

# Bridgehampton Union Free School District

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Lois R. Favre, Ed.D.  
Superintendent

Robert Hauser, CPA  
School Business Official

## Meeting Agenda

Date:	May 12,2015	Time:	3:00 pm
Location:	Cafe	Facilitator:	
Committee:	Helen Wolfe, Sean Sharp, Elizabeth Kotz, Dave Elliott, Kelly Harris		
Attendees:	Same as above		

## Preparation for Meeting

Please Read:	Please Bring:

## Minutes: Brief summary of meeting

Summary: We discussed school dude, and Sean said that nothing has been done with it past getting it set up. After the budget vote, there will be more time to focus on it. The first step will be to train the secretaries, and then the teachers. Teacher training will probably happen in September when we come back after the summer. The site link is on the website under staff use, right now it is for internal use, perhaps later on it can be used externally. As far as using it with the custodians, Sean said that that falls under facilities and he did not know what their plan is as far as using the program.

We discussed the need for numbers low on the doors , however I did not know that the numbers need to be on the inside and outside of the doors. Sean said he will mention it to John Daniels.

We also discussed k-12 insights. I said that the meeting with them had never been set up, however maybe it will be rescheduled. Sean said it would allow a comment box on the website, and Elizabeth said make sure that it would not allow for anonymous comments. It was discussed that the program could be used differently, for example maybe it could be used to present mini seminars back to the community, ie, What is Common Core, or The budget hearing committee presentation for those that could not make the meeting. Sean said right now slide shows are put on as a pdf. Elizabeth went on to say that when you hear something explained it makes more sense, so maybe it could be used for a variety of things from sports to morning announcements depending on what people want.

Sean is looking into an organization that will print newsletters and calendars, it is based on getting advertisements however we may be too small for the program. Elizabeth said to be careful with advertisers, and to make sure the benefit outweighs what they want in return.

We said this would be our last meeting for the year and recapped what we worked on this year: The use of rapid notify and using text messages to the staff on snow days, ideas on how to improve the website to

*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.*

increase the usage of the site, ideas on increasing the use of the parent portal, and we discussed how the field trip packet was working. The last few meetings have been devoted to a discussion of a scheduling tool called School Dude and its use in the school district.

**Action Items**

	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Status</b>
1.				
2.				
3.				

Date of Next Meeting: \_\_\_\_\_

Completed by: \_\_\_\_\_Helen  
Wolfe\_\_\_\_\_

Date: \_\_\_\_\_5/14/15\_\_\_\_\_