

**Bridgehampton School District  
Board of Education Business Meeting  
Wednesday, October 22, 2014  
Cafe at 7:00 PM  
MINUTES**

**I. ROUTINE MATTERS**

**A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 7:06 PM, followed by the Pledge of Allegiance.

**Present:** Ron White, Doug DeGroot, Larry LaPointe, Jenn Vinski, Kathleen McClelland, Jeff Mansfield, Dr. Lois R. Favre, Superintendent; Robert Hauser, Assistant Superintendent of Finance & Facilities; Michael Vigliotta, Counsel; Tammy A. Cavanaugh, District Clerk.

**Guests:** Jill Sanders, CPA – Cullen & Danowski

**Press:** Tessa Raeback, Sag Harbor Express

**B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated October 22, 2014.

Motion: J. Vinski                      Second: L. LaPointe                      Vote: 6-0

**C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the October 2, 2014 Special Meeting of the Board of Education.

Motion: J. Vinski                      Second: J. Mansfield                      Vote: 6-0

**D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the September 24, 2014 Meeting of the Board of Education.

Motion: J. Vinski                      Second: K. McClelland                      Vote: 6-0

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

Helen Wolfe spoke on behalf of the BTA stating they were not happy with the way the negotiations were progressing.

**F)** Communications

- 1)** Letter from the Council of School Superintendents (copy in your Board folder)
- 2)** Card from Angela Byrns, Children's Bereavement Coordinator/Camp Co-Director
- 3)** Jill Sanders, CPA – Auditor from Cullen & Danowski, LLP

**G) Board of Education Discussion Items**

- 1) Senior Class – regarding Senior Trip – Students did not attend the meeting; will put on November agenda.
- 2) Strategic Planning Committee
- 3) Safety Committee
- 4) Facilities & Grounds Committee
- 5) District Wellness Committee
- 6) Policy Review Committee
- 7) Budget Advisory Committee
- 8) Powering Down for Savings (Jeff Mansfield)
- 9) Uniforms for students (Dr. Favre)
- 10) Repairs to Gymnasium (Jeff Mansfield)

**H) Consideration of additional items for the Agenda**

**\*\* Lillian Tyree-Johnson arrived at 7:28 PM**

**II. ANNOUNCEMENTS**

- A) October 23: 4<sup>th</sup>-12<sup>th</sup> Grade Music Students to NYC to see “Aladdin”; 4-11pm
- B) October 24: PBIS Reward Day
- C) October 24: Juniors & Seniors to East End Counselors Association College Fair at East Hampton High School
- D) October 24: East End Youth Summit
- E) October 25: ACT Exam
- F) October 27-31: Scholastic Book Fair – 8AM-3PM; Lobby & West Hallway Main Floor
- G) October 30: K & 1<sup>st</sup> Grade Field Trip to Gabrielsen’s Country Farm
- H) October 31: PreK-5<sup>th</sup> Grade Halloween Parade – 12:15pm Students will begin the walk to Main Street – Letters sent home to parents
- I) November 3: Secondary Field Trip to Suffolk County Jail
- J) November 4: Superintendent’s Conference Day
- K) November 7: Parrish Art Museum Field Trip
- L) November 7: End of First Quarter
- M) November 8: SAT Exam
- N) November 11: Veterans Day – School Closed
- O) November 14: First Quarter Report Cards Mailed Home
- P) November 19: Board of Education Business Meeting – 7PM
- Q) November 21: PBIS Rewards Day
- R) November 25: Joyce Manigo Thanksgiving Feast
- S) November 27: Thanksgiving – School Closed
- T) November 28: Thanksgiving Recess

