

**Bridgehampton School District
Board of Education Business Meeting
September 26, 2012
MINUTES**

I. ROUTINE MATTERS

A) Call to Order at 7:00PM by Ron White, Vice President, with the following people present: JoAnn Comfort, Gabriela Braia, Larry LaPointe, Doug DeGroot, Dr. Lois R. Favre (Superintendent), John L. Pryor (Principal), Robert Hauser (School Business Administrator), Jeannine Stallings (District Clerk), Tom Volz (Attorney)

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the revised Proposed BOE Agenda, dated September 26, 2012.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 29, 2012 Board Meeting.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

D) Invitation to visitors to address the Board of Education on agenda items

Mrs. Jen Vinski praised the ASPIRE program and expressed concern that there was only one (1) person running it. Discussion ensued. Dr. Favre explained that financing is an issue as to the program running. Mr. DeGroot suggested getting financial backing from the Bridgehampton Foundation.

E) Communications

1) Nassau-Suffolk School Boards Association- October 4th Resolution Dinner

F) Board of Education Items

1) Update from the Strategic Planning Committee

Dr. Favre reported on the following:

- Board of Education Goals based on the Middle States Strategic Plan

2) Update from Safety Committee

Mr. Pryor reported on the following:

- The aging fire alarm system being replaced
- Re-examine the evacuation drill
- Reviewed the insurance inspector's evaluation

3) Update from Facilities and Grounds Committee

Mr. Hauser reported on the following:

- RFP for architectural services
- Johnson Control's Energy performance contract is complete and is being reviewed; decision needs to be made with regard to entering into a contract

G) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

A) October 3, 2012: BEDS data day

B) October 6, 2012: SAT Exam

- C) October 8, 2012: Columbus Day – District Closed
- D) October 10, 2012: Board Training at 5:30pm
- E) October 12, 2012: 1st Quarter Progress Reports Mailed Home
- F) October 16, 2012: College Fair
- G) October 24, 2012: BOE Meeting
- H) October 29-November 2, 2012: Scholastic Book Fair
- I) October 31, 2012: Halloween Parade Kindergarten - 5th Grades

III. REPORTS

A) Superintendent's Report

Dr. Favre reported the following:

- The opening of school went well.
- APPR will be re-submitted one (1) week from Friday with the corrections identified by the State. The BTA has worked diligently with Administration to complete the State requirements.
- Doug DeGroot has raised funds to support the Manhattan Manners project. Grades 3 and 4 are “the Ladies Who Lunch” and are the first classes to experience the project. The reception to the project has been overwhelmingly positive.
- Dawn Daniello is on the agenda for hire as the Teacher's Aide for the 1st grade. She is a certified teacher and her references were checked and great.
- ELA and Math scores will be emailed to the Board shortly.
- Regent scores will be emailed to the Board shortly.
- Resolution is being added to the agenda allowing for Ron White to sign for Nicki Hemby.
- APPR Principal's Section, a standardized survey tool can be ordered or someone can be contracted to do the evaluation. Both options will be evaluated with cost comparisons and presented to the Board.
- Athletic Department would like to run a contest the change the “Bee” logo.

B) Principal's Report

Mr. Pryor reported the following:

- State regulations have been constantly changing and the demands are heaviest on the teachers. Teachers have gone to great lengths to comply with the State.
- All students have been Bench-Marked.
- Two (2) Fridays a month, 25% of the teachers will be given two (2) hours to do their State report work.
- 6th through 12th grades will be involved in the Hamptons International Film Festival. Grades 10-12 will go with Mr. Pryor to the East Hampton movie theater, view Beautiful Mind and meet with the film's creator.
- PBIS has been introduced to the 6th through 12th grade students.
- As recommended by the Athletic Director, the boys' varsity basketball games will be at 6:00pm on Fridays and 4:00pm on Tuesdays.

C) Business Administrator's Report

Mr. Hauser reported on the following:

- Auditors are here and working on closing the 2011-2012 school books which is critical to the tax cap.
- State Education financial forms are due by November 4, 2012.

- Business Office is in a period of transition, there is a new Senior Account Clerk and an ad was placed for a Purchasing Agent.

Report on the campus buildings:

- Pre-K building: a fresh-air ventilator will be installed next week
- Middle School building: Kitchen, Science room and Music room renovations are finished
- District Office: basement offices are too hot and need air-conditioning. Looking into central air.
- Special Education building: need to focus on a heating system
- Main building: café is up and running. As a result of the inspection there were two (2) issues that need to be addresses/fixed- (1) faculty bathroom needs a fan installed; (2) the faculty bathroom door needs to be self-closing. There is no hot water and someone is coming in the morning to look at the problem.

