counsel.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 15) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Always Compassionate Health for the 2023/2024 school year and authorizes the Superintendent of Schools to execute the agreement on behalf of the District, subject to review by Counsel.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 16) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the following budget transfers:

From Acct.	Amount	To Acct.	Amount	Reason
A2110.120 Teacher Salaries	\$100,000.00	A2250.400 Contractual Expense	\$100,000.00	To cover the budget code shortfall in 2250.400 needed to pay Behavioral Strategies

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

B. PERSONNEL

***CONSENT AGENDA, ITEMS B1 – B10**

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 1) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Memorandum of Agreement between the Bridgehampton Teachers Association and the Civil Service Employee Association authorizing the transfer of sick time from BTA members to CSEA Member, and authorizes the Superintendent of Schools to execute the agreement, subject to review by Counsel.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD hereby accepts the letter of resignation from Jessica Treco as an Office Assistant, Spanish Speaking, effective the close of business on Friday, February 23, 2024.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 3) Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel as indicated as substitutes for the 21st Century Community Learning Center Grant After School Program for the 2023/2024 school year to be paid as per the Grant:

BTA – Substitute Teachers - \$62.83/hr: Allison Schaefer

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 4) Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel to cover the stipend position of Homework Club supervisor as needed for the 2023/2024 school year, to be paid at the approved stipend rate of \$62.83 per day:

Allison Schaefer

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel to be paid to teach an “extra class period” and to be paid as per the BTA contract for the 2023/2024 school year:

L. Penelope Boerum 1 Class Every Week Elementary Foreign Language

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel as overnight field trip chaperones for the 2023/2024 school year, to be paid as per the BTA contract:

Alexandra deSouza Judiann Carmack-Fayyaz

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Meg Tarshish as a Certified Teacher Substitute for the 2023/2024 school year at the daily rate of \$175.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the employment agreement with Michael Davies as a driver education classroom instructor effective February 1, 2024 through June 30, 2024 as per the terms and conditions of his employment agreement and authorizes the Board President to execute the contract.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the employment agreement with Donald Kast as a driver education in-car instructor effective May 6, 2024 through June 30, 2024, as per the terms and conditions of his employment agreement and authorizes the Board President to execute the contract.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby establishes the Marimba Ensemble Club as part of the District’s Band/Music Program and designates Mr. David Elliott as the Faculty Advisor for the 2023/2024 school year, to be paid the teacher’s hourly rate per salary in accordance with the CBA.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

C. COMMITTEE ON SPECIAL EDUCATION

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee for Pre-School Special Education for Student #10790 and authorizes the District to arrange for appropriate services.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Special Education Committee for Students #10491, #10358 and authorizes the District to arrange for appropriate services.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

D. BUILDING USE REQUESTS

- 1) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Ninfa Boyd on behalf of the Parent Teacher Organization (PTO) for use of the gymnasium, cafeteria and kitchen for a “Multicultural Celebration” on Friday, March 15, 2024 from 4PM – 9PM (includes prep/cleanup time).

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Caitlin Hansen on behalf of the Destination Imagination team for use of Classrooms 103 and 104 from 9am – 12pm on Tuesday and Wednesday, February 20 and 21, 2024 to prepare for the DI Challenge Response Event.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

- VI. Invitation to the Public:** The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

- VII. MOTION TO ADJOURN at 6:30PM** to Executive Session to discuss personnel matters with counsel.

Motion: K. McClelland Second: A Chmielewski Vote: 4-0

VIII. MOTION TO RETURN TO Public Session at 7:36PM.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

IX. MOTION TO ADJOURN at 7:42PM.

Motion: K. McClelland Second: M. Verzosa Vote: 4-0

Respectfully submitted,



Tammy A Cavanaugh
District Clerk