

**Bridgehampton School District
Board of Education Business Meeting
Wednesday, September 21, 2016
Café – 5:00 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 5:06PM, followed by the Pledge of Allegiance.

Present: Ron White, Board President, Lillian Tyree-Johnson, Board Vice President; Kathleen McClelland, Michael Gomberg, Jeff Mansfield, Jenn Vinski; Dr. Lois R. Favre, Superintendent; Robert Hauser, Assistant Superintendent of Finance & Facilities; Michael Vigliotta, Counsel and Tammy A. Cavanaugh, District Clerk.

Press: Kathryn Menu, *The Sag Harbor Express*; Christine Sampson, *The East Hampton Star* and Kelly Zegers, *The Southampton Press*

Guests: Mike Miller, Athletic Director

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated September 21, 2016.

Motion: L. Tyree Johnson Second: K. McClelland Vote: 6-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the September 13, 2016 Special Meeting of the Board of Education.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

*Doug DeGroot Arrived 5:07PM

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 30, 2016 Special Meeting of the Board of Education.

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

- E) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 24, 2016 Meeting of the Board of Education.

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

- F) Invitation to the Public:** The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

Bonnie Gudelauski - discussed the school crossing guard.
Jenice Delano - discussed the building expansion.

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

H) Communications

1) Schedule of this week's Athletic Competitions (in folders)

I) Board of Education Discussion Items

1) Jill Sanders, CPA – Auditor from Cullen & Danowski, LLP

2) Community Forum for Building Expansion - Follow Up

3) Additional Recess

J) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

(a) September 22	Picture Day
(b) September 23	Senior Portrait Day
(c) September 23	CMEE Field Trip (K-5 th)
(d) September 23	Back-to-School BBQ
(e) September 30	The Milk Pail Field Trip (K & 1 st)
(f) October 3 & 4	No Classes; District Open – Rosh Hashanah
(g) October 6	End of Quarter One Progress Report Marking Period
(h) October 10 & 11	District Closed
(i) October 12	No Classes; District Open – Yom Kippur
(j) October 19	Board of Education Meeting – 7PM

III. REPORTS

A) Superintendent/Principal's Report

- Our two superintendent conference days went well – teachers seemed appreciative of the trainings.
- Classes are up and running and students have settled in nicely. We had great attendance at our elementary back to school night, and would have liked more at our secondary evening – I've asked staff to give some ideas on how to make it better. We have tried a couple of different scenarios, none have garnered the kind of attendance we would like for our secondary parents, the ones who come are the parents of the students who succeed.
- We have adjusted schedules and moved classrooms and seem to finally be settled in to something that will work – but as indicated – we do need staffing for our ENL requirements, hoping to do that with current staff.
- We hosted a successful community forum. The idea of having a draft drawing there helped to focus the conversation, as otherwise explaining what it might look like would have taken up the whole evening – the tours were eye-opening to most, and the data gathered from the community input has been put together for this evening. We need to determine if more community input at this time is needed, and if not now- when we will have the community in to help with assuring it also meets their needs
- We are continuing our staff development on reader/writer's workshop this year up through 8th grade
- Committee meetings will begin shortly – Tammy has circulated the dates – I am asking staff to join us on the committees – particularly the middle states committees

- The administrative team is working well, covering all aspects of the building as a team – it is noticed and appreciated by staff.
- No major discipline issues- still late to school/class – but we are improving on that as well.
- Through the efforts of Robin Gianis and Tom House we have receive 3-year federal grant to implement the Visual Art/ELA partnership with the Parrish art museum, which begins with planning October through January, and then implementation of 6-week pilot units in the winter/spring. They will have more information shortly and I will keep the board updated.
- On Monday – Nia, Madi, and Rachel – three of our seniors, will travel with Mr. Reilly to Saratoga to present at the NYSCOSS conference. It is a student session for superintendents on their teen to teen initiative – developed by last year’s student government – together with Harriet (who is now at college). I’ve reviewed their PowerPoint and will be sure to get lots of pictures. This is the first time the council has included student presentations.
We are off to a good start!

