

**Bridgehampton School District
Board of Education Business Meeting
Wednesday, November 16, 2016
Café – 4:00 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 4:01PM, followed by the Pledge of Allegiance.

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

Press: Jen Newman, *The Southampton Press*; Christine Sampson, *The East Hampton Star*

Guests: Jenna Mascia, Joseph Pluta

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated November 16, 2016.

Motion: K. McClelland Second: J. Mansfield Vote: 4-0

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the October 19, 2016 Meeting of the Board of Education.

Motion: K. McClelland Second: M. Gomberg Vote: 4-0

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

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

F) Communications

G) Board of Education Discussion Items

- 1) Budget Advisory (10/19 & 11/9)
- 2) Audit Committee (10/19)
- 3) Wellness Committee (10/20 & 11/10)
- 4) Safety Committee (10/31)
- 5) Facilities & Grounds (10/31)

H) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

(a) November 17	Grades 10, 11 & 12 – Field trip to Bay Street Theatre To see The Scarlet Letter
(b) November 19	Bee Club Robotics Competition at Half Hollow Hills
(c) November 21	Early Dismissal – 11:15AM Parent/Teacher Conferences 12:15 – 2:45PM
(d) November 22	Joyce Crews-Manigo Feast – Community House 1 st Quarter Report Cards mailed home
(e) November 23	No classes; district open
(f) November 24-15	Thanksgiving Recess
(g) November 30	Secondary Field Trip to Cooper Hewitt Museum, NYC
(h) December 3	Caroling/Tree Lighting – Hampton Library
(i) December 6	Voter Registration – District Office 4pm – 8pm
(j) December 8	Elementary Winter Concert – 7PM
(k) December 10	Caroling – Madoo Conservancy Open House
(l) December 13	Bond Vote – Expansion Project - 2pm – 8pm in the Gym
(m) December 14	Board of Education Meeting 7PM
(n) December 15	Secondary Winter Concert
(o) December 16	End of 2 nd Quarter Progress Report Marking Period

III. REPORTS

A) Superintendent/Principal's Report

- Due to a report that not all teachers were being consistent with the commitment to 20 extra minutes of recess daily – I addressed it with one grade level initially – and assured the commitment. I also raised the issue at Monday's faculty meeting – to assure that teachers fully understood that this was not optional – Ms. Parker also went to each grade level to review the initial commitment given to us on the Staff Development day
- Kindergarten – they try to fit it in 'sometime in the afternoon' (K has PE, followed by Recess followed by lunch in the AM – they work in a movement break in the morning – and will be committed to recess outside moving forward.
 - 1st – 1:00 – 1:20
 - 2nd – 10:00 – 10:10 and 1:00 – 1:10
 - 3rd – 9:30-9:40 and 1:10-1:20
 - 4th – 8:50-9:15
 - 5th-11;10-12:50

Teachers who have been doing it with fidelity shared that they find the students more attentive, and ready to focus, which aligns with the research on 10-15 minute brain breaks! We are working on the schedule for next year to see if there is the possibility of putting three lunch periods back – we need to assure sufficient time for PE in the gym – I will keep the board posted on progress as we work out the schedule.

- At both the elementary and secondary faculty meetings cursive writing was discussed. We are working on securing the best program to initiate instruction in cursive at grades 3-8 with the idea of also getting grade 2 started during enrichment, a couple of days a week during 4th quarter.

- Secondary level – a team will be gathering to brainstorm ideas to back pedal and assure that we reach those who have missed out – one idea is to assure students use cursive for their headings – and possibly offering it to students who wish to learn it during skills periods.
- The goal is to have both programs running by Second semester and then ongoing – materials and supplies need to be secured, and staffing to provide instruction – but there were people game in assisting to make it happen.

Outdated banners – my apologies –this should have happened sooner – but fell by the wayside – ultimately three of us thinking that someone else was on it. We got some proofs to the board – and if they are fine with you, we will get it going.

- State reporting was a major piece of our work this week – with BEDS filing, as well as Teacher Evaluations
- With the approval tonight of the APPR I will be entering that data into the state portal as required.
- Secondary teacher evaluations are underway – the formal ones – Christine will begin scheduling elementary shortly
- We are looking forward to the Wall of Fame Dinner this evening – Mike Miller and his team did a tremendous job of organizing it.

***4:07PM – Lillian Tyree-Johnson arrived.**

***4:12PM – Jenn Vinski arrived**

***4:13PM – Doug DeGroot arrived**

B) School Business Administrator Report

Finance

- Affordable Care Act (ACA) Compliance.
 - January 31 deadline (45 days) for IRS forms 1095 & 1094
- STAR (School Tax Relief) Program info provided to NYS ORPTS.
 - Basic & Enhanced (income limitation) on Primary residences only
- 2017/18 Budget process has started.

