

**Bridgehampton Union Free School District  
Board of Education Business Meeting  
Wednesday, March 20, 2024  
6:00PM – Auditorium In Person and Via Google Meet  
MINUTES**

**I. ROUTINE MATTERS**

- A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting or order at 6:06PM, followed by the Pledge of Allegiance.

**Present In Person:** Jennifer Vinski, President; Jo Ann Comfort, Vice President; Trustees: Kathleen McClelland, Carla Lillie, Angela Chmielewski; Dr. Mary T. Kelly, Superintendent of Schools; Michael Cox, Principal, Dr. Peter Daly, Interim School Business Administrator; Michael Mack, Director for PPS; Tammy A Cavanaugh, District Clerk

**Present via Google Meet:** Markanthony Verzosa, Trustee

**Counsel:** Michael Vigliotta, Esq. and Sarah Gyimah, Esq. of Volz & Vigliotta, LLC

**Guest:** Alexandra deSouza, Teacher

**Press:** Christine Sampson, *The East Hampton Star*

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated March 20, 2024.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the February 13, 2024 Business Meeting of the Board of Education.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 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

- 1) SCOPE Forum Newsletter – Winter 2024 (in folders)
- 2) ESBOCES Spotlight – 2023-24 Issue 2 (in folders)

- G)** Board of Education Discussion Items

- (a) ReWild LI Community Garden Program Presentation – Alexandra deSouza, Teacher
- (b) 2024/2025 Budget Presentation – Peter Daly, Interim School Business Administrator

## II. ANNOUNCEMENTS

- |                |   |
|----------------|---|
| a) March 24    | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium   |
| b) March 27-29 | Easter Break; No Classes; District Open   |
| c) March 31    | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium   |
| d) April 6     | 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  |
| e) April 6     | Little Bees Basketball Clinics – 11:00AM  |
| f) April 7     | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium   |
| g) April 8     | Field Trip – Suffolk County Community College – Arts & Hospitality Center – Grades 10-12                                      |
| h) April 10-12 | NYS ELA Testing; Grades 3-8   |
| i) April 12    | Field Trip – VEI – 2024 Youth Business Summit – Int'l Trade Show & Exhibition, Jacob Javits Convention Ctr., NYC. Grades 9-12 |
| j) April 14    | Pickle Ball Sundays 10:30AM – 12:30PM – Gymnasium   |
| k) April 16    | ESBOCES – Budget Vote & Election Special Mtg of BOE – TBD   |
| l) April 17    | BOE Meeting – 6PM - Auditorium  |

## III. REPORT

### A) Superintendent of Schools

**ReWild Pollinator Garden Grant:** At the beginning of January, I was in communication with Nancy Erber, co-chair of the South Fork ReWild chapter, regarding community grants that are available to schools for pollinator gardens, as well as student summer internship opportunities on the East End, which I shared with our staff. Allie DeSouza developed a proposal for our students to plant a pollinator garden in an area in front of the District office, which she will present to the Board at its meeting on March 20, 2024.

**Horticultural Alliance of the Hamptons:** I have been in communication with Joan DiMonda, who is organizing a pollinator poetry party event to raise awareness regarding environmental issues that are significant to our region, nation, and world. The event is tentatively scheduled for May 31, 2024, at 4 PM at the Bridgehampton Community House. Several of our high school students will be participating, along with students from other high schools on the East End. I also offered to host the event in our auditorium in case she needed a bigger space, access to technology, etc.

**Solar Eclipse Learning Activities:** On Monday, April 8 2024, a total solar eclipse will be visible in North America on a path from Mazatlan, Mexico, to the Canadian Maritimes. In New York, the path of totality will cross Buffalo, Rochester, and Watertown. Here on Long Island, about 85% to 90% of the Sun will be eclipsed. We are planning an event for our students to learn about and view the eclipse, which will begin at 2:12 pm; the maximum coverage will occur around 3:27 pm and end at 4:37 pm. We have purchased special glasses for our students to view the eclipse and will keep you updated regarding this event. The next total solar eclipse visible here on Long Island will occur on May 1, 2079.