B) School Business Administrator Report

Finance

- 15/16 Audit Completed (see agenda page 2, items #1-3)
- 16/17 Tax Levy to be set with the Town by October 31.
- 17/18 New Budget Process to begin in October.

Facilities

- School Crossing Guard - we are actively monitoring the school crossing guard's attendance and performance.
- New NYS Law (SED, NYS DOH, and SC Health involved) and guidelines regarding testing for lead in drinking water within school facilities.
 - Enviroscience is our water/lead testing consultant.
 - Sept 30 deadline for testing schools serving Kindergarten through 5th grade.
 - Oct 31 deadline for testing schools serving grades six through 12.
 - October 31 deadline to post results.

IV. NEW BUSINESS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Elizabeth W. Kotz as the Audit Committee Chairperson for the 2016-2017 school year as outlined in the Board of Education policy #6690.

Motion: L. Tyree-Johnson

Second: J. Mansfield

Vote: 7-0

V. SUPERINTENDENT’S RECOMMENDATIONS

A) FINANCIAL MATTERS

***Consent Agenda: Items A1 – A19; pulling A7 and A20**

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 7-0

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 Employee Retirement Contribution reserve in the amount of \$284,000 effective June 30, 2016.

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

2) **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 Employee Benefit and Accrued Liability reserve in the amount of \$165,000 effective June 30, 2016.

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

3) **Whereas**, the Board of Education of the Bridgehampton UFSD accepts the External Audit Report for the fiscal year ending June 30, 2016 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 hereby approves the Memorandum of Agreement with the BTA concerning modifying the amount of preparation time for those teaching in the District's Alternative High School 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 registration of the following non-resident students and authorizes the Superintendent to advise family of acceptance, and set up billing as per Board Policy.

Student	Grade	Fee
Frank Sokolowski, Jr.	PreK3	\$5000.00
Scott Partlow	9 th Grade	Non-Tuition per Policy #5152

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

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

2016/2017 BUDGET TRANSFERS				
FROM ACCT	AMOUNT	TO ACCT	AMOUNT	REASON
A2110.160 Teacher Aide Salaries	\$86,834.24	A1040.160 District Clerk's Salary	\$75.00	Various – New Teacher Assistant & Principal's Secretary account codes per auditor's recommendation, instructional step increases, full time Business Office Account Clerk, additional longevity & summer student worker salaries
A2250.160 Teacher Assistant Salaries (Old Code)	\$138,000.00	A1310.160 Business Office Account Clerk Salary	\$9,802.38	
A2020.160 Principal's Secretary Salary (20% Allocated to Transportation)	\$7,319.75	A2110.130 7-12 Teacher Salaries	\$11,937.50	
		A2110.168 Student Tennis Worker Salaries	\$562.50	
		A2110.199 Stipends/Longevity	\$2,000.00	
		A2250.151 Teacher Assistant Salaries (New Code)	\$197,850.02	
		A2810.150 Guidance Counselor Salary	\$2,606.84	
		A5510.160 Principal's Secretary (20% transportation)	\$7,319.75	

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

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation of sheet music, at a value of \$700, from John McAlonan.

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

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund A with 53 Claims in the amount of \$112,255.47.

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

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund F with 1 Claim in the amount of \$4,950.00.

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

10) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund H with 1 Claim in the amount of \$18,875.00.

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

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund T with 9 Claims in the amount of \$25,840.13.

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

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund A with 33 Claims in the amount of \$171,225.77.

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

13) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund F with 4 Claims in the amount of \$17,791.07.

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

14) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund H with 3 Claims in the amount of \$28,505.76.

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

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund T with 6 Claims in the amount of \$18,298.12.

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

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for August 31, 2016.

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

17) Resolved that the Board of Education of the Bridgehampton UFSD accepts the monthly Treasurer's Report dated July 31, 2016.

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

18) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Revenue Budget Status Report for the period 07/01/15 – 08/31/16.

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

19) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/15 – 08/31/16.

