

**BRIDGEHAMPTON U.F.S.D.
BOARD OF EDUCATION
WORKSHOP MEETING MINUTES**

Date: November 24, 2008

Meeting Type: Board of Education Workshop Meeting

Present: James Walker, Elizabeth Kotz, Carol Kalish, Nicki Hemby, Rick Delano, Susan Hiscock, Joe Berhalter

Dr. Dianne B. Youngblood, Superintendent, John Pryor, Principal,

Philip Kenter, Business Administrator, Joyce Crews-Manigo, District Clerk

I. ROUTINE MATTERS:

A) Call to Order by the President James Walker upon his having ascertained the presence of a Quorum, Saluting the flag and Roll Call at 7:03 p.m.

B) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Revised Proposed BOE Agenda, dated November 24, 2008.

Motion: Kalish Seconded: Hiscock Vote: 7-0

C) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the Regular Meeting of the Board of Education dated November 10, 2008.

Motion: Kalish Seconded: Hiscock Vote: 7-0

D) Invitation to visitors to address the Board of Education solely on Agenda Items

E) Communications

F) Board of Education Items

G) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS:

A. Evacuation Drill for Pre-K – 12 on Tuesday, November 25, 2008 at 11:00 a.m.

B. Thanksgiving Dinner for grades Pre K -12 will be held at the Community House on Tuesday, November 25, 2008, at 11:30 a.m.

C. School Closed for Thanksgiving, November 26-28, 2008

D. Next Regular Board of Education Meeting, December 8, 2008, at 7:00 p.m.

E. College Night, December 10, 2008, 6:00 p.m. in the school library

F. Winter Concert, December 4, 2008 at 7:00 p.m. in the school gym

G. Other

III. REPORTS:

A) Superintendent's Report – Dr. Youngblood's report was an update on the status of the surplus laptops. She shared that they were in the hands of the PTO and payment for the purchase of the laptops was given to the Business Office. Dr. Youngblood thanked Mr. Steve Koepper, our Network and Systems Administrator for taking the time and installing each laptop with the following software; Microsoft Windows XP Professional Service Pack 3 and Microsoft Office 2007 Professional Edition. Each machine was cleaned, updated and optimized to peak available performance.

B) Principal's Report – Mr. Pryor reported on several items:

- The Evacuation Drill scheduled for Tuesday, November 25, 2008
- The "Race to History" Challenge sponsored by Eastport-South Manor School District
- Review of the presentation by Dr. Calvin Butts.
- The 7th and 8th Grades Jeopardy Contest
- First Marking Period Honor Roll – He shared that 67% of the 7-12th Grade students were on the honor roll list.

- C) School Business Administrator's Report – Mr. Kenter report consisted of the following items:
- Approval and resolution sought on Toshiba Copier and Hassler/IMS Mailing Systems Lease Renewals.
 - Discussion on Exception report issued by the Internal Claims Auditor on recent payables processing in the Business Office.
 - Discussion on interviewing process and recommendations to hire two new part time clerks for the Business Office.
 - Our current Treasurer indicated she WAS NOT interested in a full time position should her position be brought up to that status.
 - Tom Volz of Guercio and Guercio suggested we wait on OMNI Group documents received to be signed by our BOE President until they construct a final version which will be used for the entire Eastern Suffolk BOCES consortium entering into this group agreement.
 - The Business Office is moving forward streamlining procedures, operations, correcting errors, and creating an overall better daily workflow.
 1. Old Files are being categorized and removed for storage.
 2. Invoices, shipping documents, purchase order requisitions, and pending purchase orders are being segregated in bins by category and alphabetized for easier access.
 3. Documents are being identified and filed for future access.
 - Northeast Fireshield and NYSIR have worked together to pay for replacing the auditorium curtains that were ruined by the fireproofing spraying this past fall.
 - I want to express my gratitude for allowing me the opportunity to serve here these past five months as your School Business Administrator. Thank you very much and my very best wishes to all of you in your every endeavor for the children here at BUFSD.

IV. OLD BUSINESS:

- A) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of the Minutes Policy #2360.
Motion: Hiscock Seconded: Kalish Vote: 7-0
- B) Discussion of Mr. Berhalter's request for student addresses – After a brief discussion, Mr. Walker asked Dr. Youngblood to provide a list of the 19 newly registered students and their schools of origin.

V. NEW BUSINESS:

VI. INVITATION TO VISITORS TO ADDRESS THE BOARD OF EDUCATION ON TOPICS DISCUSSED ABOVE

VII. SUPERINTENDENT'S RECOMMENDATIONS:

A) Finance Matters

- 1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Extra-Curricular Classroom Activity Account Report for October 2008.

Motion: Kalish

Seconded: Hiscock

Vote: 7-0

- 2) Resolved that the Board of Education of the Bridgehampton UFSD accepts the warrant #13 Fund A, with 55 claims in the amount of \$203,320.84; warrant #5 Fund C, with 2 claims in the amount of \$37,587.02 and warrant #5 Fund T with 21 claims in the amount of \$159,794.23

Motion: Kalish

Seconded: Hiscock

Vote: 7-0

B) Personnel

1) Leaves

2) Resignations

- a) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the resignation of Catherine T. Profera from her Part-time Clerk position, effective December 4, 2008.

Motion: Hemby

Seconded: Kalish

Vote: 7-0

- b) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the resignation of Philip E. Kenter from his position as School Business Administrator, effective December 21, 2008.

Motion: Hemby

Seconded: Berhalter

Vote: 0-7

Walker, Kotz, Berhalter
Delano, Hemby, Hiscock
Kalish

3) Assignments

- a) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Trevor Gregory, who holds a New York State Permanent Certification in Driver Education, and has his certification in Technology Education and fingerprints pending, to the position of Substitute Teacher, at a rate of \$150 per day, effective November 25, 2008.

Motion: Berhalter

Seconded: Hemby

Vote: 7-0

- b) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Meikle Jan Blossom, who holds New York State Permanent Certifications in Special Classes of the Emotionally Handicapped, and Nursery, Kindergarten and Grades 1-6, to the position of Substitute Teacher at a rate of \$150 per day, pending fingerprint clearance, effective November 25, 2008.

Motion: Berhalter

Seconded: Hemby

Vote: 7-0

C) Use of Facilities

- a) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the request to use the gym for a Bridgehampton High School Cheerleading Clinic on Saturday, December 20, 2008 between 9 a.m. and 3 p.m. if Coach Johnson will be available to open and close the building for the activity.

Motion: Delano

Seconded: Hiscock

Vote: 7-0

D) Committee on Special Education

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD shall, through administration, arrange for the provision of appropriate Pre-School Special Education Programs and Services for student #0030 enumerated in the Committee on Pre-School Special Education report at a meeting held on November 4, 2008.

Motion: Delano

Seconded: Hiscock

Vote: 7-0

E) Other

Resolved that the Board of Education of the Bridgehampton UFSD hereby convenes into an executive session to discuss Personnel concerns at 7:57 PM.

Motion: Hiscock

Seconded: Hemby

Vote: 7-0

Resolved that the meeting is adjourned at 10:00 PM

Motion: Kalish

Seconded: Hiscock

Vote: 7-0

Respectfully submitted,
Joyce Crews-Manigo, District Clerk