**Spotlight On Long Island Schools Radio, Featuring Bridgehampton's New Technology CTE Program, Virtual Reality Collaboration With New York Institute for Technology, and Robotics Program:** Spotlight on Long Island Schools is a weekly radio show produced and hosted by Bob Vecchio and the Nassau-Suffolk School Board Association for its member school districts. It airs every Saturday at 10:30 am on 103.9 FM LI News Radio and can also be heard at [www.linewsradio.com](http://www.linewsradio.com). I was in communication with Bob Vecchio and Syntax and was able to arrange for Mike Cox and Dilangani Dilrukshi to be interviewed regarding our new CTE program, our virtual reality collaboration with the New York Institute for Technology, and our VEX robotics program, which was recorded this month, and will air on May 11, 2024.

**Rotary Club of Southampton Students of the Month:** This month, two of our students will be recognized as students of the month for their participation in the District's Interact Club, at a luncheon on Thursday, March 21, 2024.

**SCOPE Awards:** This year, the District is recognizing its Shining Stars at the annual SCOPE Awards, which was held on March 18, 2024, from 4:30 PM to 9:30 PM, at Villa Lombardi in Holbrook. As in recent years since the pandemic, all districts were limited to three nominees, in order to ensure that there is enough space for everyone to attend. Our nominees are:

Board Service Award: Angela Chmielewski  
Administrator Service Award: Danielle Doscher  
Teacher Service Award: Brianna Covais

**Agriculture CTE Program Update:** Allie DeSouza is now a certified teacher of Agriculture; as a result, the status of our Agriculture CTE program has moved from conditionally approved to fully approved.

**Winter Newsletter, Budget Newsletter:** I began working on the winter newsletter and the budget brochure with Syntax. The budget brochure will be sent to the printer after the Board adopts the budget; it is anticipated that the brochure will be in residents' mailboxes by the last week in April.

**Construction Career Charitable Fund:** Mike Cox and I met with Anastasia Gavalas to discuss an opportunity for our graduating seniors who may be interested in pursuing a career in the trades to participate in a newly formed organization, the Construction Career Charitable Fund. The entity, which is sponsored by local businesses, was created to encourage local interest in the trades as a career on the East End. In addition to receiving a \$10,000 stipend, students will have the opportunity to work, get paid, and learn a range of skills in their fields of interest, including carpentry, plumbing, masonry, design, electrical work, and more.

**Memorial for Nancy Bagshaw:** The BTA would like to contribute an outdoor bench in Nancy's memory, which would be placed in the front of the school, on the west side of the entrance. We also discussed having a memorial ceremony in May when the bench is ready to be installed. We will invite Nancy's family and the community to attend.

**Staffing, 2024-2025:** Mike Cox, Danielle Doscher, and I are continuing to meet this month to finalize staffing and scheduling needs for the 2024-2025 school year.

**Budget Development, 2024-2025 School Year:** Throughout the month, Dr. Peter Daly and I have been continuing our review of 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, as well as costs per assessed values. A presentation will be provided to the Board of Education and the Budget Advisory Committee at their next scheduled meetings on March 20, 2024. Please see the attached presentation.

**Secondary Department Meetings:** Throughout the month, Mike Cox and I met with the secondary content area departments to discuss their needs, including curriculum and instructional resources, as well as review standards shifts for each department. 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.

**Classroom Observations:** Throughout the month, I conducted classroom visits and observations in order to observe students, teachers, and assess the instructional program. I also conducted tenure observations this month, and will be recommending teachers for tenure to the Board at its meeting on April 17, 2024.

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

*Social Emotional Equity Team (SEET) Committee:* This month, members of the SEET committee conducted an equity walk that was focused on assessing the extent to which our school reflects a welcoming and affirming environment, which is the first element of the New York State DEI framework, and discussed next steps for growth and continuous improvement.

*Curriculum Committee:* This month, the committee will be provided with an update on the progress of our curriculum and instructional initiatives.

*Budget Advisory Committee:* The budget advisory committee will be provided with an overview of the proposed budget for the 2024-2025 school year, which will then be shared with the Board of Education at its meeting on March 20, 2024.

*Class Rank, Criteria for Valedictorian and Salutatorian Awards:* The committee members are being finalized and this committee will hold its first meeting at the end of March/beginning of April.