Facilities

- School Crossing Guard attendance & performance discussed.
 - Southampton Town Police notified.
- Main Bldg. electronic door lock project to be completed by November 30.
- New Construction
 - Discussed latest newsletter estimated bond cost per \$1,000,000 assessed valued residence vs. estimated cost verbally discussed at last Community Forum.

IV. NEW BUSINESS

1. **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Sean Sharp on November 9, 2016.

Motion: L. Tyree-Johnson

Second: K. McClelland

Vote: 7-0

2. **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Anthony Dragone on November 15, 2016.

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

3. **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by John Daniels on November 8, 2016.

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

4. **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of policies, regulations and exhibits: #1900 Parent & Family Engagement; #2120.1 Candidates & Campaigning; #4325 Academic Intervention Services; #5100 Student Attendance; #5151 Homeless Children; #5152 Admission of Non-Resident Students; #5300.60 Student Searches & Interrogations; and #8130 School Safety Plans and Teams.

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

5. **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation from Paddlers for Humanity in the amount of \$37,000.00 earmarked for the continuation of the PBIS program in the Bridgehampton Union Free School District.

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

6. **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the donation from Falcon Edge Capital LP in the amount of \$900.00 for use of the fields for their organization's event on October 19, 2016.

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

7. **WHEREAS**, the Patient Protection and Affordable Care Act (the "Act") and the regulations promulgated thereunder authorize employers to utilize measurement, administrative, and stability periods to determine whether ongoing employees constitute full-time employees under the Act; and

WHEREAS, the District wishes to adopt measurement, administrative, and stability periods for the purposes of determining whether ongoing employees constitute full-time employees under the Act.

NOW THEREFORE, BE IT RESOLVED, that the standard measurement period for ongoing employees shall be a period of twelve (12) months from November 1st to October 31st; and

BE IT FURTHER RESOLVED that the administrative period for ongoing employees shall be a period of sixty-one (61) days from November 1st to December 31st; and

BE IT FURTHER RESOLVED that the stability period for ongoing employees shall be a period of twelve (12) months from January 1st to December 31st.

Initial Periods for New Variable Hour, Part-Time, and Seasonal Employees

WHEREAS, the Patient Protection and Affordable Care Act (the “Act”) and the regulations promulgated thereunder authorize employers to utilize initial measurement, administrative and stability periods to determine whether new variable hour, part-time, and seasonal employees constitute full-time employees under the Act; and

WHEREAS, the District wishes to adopt initial measurement, administrative, and stability periods for the purposes of determining whether new variable hour, part-time, and seasonal employees constitute full-time employees under the Act.

NOW THEREFORE, BE IT RESOLVED, that the initial measurement period for new variable hour, part-time, and seasonal employees shall be a period of twelve (12) months that commences on the first day of the calendar month following an employee’s first day of work; and

BE IT FURTHER RESOLVED, that the administrative period for new variable hour, part-time, and seasonal employees shall commence on the day after the end of the employee’s initial measurement period and continue until the last day of the first calendar month beginning on or after the first anniversary of the employee’s start date; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour, part-time, and seasonal employees shall be a period of twelve (12) months commencing on the day after the end of the employee’s administrative period.

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

***Consent Agenda, Items 8-10**

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

8. **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the Memorandum of Agreement, dated November 15, 2016, with the BTA memorializing the Annual Professional Performance Review aligning with Education Law 3012d and authorizes the Superintendent to sign the agreement.

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

9. **Resolved** that the Board of Education of the Bridgehampton UFSD agrees that participation of students in educational field trips which are funded through monies in the Perkins IV Basic Secondary Grant (“Grant”) represent an educational opportunity for students of the School District;

NOW THEREFORE BE IT RESOLVED that the Board of Education approves the participation of students from the school district to participate in said educational field trips in accordance with the terms and conditions of the grant; and

BE IT FURTHER RESOLVED that such field trips shall be hosted by Eastern Suffolk BOCES in collaboration with the school district because the grant requires:

- (a) "Members join a consortium to contribute to the improvement and innovation in CTE programs that they could not accomplish individually";
- (b) "Funds allocated to a consortium...shall be used only for purposes and programs that are mutually beneficial to all members of the consortium; and

BE IT FURTHER RESOLVED that the School District's customary policies, regulations and procedures for field trips shall be complied with insofar as applicable prior to the School District submitting documentation to Eastern Suffolk BOCES in conjunction with a field trip; and

BE IT FURTHER RESOLVED that ES BOCES and the School District agree to defend, indemnify and hold harmless each other, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorney fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the other party, its officers, School District in educational field trips funded by the Perkins Grant through Eastern Suffolk BOCES in collaboration with the School District.