IV. NEW BUSINESS

- A) Resolved** that the Board of Education of the Bridgehampton UFSD approves the surplus (removal or donation) of the items delineated on the attached list submitted by David Elliott.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

The following two (2) resolutions were proposed as an addition to the agenda by JoAnn Comfort and second by Gabriela Braia with a Vote of 5-0

- B) Resolved** that the Board of Education of the Bridgehampton UFSD hereby authorizes Ron White to act in place of the Board President for the purpose of signing documents and checks during such time as the Board President is unavailable due to illness, and Be it further Resolved, the Superintendent shall ensure that Mr. White is bonded for that purpose.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approve the Board of Education goals for the 2012-2013 school year, delineated as follows:

Student Performance Goal 1: Focus on College and Career Readiness: *For 2012-2013 we are committed (but not limited) to:*

- *Conducting interest inventories (level 1) in Grades 6-12 and/or at time of transition to the district.*
- *Establishing and expanding on relationships with local businesses to assure job/intern opportunities for transition/School to Work program*
- *Expanding Freshman Seminar to include interviewing and interpersonal skills*
- *Annual review of curriculum needs and plan for summer curriculum work*

Student Performance Goal 2: Focus on Increased Achievement: *For 2012-2013 we are committed (but not limited) to:*

- *Continuing to refine and develop the RTI problem solving model from 6-12th grades*
- *Conducting staff training for 6-12 in the Collegial Circle of Instruction (CCI) model developed in the district*
- *Continuing curriculum mapping to infuse common core standards and adjust instruction for the new state tests*

- *Developing benchmark assessments in all content areas as required by the state*
- *Developing Student Learning Objectives (Mr. Pryor) based on 2011-2012 data*

Organizational Capacity Goal 1: Improve Facilities: *For 2012-2013 the team is committed (but not limited) to:*

- *Convening an investigatory committee to conduct a study of the feasibility and cost of an addition to the school dedicated to community health and wellness, that includes input from staff, students, Board, faculty, community members, BOCES (use of space).*
- *Reviewing 5-year facilities and technology plans with Board Committees to assure attention to fulfilling the plans.*

Organizational Capacity Goal 2: Increased Communications: *For 2012-2013 the team is committed (but not limited) to:*

- *Collating and reviewing parent and student internet survey results*
- *Improving Webpage Content*
- *Establishing a communication and technology team (action plan team) with delineated roles and responsibilities*
- *Delineating effective use of RapidNotify as a communication tool*
- *Continuing PowerSchool Training for staff and begin to roll out training for the Parent Portal*
- *Creating and assigning email addresses for all parents and students*

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) Financial Matters

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the donation of services from Hampton Tennis for the maintenance work performed on the tennis courts.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- 2) **Resolved** the Board of Education of the Bridgehampton UFSD accepts the bid submitted by Mivila Foods of NY to provide Beverage, Frozen Food, and Groceries as needed for the period of October 1, 2012 to June 30, 2013, and authorizes the superintendent to execute a contract

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 8 Fund A with 54 Claims in the amount of \$ 123,914.98.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 5 Fund H with 7 Claims in the amount of \$ 47,504.92.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 3 Fund F with 1 Claim in the amount of \$ 1,730.54.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 5 Fund C with 7 Claims in the amount of \$ 4,116.46.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

7) **Resolution** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 6 Fund T with 2 Claims in the amount of \$ 1,330.40.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

8) **Resolution** that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund A with 59 Claims in the amount of \$ 66,642.99.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 4 Fund H with 7 Claims in the amount of \$ 29,982.61.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

10)**Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 3 Fund C with 2 Claims in the amount of \$363.55.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

11)**Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 4 Fund C with 3 Claims in the amount of \$3,137.77.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

12)**Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 6 Fund A with 32 Claims in the amount of \$152,117.18.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

13)**Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 3 Fund H with 2 Claims in the amount of \$18,134.26.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

14)**Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 5 Fund T with 3 Claims in the amount of \$998.82.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 7/1/12-6/30/13.

Motion: JoAnn Comfort Second: Gabriela Braia Vote: 5-0

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for August 2012.

Motion: JoAnn Comfort Second: Gabriela Braia Vote: 5-0

17) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Revenue Budget Status Report for the period 7/1/12-6/30/13.

Motion: JoAnn Comfort Second: Gabriela Braia Vote: 5-0

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD approves Dr. Erin Ax as a consultant for RTI training effective 7/1/2012 through 6/30/2013 at the daily rate of \$1,200, for 5 days, not to exceed \$6,000, and authorizes the Superintendent to approve the contract and arrange for payment.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves Catherine Arcure for the Manhattan Manners program for grades 3rd and 4th not to exceed \$3,100 for six sessions, and authorizes the Superintendent to approve the letter of agreement and authorize payment.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

3) Resolved the Board of Education of the Bridgehampton UFSD appoints Dawn Daniello to the position of Teacher's Aide, at the annual salary of \$25,000 effective October 1, 2012.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

4) Resolved that the Board of Education of the Bridgehampton UFSD hereby appoints Lindsey Sanchez as Secondary Student Government Advisor, with a stipend of \$1,334 for the 2012-2013 school year.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

5) Resolved that the Board of Education of the Bridgehampton UFSD approves David Holmes as the Senior Class Advisor at the stipend rate of \$1,273 for the 2012-2013 school year.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

