

# Bridgehampton Union Free School District

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Lois R. Favre, Ed.D.  
Superintendent

Robert Hauser, CPA  
School Business Official

## Meeting Minutes

Date:	October 2, 2013	Time:	2:45-4:00 p.m.
Location:	Café	Facilitator:	Helen Wolfe
Committee:	Helen Wolfe, Sean Sharp, Kelly Harris, Elizabeth Kotz, and Dave Elliott		
Attendees:	Helen Wolfe, Sean Sharp, Kelly Harris, Elizabeth Kotz		

## Minutes: Brief summary of meeting

### Summary:

We discussed what has been accomplished as a result of our efforts last year. Emails have been assigned to the students and Sean said that next week we want the teachers to show the students a power point about how to access their email addresses at home, or if the students do not have a computer at home, they can use a school computer or use a computer at the library. He felt that the students could look at the power point during homeroom, or I felt I would make sure my students saw it to make sure that they knew they have an email account that they can check for homework assignments if they are absent.

We also discussed parent email addresses and Sean said that Chris is compiling a list of all parent emails and eventually, they will be available on power school for access by the secretaries, and the teachers will be given a class list by grade.

Power school trainings begin this month.

In the meeting on Oct. 1<sup>st</sup>, Dr. Favre suggested that the committee draft a letter to the community to ask the parents to use the parent portal to communicate. I suggested that the district needs to send home the information about the parent portal again, with login information.

Teachers need to know how and where to post homework assignments, I do not know how to use the parent portal for that so I will be asking for assistance on Oct. 9.

We discussed communications about who to turn in an IST form for the 7-12 students. Who is the contact person for IST? I saw Dr. Favre after school and asked her and she is the contact person, so the IST forms that now read "return elementary referrals to Laurent Sebor and secondary referrals to guidance" need to be changed.

We do not know if there is already a communication policy in place, and so Elizabeth said she would ask Tammy to research the policy book and see if the district already has one. Once we know if one is already in place we can either look at what is there and see if it is adequate, or develop one.

Elizabeth suggested using a doodle survey to ask: Have you checked our website?, Have you checked the parent portal?, Do you have a parent portal log on?, phone ap?, I pad ap? We could ask the PTO to ask parents to log on to the parent portal. Another suggestion for those parents who have email is to eblast them

*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.*

and suggest to Dr. Favre to send an eblast for parents to log on to the parent portal.  
 We wrote a rough draft of a letter concerning this issue, to the community and Kelly said she would fine tune it.

**Action Items**

	<b>Action Item</b>	<b>Responsible</b>	<b>Due Date</b>	<b>Status</b>
1.	Write a letter to the community about the use of email and the parent portal.	Kelly Harris	Oct. 22	
2.	Research to see if there is an existing communications policy	Elizabeth Kotz	Oct. 22	
3.	Talk to Dr. Favre about an eblast	Sean Sharp		
4.	Determine the contact person for secondary IST forms	Helen Wolfe		
5.	Write up the minutes of the meeting	Helen Wolfe		
6.				
7.				
8.				
9.				
10.				

Completed by:   Helen Wolfe  

Date:   10/3/2013