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

20) Resolved that the Board of Education of the Bridgehampton UFSD accepts the donation of \$1,000.00 from the Bridgehampton School Foundation as awarded by The 2016 Town of Southampton Human Services/Cultural Arts and Recreation Grant to be used for the District's afterschool ASPIRE program supplies.

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

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD approves Annette Rivera to share the Senior Class Advisor Stipend with David Elliott for the 2016-2017 school year.

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

2) Resolved that the Board of Education of the Bridgehampton UFSD approves Helen Wolfe and Judiann Carmack-Fayyaz to share the Environmental Club Stipend for the 2016-2017 school year.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the amendment of the start date for John Reilly's Homework Club Stipend to September 19, 2016.

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

4) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation from Ninfa Boyd from the ASPIRE Stipend position.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

5) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation from Marie Reilly from the Secondary ELL Homework Club Stipend position.

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

6) Resolved that the Board of Education of the Bridgehampton UFSD approves Ninfa Boyd to the Secondary ELL Homework Club Stipend position for the 2016/2017 school year, and to be paid per the BTA contract.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

7) Resolved that the Board of Education of the Bridgehampton UFSD approves Cheryl Nordt to the ASPIRE Stipend position for the 2016/2017 school year, paid per the BTA contract.

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

8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jeff Neubauer for an additional 11 hours for Summer PBIS Website work and meetings paid at the Summer Curriculum rate per the BTA contract through Paddler's Grant funding.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

9) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Patricia Allen as a Substitute Teacher as well as a Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

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

10) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Christopher Robert Kline as a Substitute Teacher and Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

11) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Darlene Claud as a Substitute Teacher Assistant and Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

12) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Belinda Griffiths, who maintains a Students with Disabilities (1-6) certificate, to serve as a teaching assistant in the teaching assistant tenure area, whose probationary term shall commence on October 5, 2016 and expire on October 4, 2020 at an annual salary of \$29,117.00 per the BTA Contract, to be prorated per her start date.

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

13) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the transfer of 4 days sick time from Helen Wolfe to Jennifer Schwab per the Catastrophic Sick Leave clause in the BTA Contract.

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

14) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Courtney Turner as a Substitute Teacher Assistant, pending certification, and a Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

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

15) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints George Dellon as a Substitute Teacher Assistant, pending certification, and as a Substitute Teacher Aide for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

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

- 16) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Laurie DePoto as a Certified Teacher/Teacher Assistant Substitute and as a Teacher Aide Substitute for the 2016-2017 school year at respective daily rates of \$125.00 and \$100.00.

Motion: L. Tyree-Johnson Second: M. Gomberg Vote: 7-0

- 17) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Ninfa Boyd for 8 additional hours per week for translation in geometry at her hourly rate, per the BTA contract.

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

C) BUILDING USE REQUESTS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from the Environmental Club for a Back to School BBQ on the school grounds, Friday, September 23, 2016 from 3pm to 7pm.

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

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Michael Miller for the use of the Gym for the Hall of Fame Induction Ceremony on Thursday, November 17, 2016 from 3pm until 10pm.

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

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from the BEE Club for the use of the gym on Saturdays from 9am to 11am beginning September 17, 2016 through May 20, 2017.

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

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Henry Meyer for the use of the parking lot for a car wash fundraiser for the 8th Grade Class Trip on Fridays: September 30, 2016; October 7, 2016 and October 14, 2016 from 3pm to 4:30pm (sometimes working with the Senior Class or alternating dates).

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

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from David Elliott for the use of the parking lot for a car wash/bake sale fundraiser for the Senior Class Trip on Fridays: September 30, 2016; October 7, 2016 and October 14, 2016 from 3pm to 4:30pm (sometimes working with the 8th Grade Class or alternating dates).

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

VI. Invitation to the Public: The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

VII. ADJOURN at 6:36PM to Executive Session to discuss personnel matters with counsel.

Motion: L. Tyree-Johnson

Second: J. Vinski

Vote: 7-0

Respectfully submitted,

A handwritten signature in black ink, reading "Tammy A. Cavanaugh". The signature is written in a cursive, flowing style.

Tammy A. Cavanaugh
District Clerk