### III. REPORTS

#### A) Superintendent/Principal's Report

- Met with superintendents from Amagansett and Sag Harbor and plans are being drafted to get our elementary teachers together to discuss and strategize on the use of the Common Core modules; how to assure alignment from grade-to-grade through a scope and sequence, and understanding the standards for ELA. They have requested training for ELA –this is one way that we can share costs – as the cost of staff development on all of the required changes in curriculum really adds up. Generally these trainers are \$1000 a day or more. Proposed dates and such to them today - waiting to hear back.
- Some concern was expressed that our PreK program may be too demanding for our PreK students. I can assure you that we have worked (at all levels) to assure that the requirements of the common core are attended to while carefully balancing the developmental needs of the students. This is a bright PreK class – their teacher is very familiar with their developmental needs, and I am confident that instruction is geared to those needs. We continue to work at our PreK-2 level on PBIS – and with the Prek in particular with regard to management and the flow of the day – assuring recess daily, and breaks for social interactions.
- We are working to review the value of a 9-period day over a ten-period day to give teachers a bit more time each period. Once we establish what that looks like, we can determine if we can schedule 'specials' for our pre-K The consideration of traffic as preschool picks up at the same time as the buses, needs to be investigated. This is on our agenda, and will be something that we will continue to report on as we gather more information.
- We are reviewing the calendar to determine best dates in November and April for parent teacher conferences, (usually following 1<sup>st</sup> and 3<sup>rd</sup> quarters). We will get notices to you and to parents once the dates are etched in stone.
- The board had asked about the cost of a program to teach Spanish to Elementary students.  
The cost to run it from January to June for each grade to get one day a week (with 4/5 together) would be \$7,656.00 – that's for the 10<sup>th</sup> period opportunity for all students. In order to run it daily after school a few days a week, it would most likely have to be negotiated as a stipend position with the union – if no one inside is willing to do it, we would go outside. This amount has not been budgeted for this year.
- Veterans Day Remembrance has been planned once again by Mr. Holmes. Grade 5 students will do a presentation on what Veterans Day is all about – Mr. Elliott will provide some appropriate music for the remembrance, and elementary students are working on letters that will be brought to a local VA hospital that Mr. Holmes has been in contact with. A bit shorter than the last few year but we expect a respectful remembrance of our veterans as always.
- Due to Dignity for All Students requirement, we continue working on our character education program – We are using the Six Pillars of Character ---- beginning this month with trustworthiness.
- If you follow our Facebook page you will see that our students in grades 3-12 have been involved with the Play Rugby USA program (3-5 having 5 sessions and 6-12 having 2 sessions with Tom Hughes from Play Rugby USA) which encourages exercise without contact – students really seem to be enjoying the program.

- With regard to an update on the Athletic fundraising – Coach Bramoff would like to get board approval this evening to start a ‘Bee’s Club’ this will permit him to have an account for fundraising. He wants to begin by running a clinic on Saturdays – beginning On Nov 1 through Nov 20<sup>th</sup> for elementary students. He envisions the basketball team or high school students helping the younger students.....
- We need to conduct a second board training to get new board members up to speed on the work of the SPC to date – they are now sitting on the committees, and need to understand how goals were developed, and where we are going. We will set a date.
- Finally - we have been live on the parent portal for two years now with secondary – I would like to have progress reports available only online – no mailing – just wondering how the board feels about moving in the direction of going green – and getting people used to logging in for the calendar, and now for student updates - I can do a Rapid Notify when they are ready to view – and anyone who needs a hard copy they can call guidance.

## B) Assistant Superintendent of Finance & Facilities Report

### Finance:

- 2013/2014 Books are closed; Audit Committee Meeting with Auditor, Jill Sanders of Cullen & Danowski, LLP prior to tonight’s Board Meeting
- Tax Levy set for 2014//2015

### Facilities & Safety:

- Road Safety Crosswalk – New Green Traffic Sign – should arrive by Friday
- Carpenter injured; work to be completed will take longer than anticipated
- Pre-K – no items
- Middle School – Rear Deck
- District Office – Rear Deck (handicap ramp)
- PPS – Handicap ramp
- Morton Building – lighting
- Greenhouse – Phone to be installed
- Playground – Security lighting to be installed
- Outdoor basketball court –in progress
- New basketball hoop by the tennis court to be installed
- Main Building: Gym & Stage – Discussed:
  - lattice, skylight, ventilation, lighting
  - HVAC upgrades
  - Electrical upgrades
- Tech Room – floor refinished over holiday break

## IV. NEW BUSINESS

### \*Consent Agenda – New Business Items 1-4

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the surplus list submitted on October 17, 2014 by Sean Sharp.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of Policies: #5280 Interscholastic Sports; #5280-E Proposed Concussion Management Protocol; #5695 Students & Personal Electronic Devices; #8332 Use of District Owned Cell Phones.

Motion: L. Tyree-Johnson                      Second: J.Vinski                      Vote: 7-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of Policies: #1000 Community Relations Goals; #2121 Board Member Qualifications; #4526 Computer Use in Instruction; #4526-R Computer Use in Instruction Regulation; #5252 Extraclassroom Activities Fund Management; #5252-R Extraclassroom Activities Fund Management –Returned Check Regulation; #5405 Student Wellness; #5500 Student Records; #5500-R Student Records Regulation; #5500-E.1 Family Educational Rights & Privacy Act (FERPA) Notice Regarding Access to Student Records & Student Information; #5500-E.2 Application of Directory Information Designations; #5500-E.2.1 Student Records Exhibit Directory Information Sample Form Letter; #5500-E.4 Parents’ Bill of Rights for Student Data Privacy & Security; #5500-E.4.1 Application to Review Student’s Records and Consent Thereto by Parent or Student; #5500-E.4.2 Parents’ Bill of Rights Supplemental Agreement with Contractor; #6700 Purchasing; #6700-R Purchasing Regulation.