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

10. Resolved that the Board of Education of the Bridgehampton UFSD hereby appoints the following to act as Assistant Clerks during each special district meeting or election and the Annual Budget Vote and Election meeting during the 2016-2017 school year:

- Tameka Pinckney
- Nanao Anton

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

V) SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

***Consent Agenda; Items A1 – A18**

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

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Flexible Compensation Agreement between the District and Brown & Brown of New York, Inc. d/b/a Fitzharris & Company from January 1, 2017 through December 31, 2017 at a cost of \$4.40 per number of employees covered by the plan, per month and authorize the Superintendent to sign.

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

2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the District Audit Committee's response to the District Management Letter, based on the 2015-2016 Auditor's recommendations and authorizes the Superintendent to sign and send the District Corrective Action Plan.

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

3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund H with 3 Claims in the amount of \$31,302.30.

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

4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund A with 1 Claim in the amount of \$1,000.00.

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

5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #16 Fund A with 46 Claims in the amount of \$391,034.94.

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

6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund C with 8 Claims in the amount of \$1,844.56.

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

7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund F with 1 Claim in the amount of \$500.00.

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

8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund H with 3 Claims in the amount of \$73,068.51.

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

9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund T with 19 Claims in the amount of \$107,112.78.

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

10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #15 Fund A with 55 Claims in the amount of \$290,392.38.

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

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund C with 9 Claims in the amount of \$2,889.22.

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

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund F with 3 Claims in the amount of \$9,385.30.

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 H with 1 Claims in the amount of \$122.49.

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

14) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund T with 14 Claims in the amount of \$101,394.27.

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

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

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

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts the monthly Treasurer's Report dated October 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 Revenue Budget Status Report for the period 07/01/15 – 09/30/16.

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

18) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period 07/01/15 – 09/30/16.

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

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD rescinds the previously approved resolution at the August 24, 2016 meeting of Hamra Ozsu for the Outdoor Club Stipend for the 2016-2017 school year.

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

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Annette Rivera for the Outdoor 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 Hamra Ozsu for the Communication Arts Stipend for the 2016-2017 school year.

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

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Helen Wolfe for the 7th/8th Girls Basketball Coach Stipend for the 2016-2017 school year.

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

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jennifer Suarez as a volunteer assistant coach for the 7th/8th Girls Basketball team for the 2016-2017 school year.

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

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD rescinds the previously approved resolution at the July 6, 2016 Reorganization Meeting of Steve Meyers for the Swimming Intramurals Coach Stipend for the 2016-2017 school year.

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

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Meredith McArdle for the Swimming Intramurals Coach Stipend for the 2016-2017 school year.

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

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby appoints Maylyn Zeeman to serve as a part-time substitute Secretary to the Building Principal for the period of January 3, 2017 through June 30, 2017, who shall serve as a temporary part-time clerk typist, working a maximum of 17.5 hours per week at an hourly rate of \$15.00.

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

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Shoshoni Fulcher as a Substitute Certified Teacher and Teacher Aide for the 2016-2017 school year at the respective rates of \$125 and \$100 per day.

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

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Gabrielle Bourguignon as a Substitute Certified Teacher and Teacher Aide for the 2016-2017 school year at the respective rates of \$125 and \$100 per day.

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

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Jennifer Souhrada as the Guidance Secretary/Clerk Typist effective November 25, 2016.

Motion: L. Tyree-Johnson Second: K. McClelland 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 #10328, #1057, #10066, #10430 and #10460 and authorizes the Superintendent to arrange for appropriate services.

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

D) BUILDING USE REQUESTS

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Randy Davis to conduct boys' basketball practice for the Bridgehampton 3rd & 4th grade students from 6:30 – 7:30pm on Mondays and Wednesdays beginning November 15, 2016 through March 15, 2017.

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 4:46PM to Executive Session to discuss personnel matters with counsel.

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

VIII) MOTION TO RETURN to Regular Session at 5:00PM.

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

1. Resolved that the Board of Education of the Bridgehampton UFSD approves the Middle States Committee Goals for the 2016-2017 school year.

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

IX) MOTION TO ADJOURN at 5:40PM

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

Respectfully submitted,



Tammy A. Cavanaugh
District Clerk