

Bridgehampton Union Free School District

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Lois R. Favre, Ed.D.
Superintendent

Robert Hauser, CPA
School Business Official

Meeting Agenda

Date:	March 10,2015	Time:	3:00-4:00 pm
Location:	Cafe	Facilitator:	Helen Wolfe
Committee:	Sean Sharp, Dave Elliott, Helen Wolfe, Elizabeth Kotz, Kelly Harris		
Attendees:	All of the Committee were present.		

Preparation for Meeting

Please Read:	Please Bring:
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Minutes: Brief summary of meeting

Summary: Sean discussed School Dude- which is a total district field manager. First it needs to be used for facilities scheduling; computer labs, cafe and the gym for during the day and after hours. The program needs to configure getting it working internally and then look to figure it out externally. Eventually it could be put on the website. Kelly asked are there a lot of people asking to use the building? Sean said it has been increasing.

Dave asked does the system have a protocol over-ride? Sean said no, but right now if you have the system operational you would know if an area is in use or not. People will still need to fill out a building use form. Dave also asked if there is an overseer for the program? He felt there must be clear rules for the usage of certain rooms. Sometimes there is a need to schedule a cleaning up of a room before another group comes in. There have been instances where the room was used for some projects and staples and other materials were left on the floor, and so that would need to be vacuumed up ie, before a karate group came in, for example. He said his band room gets used and everyone leaves a mess. People who use the room need to leave enough time to clean up.

We also discussed the timing of field trips during the year. It was felt that for the secondary students field trips should not be scheduled from the second week in May until the end of school. It is too disruptive to the process of getting students ready to take their regents exams. One of our goals is to address the calendar and determine when field trips are scheduled.

We also discussed getting a weekly bulletin via email for all the activities taking place. We used to get one every week in the past and would like to resume that practice for internal communication.

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 21st Century.

Action Items

	Action Item	Responsible	Due Date	Status
1.	To discuss further the applications of School Dude			
2.	Look at the calendar and when and how many field trips are scheduled.			
3.				

Date of Next Meeting: _____April 14th,
2015_____

Completed by: _____Helen
Wolfe_____

Date: _____April
13,2015_____