Motion: L. Tyree-Johnson                      Second: J.Vinski                      Vote: 7-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the memorandum of agreement with the Bridgehampton Teacher’s Association concerning the payroll schedule and authorizes the Superintendent to sign the agreement.

Motion: L. Tyree-Johnson                      Second: J.Vinski                      Vote: 7-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the formation of the “Athletics Club”.

Motion: L. Tyree-Johnson                      Second: J. Mansfield                      Vote: 7-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Elizabeth W. Kotz as the Audit Committee Chairperson for the 2014-2015 school year as outlined in the Board of Education Policy 6690.

Motion: L. Tyree-Johnson                      Second: J.Vinski                      Vote: 7-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints James Kapon as the Audit Committee Recording Secretary for the 2014-2015 school year as outlined in the Board of Education Policy 6690.

Motion: L. Tyree-Johnson                      Second: K. McClelland                      Vote: 7-0

## V. SUPERINTENDENT'S RECOMMENDATIONS

### \*Consent Agenda, Financial Matters Items A1-A30

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 7-0

#### A) Financial Matters

- 1) **Whereas** the Board of Education of the Bridgehampton UFSD, in determining the appropriateness of its reserves, resolves to transfer from its unassigned fund balance to the retirement contribution reserve in the amount of \$111,000.00 effective June 30, 2014.

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 7-0

- 2) **Whereas** the voters of the Bridgehampton UFSD approved the proposed General Fund budget of \$12,326,036.00 for the fiscal year 2014/2015 at the Annual District meeting held on June 17, 2014;

**Therefore, be it resolved** that the Board of Education authorizes a tax levy including STAR reimbursements on a STAR assessment value of \$6,337,754,748.00 in the amount of \$10,630,159.00 for school purposes;

**And be it further resolved** that the Board of Education authorizes a tax levy in the amount of \$347,200.00 to be raised for the Hampton Library Building Fund Annual Debt Service;

**And be it further resolved** that the Board of Education authorizes a tax levy in the amount of \$594,000.00 to be raised for the Hampton Library Operating fund.

**And be it further resolved** that the total amount of taxes for these purposes be \$11,571,359.00.

**WHEREAS**, by action of the Board of Education, the BHUFSD has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2013:

<b>Reserves</b>	<b>Fiscal Year Ending 06/30/13</b>
Workers' Compensation	\$ 225,861.00
Unemployment Insurance	\$ 209,514.00
Retirement Contribution	\$ 317,134.00
Employee Benefit Accrued Liability	\$ 440,907.00
Repairs	\$ 42,500.00
Advances	\$ -0-
Five Year Capital Reserve	\$ 827,738.00
<b>Total Reserves</b>	<b>\$2,063,654.00</b>

**And, WHEREAS**, the Board of Education, at the time of establishing its tax levy on October 22, 2014 determined it would be appropriate to transfer funds from the 2013-2014 fund balance to certain of those reserves; and **WHEREAS**, the tax levy established by the Board of Education on October 22, 2014 reflects such transfers as set forth below.

<b>Reserves</b>	<b>Transfer Not to Exceed</b>
Workers' Compensation	\$ -0-
Unemployment Insurance	\$ -0-
Retirement Contribution	\$ 111,000.00
Employee Benefit Accrued Liability	\$ -0-
Repairs	\$ -0-
Advances	\$ -0-
Five Year Capital Reserve	\$ -0-
<b>Total Reserves</b>	<b>\$ 111,000.00</b>

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 3) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the External Audit Report Fiscal Year Ending June 30, 2014 from Cullen & Danowski, LLP.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 4) Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2014-2015 Non Public Transportation Contract with Eastern Suffolk BOCES in the anticipated amount of \$1150 and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 5) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund A with 39 Claims in the amount of \$122, 257.05.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 6) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant # 5 Fund C with 17 Claims in the amount of \$5,971.14.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 7) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund F with 2 Claims in the amount of \$10,681.00.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 8) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund H with 2 Claims in the amount of \$21,240.20

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

- 9) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #16 Fund H with 2 Claims in the amount of \$18,275.76.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**10)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund T with 20 Claims in the amount of \$130,280.50.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**11)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund A with 58 Claims in the amount of \$166,318.28.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**12)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund A with 1 Claim in the amount of \$1,800.00.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**13)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund A with 3 Claims in the amount of \$17,501.28.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**14)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund C with 10 Claims in the amount of \$3,328.69.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**15)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund F with 2 Claims in the amount of \$7,823.93.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**16)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #14 Fund H with 7 Claims in the amount of \$93,464.55.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**17)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #15 Fund H with 3 Claim in the amount of \$11,479.16.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**18)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund T with 9 Claims in the amount of \$17,434.17.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**19)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund T with 14 Claims in the amount of \$92,193.01.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0



