

# Bridgehampton Union Free School District

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Lois R. Favre, Ed.D.  
 Superintendent

Robert Hauser, CPA  
 Assistant Superintendent of Finance & Facilities

## Meeting Minutes

Date:	November 4, 2015	Time:	3:00-4:30 pm
Location:	Cafe	Facilitator:	Helen Wolfe
Committee:	Communications		
Attendees:	Helen Wolfe, Elizabeth Kotz, Sean Sharp		

## Minutes: Brief summary of meeting

Summary: We had a discussion about the Newsletter and having the Communications Club writing some of the articles. Our relationship with the fire department is better. The committee still feels we need a new website as the one we have has been cobbled together from an old format.

## Action Items

	Action Item	Responsible	Due Date	Status
1.	Hire an editor to oversee the newsletter because it is important that the community see us in a positive light. It is important to put out a nice newsletter. Other schools have a local newspaper like Sag Harbor, Bridgehampton does not.	Helen to discuss with Dr. Favre	12/2/2015	In progress
2.	There is a need to clean up the website, old bulletins are still on, needs to be fixed.	Sean Sharp	12/2/2015	In Progress
3.	The old surveys that were sent out were to determine who had internet access. There are still a half dozen families that do not have access. We need to let them know that they can get internet access in the library. The students can use the internet here in homework club. We need to decide what to ask the community at large regarding a new website. What questions do we need answers to. For example will the new website have compatibility for mobile as well as a desktop design condensed into menus. This needs more discussion.	Team – further discussion	12/2/2015	Ongoing

Date of Next Meeting: Dec. 2, 2015  
 Completed by: Helen Wolfe  
 Date: 12/1/2015

*It is the mission of the Bridgehampton School to inspire lifelong intellectual curiosity and respectful individual expression by reaching beyond our school community and teaching all students the essential skills to actively participate in the global community and to flourish in the 21<sup>st</sup> Century.*