6) Resolved that the Board of Education of the Bridgehampton UFSD approves Annette Rivera as the Junior Class Advisor at the stipend rate of \$1,167 for the 2012-2013 school year.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Tom House and Helen Wolfe as instructors of the Fall PSAT course at the curriculum writing rate of \$59.31 per hour not to exceed 10 hours each.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jeff Neubauer and Patrick Aiello for homework club not to exceed 25 hours each, grant funded at the BTA rate of \$61.37 for the 2012-2013 school year.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jeff Neubauer for Annual Calendar Development at the stipend rate of \$59.31 per hour, not to exceed 5 hours.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Steve Meyers as a Supervisor of Athletic Events at the stipend rate of \$81.62 per event.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 11) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jeff Neubauer as a Supervisor of Athletic Events at the stipend rate of \$81.62 per event.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 12) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Dorothy White as a Supervisor of Athletic Events at the stipend rate of \$81.62 per event.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 13) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Joe Zucker as the Volunteer Assistant Boys Varsity Basketball Coach for the 2012-2013 school year.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 14) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Danielle Almansa to the position of Substitute Teacher Assistant, at a pay rate of \$100 per day, effective September 27, 2012

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 18) **Resolved** that the Board of Education of the Bridgehampton UFSD rescind Resolution (VI) (B) (6) from the June 27, 2012 meeting appointing Dan Pacella as School Cook Manager effective July 1, 2012 at an 11-month annual salary of \$44,916.66.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

19)Resolved that the Board of Education of the Bridgehampton UFSD rescind Resolution (VI) (B) (7) from the June 27, 2012 meeting appointing Beatrice Gholson as a Food Service Worker effective July 1, 2012 at \$15.00 per hour for 35 hours for 10 months.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

20)Resolved the Board of Education of the Bridgehampton UFSD rescind Resolution (V) (B) (1) from the August 29, 2012 meeting appointing Melisa Stiles as Senior Account Clerk Typist effective September 10, 2012 at an annual salary of \$42,000.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

21)Resolved that the Board of Education of the Bridgehampton UFSD appoint Dan Pacella as School Cook Manager effective August 6, 2012 at an 11-month annual salary of \$44,916.66, and authorizes the Superintendent to execute the contract.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

22)Resolved that the Board of Education of the Bridgehampton UFSD appoint Beatrice Gholson as a Food Service Worker effective September 4, 2012 at \$15.00 per hour for 35 hours a week for 10 months, and authorizes the Superintendent to execute the contract.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

23)Resolved the Board of Education of the Bridgehampton UFSD appoints Melisa Stiles as Senior Account Clerk Typist effective September 14, 2012 at an annual salary of \$42,000 and authorizes the Superintendent to execute the contract.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

24)Resolved that the Board of Education of the Bridgehampton UFSD appoints Jack Pryor as the Section 504 Chairperson for the 2012-2013 school year.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

25)Resolved that the Board of Education of the Bridgehampton UFSD appoints Ken Giosi as the Section 504 Compliance Officer for the 2012-2013 school year.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

C) COMMITTEE ON SPECIAL EDUCATION

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Preschool Special Education for Student #10069 and #10076, and authorizes the Superintendent to arrange for appropriate services.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Special Education for Students #6015, #1121, #10051, #1050, #5 and #1036, and authorizes the Superintendent to arrange for appropriate services.

Motion: Gabriela Braia Second: JoAnn Comfort Vote: 5-0

D) BUILDING USE FORM

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Application for Use of School Building submitted by David Holmes and Carl Johnson for use of the auditorium from 3:00pm to 4:30pm every day for afterschool open gym for 6th through 12th grades.

Motion: Gabriela Braia

Second: JoAnn Comfort

Vote: 5-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Application for Use of School Building submitted by Ninfa Boyd and David Holmes on behalf of the 2013 Senior Class for use of the grounds in front of the main building and the bathrooms in the Special Education building from 8:00am – 1:00pm on October 6, 13, 20 and 27, 2012 for a car wash to raise money for the Senior Trip.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Application for Use of School Building submitted by Ninfa Boyd and David Holmes on behalf of the 2013 Senior Class for use of the café from 2:45pm – 7:00pm on September 28, 2012 for baking cupcakes and brownies to raise money for the Senior Trip.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Application for Use of School Building submitted by Bill Sutton on behalf of the Southampton Press for use of the auditorium from 6:00pm – 9:00pm on October 15, 2012 for a debate between candidates Tim Bishop and Randy Altschuler.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

VI. ADJOURN at 7:45pm to Executive Session to discuss the personnel history of a particular Employee.

Motion: Ron White

Second: Gabriela Braia

Vote: 5-0

Return to Public Session at 8:04pm with a motion to adjourn.

Motion: JoAnn Comfort

Second: Gabriela Braia

Vote: 5-0

Respectfully Submitted:

Jeannine Stallings
District Clerk