**20)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #14 Fund A with 51 Claims in the amount of \$183,969.52.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**21)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund C with 7 Claims in the amount of \$735.93.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**22)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund F with 2 Claims in the amount of \$2,465.30.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**23)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #19 Fund H with 1 Claim in the amount of \$143.23.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**24)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #18 Fund H with 4 Claims in the amount of \$8,740.68.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**25)Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund T with 14 Claims in the amount of \$89,588.71.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**26)Resolved** the Board of Education of the Bridgehampton UFSD accepts the following budget transfers.

2014/2015 BUDGET TRANSFERS				
FROM ACCT	AMOUNT	TO ACCT	AMOUNT	
A2110.130	\$21,541.94	A2110.160	\$21,541.94	One new Teacher Aide
K-6 Teacher Salaries		Teacher Aides		
A2110.120	\$ 15,000.00	A2815.160	\$15,000.00	Nurse coverage for ASPIRE program
K-6 Teacher Salaries		School Nurse		

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**27)Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for September 2014.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**28) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Monthly Treasurer's Report dated September 30, 2014.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**29) Resolved** that the Board of Education UFSD accepts the Revenue Budget Status Report for the period 07/01/14 – 9/30/14.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

**30) Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/14 – 9/30/14.

Motion: L. Tyree-Johnson                      Second: J. Vinski                      Vote: 7-0

## **B) PERSONNEL**

**1) Resolved** upon the recommendation of the Superintendent of Schools, the Board of Education of the Bridgehampton UFSD approves Michelle Cottrell as a Substitute Physical Education Teacher for the 2014-2015 school year at the rate of \$125.00 per day.

Motion: L. Tyree-Johnson                      Second: K. McClelland                      Vote: 7-0

**2) Resolved** upon the recommendation of the Superintendent of Schools, the Board of Education of the Bridgehampton UFSD approves Christina E. Cassel as a Substitute Teacher Aide for the 2014-2015 school year at the rate of \$100.00 per day.

Motion: L. Tyree-Johnson                      Second: K. McClelland                      Vote: 7-0

**3) Resolved** that the Board of Education of the Bridgehampton UFSD approves Marie Hand for a Supervisor of Swimming Stipend at the hourly rate of \$44.49 for the 2014-2015 school year.

Motion: L. Tyree-Johnson                      Second: D. DeGroot                      Vote: 7-0

**4) Resolved** that the Board of Education of the Bridgehampton UFSD approves the corrected hourly rate from \$44.90 to \$44.49 for Supervisor of Intramural Programs Stipend for Steve Meyers for the 2014-2015 school year.

Motion: L. Tyree-Johnson                      Second: K. McClelland                      Vote: 7-0

**5) Resolved** that the Board of Education of the Bridgehampton UFSD approves all Board-approved Teacher Aides to sub as needed for the ASPIRE program at a rate of \$45.00 per session.

Motion: L. Tyree-Johnson                      Second: D. DeGroot                      Vote: 7-0

## C) COMMITTEE ON SPECIAL EDUCATION

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Special Education for Students # 658, #10302, #6021, #1004, #5 and #493 and authorizes the Superintendent to arrange for appropriate services.

Motion: L. Tyree-Johnson      Second: J. Vinski      Vote: 7-0

## V. **ADJOURN at 8:14PM** to Executive Session to discuss personnel issues with counsel.

Motion: L. Tyree-Johnson      Second: K. McClelland      Vote: 7-0

## VI. **Motion to return to Regular Session at 9:20PM.**

Motion: L. Tyree-Johnson      Second: J. Vinski      Vote: 7-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Eric Bramoff in the non-stipend position of Advisor for the Athletics Club for the 2014-2015 school year.

Motion: L. Tyree-Johnson      Second: J. Vinski      Vote: 7-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Facilities Use form, submitted by Eric Bramoff for use of the gymnasium for from 8:30-12:30 on Saturday mornings: November 1, 8, 15, 22 and December 6, 13, 20.

Motion: L. Tyree-Johnson      Second: K. McClelland      Vote: 7-0

## VII. **Motion to adjourn at 9:25PM.**

Motion: L. Tyree-Johnson      Second: K. McClelland      Vote: 7-0

Respectfully submitted,

Tammy A. Cavanaugh  
District Clerk