**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.

#### IV. NEW BUSINESS

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

**Motion: J. Comfort**

**Second: C. Lillie**

**Vote: 6-0**

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second 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: J. Comfort

Second: C. Lillie

Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the Obsolete or Surplus Items List submitted on March 5, 2024.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation from Kathryn and Douglas DeGroot for rink time at Buckskill Winter Club for ice skating intramurals during January and February 2024.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

#### V. SUPERINTENDENT'S RECOMMENDATIONS

##### **A. FINANCIAL MATTERS**

##### **\*CONSENT AGENDA, ITEMS A1-A15; PULLING A14 & A16**

**Motion: J. Comfort**

**Second: C. Lillie**

**Vote: 6-0**

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the legal notice dated April 4, 2024, all dates set forth therein, and authorizes the District Clerk to take such steps as are necessary, in accordance with the provisions of the Education Law, including publishing the legal notice for the annual meeting and election, for the purpose of voting upon the 2024/2025 budget at the District's annual meeting and election on May 21, 2024.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

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

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2023 – 02/29/2024.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

**4) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2023 – 02/29/2024.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**5) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/2023 – 02/29/2024.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**6) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #21 Fund A with 53 Claims in the amount of \$1,138,125.41.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**7) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund C with 7 Claims in the amount of \$2,882.56.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**8) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund F with 4 Claims in the amount of \$9,664.65.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**9) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #20, Fund CM with 16 Claims in the amount of \$138,920.56.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**10) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund CM with 1 Claim in the amount of \$3,291.91.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**11) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #22 Fund A with 63 Claims in the amount of \$802,485.86.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**12) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund C with 6 Claims in the amount of \$5,035.02.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0

**13) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund F with 3 Claims in the amount of \$12,148.75.

Motion: J. Comfort                      Second: C. Lillie                      Vote: 6-0



- 14) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation from Dr. Dianne B. Youngblood in the amount of \$4,500 to fund the annual \$500 Dr. Dianne B. Youngblood scholarship to be awarded each year from 2031 through 2040.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

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

2023/2024 BUDGET TRANSFERS				
FROM ACCT	AMOUNT	TO ACCT	AMOUNT	REASON
A 1620.482 Electricity	\$60,000.00	A2110.400 Contractual Expense	\$60,000.00	Transfer of funds to cover budget code shortfall to pay Digital Age Learning

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

- 16) Resolved** that the Board of Education of the Bridgehampton UFSD approves the participation in the ReWild Long Island Community Garden Grant Program, subject to review by Counsel.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

## **B. PERSONNEL**

### **\*CONSENT AGENDA, ITEMS B1-B8**

**Motion: J. Comfort**

**Second: K. McClelland**

**Vote: 6-0**

- 1) Resolved** that the Board of Education of the Bridgehampton UFSD approves this amended resolution from the February 13, 2024 meeting to approve 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, with a start date of February 26, 2024:

L. Penelope Boerum    1 Class Every Week    Elementary Foreign Language

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Medical/FMLA leave request for George Dellon beginning on Monday, December 18, 2023 through June 27, 2024 with the intent to return on the first day of school, September 3, 2024.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Maternity/Childcare/FMLA leave request for Meredith McArdle beginning on February 12, 2024 through May 23, 2024.

Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel to provide home instruction as indicated, effective March 4, 2024, ending when the student returns to school and to be paid per the BTA contract instructional rate:

Karen Knight	3 hours per week – Science
Karen Knight	3 hours per week – Social Studies
Nicole Soder	3 hours per week – Math
Hailee Carman	3 hours per week – English

Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel to provide home instruction as indicated, effective March 4, 2024 through June 30, 2024, to be paid per the BTA contract instructional rate:

Tom House	3 hours per week – English
Andrea Sullivan	3 hours per week – Math

Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Rosa A. Zeas as a substitute custodian and substitute café worker for the 2023-2024 school year, to be paid as per the CSEA contract, upon receipt of fingerprint clearance and completed HR paperwork.

Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Juana Lazaro Vidal as a substitute café worker for the 2023-2024 school year, to be paid as per the CSEA contract.

Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0

- 8) **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, with a start date of March 21, 2024:

Karen Knight	1 Class Every Day	Resource Room
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Motion: J. Comfort                      Second: K. McClelland                      Vote: 6-0



## 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 Students #10433, #10350, #10828 and authorizes the District to arrange for appropriate services.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

## D. BUILDING USE REQUESTS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from David Elliott on behalf of the Class of 2025 Senior Trip fundraising for use of the auditorium and restrooms on Tuesday, March 26, 2024 from 4:45 – 7:45 PM for an Elementary Movie Night.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

- 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 6:56PM** to Executive Session to discuss personnel matters with counsel.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

**\*9:20PM – Markanthony Verzosa left the meeting**

- VIII. **MOTION TO RETURN TO Public Session at 9:24PM.**

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

- IX. **MOTION TO ADJOURN at 9:25PM.**

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

Respectfully submitted,



Tammy A Cavanaugh  
District Clerk