

Bridgehampton Union Free School District

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Lois R. Favre, Ed.D.
Superintendent

Robert Hauser, CPA
School Business Official

Meeting Minutes

Date:	November 13, 2013	Time:	2:45 p.m.
Location:	Cafe	Facilitator:	Helen Wolfe
Committee:	Communications		
Attendees:	Dave Elliott, Elizabeth Kotz, Kelly Harris, Sean Sharp		

Minutes: Brief summary of meeting

Summary:

We had a short meeting. We looked at the parent letter to go home to parents regarding the parent portal. We decided that it should be dated November 25th and should be sent home with the report cards.

We also picked out things that we felt the communications committee should address: 1. Permission slips for field trips should be posted on the web so that parents can revisit the information about an upcoming field trip, as well as download the permission slip if necessary. Dave felt that there should still be a hard copy that gets sent home. 2. Announcement of events, both Sean and Christine should be able to add info to be posted to the school website. When a teacher applies for approval, once he/she gets approved for a field trip, then the paperwork should be submitted to Sean or Christine to be posted on the website and be put on the calendar.

Sean also wanted to post something on the website for teachers and students that explains how to login to their email from a computer outside the district.

Action Items

	Action Item	Responsible	Due Date	Status
1.	To finish up last minute changes to the parent letter.	Elizabeth Kotz		done
2.	Sean will scan my signature onto the letter.	Sean Sharp		done
3.	I will write up the notes for the meeting	Helen Wolfe		done
4.				
5.				

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.

6.				
7.				
8.				
9.				
10.				

Completed by: _____

Date: _____