

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, March 23, 2022
6:00PM - Gymnasium
MINUTES**

I. ROUTINE MATTERS

A) Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:02PM, followed by the Pledge of Allegiance.

Present: Ronald White, President; Jennifer Vinski, Vice President; Trustees: Kathleen McClelland, Markanthony Verzosa, Carla Lillie, Jo Ann Comfort; Dr. Mary T. Kelly, Superintendent of Schools; Tammy A. Cavanaugh, District Clerk

Excused: Trustee: Angela Chmielewski; Michael Miller, Principal and Michael Cox, Assistant Principal

Counsel: Michael G. Vigliotta, Esq.

Press: Christine Sampson, *The East Hampton Star*

Guests: Pamela Harwood, Director - The Horticultural Alliance of the Hamptons

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated March 23, 2022.

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

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes from the March 10, 2022 Special Meeting of the Board.

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

D) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes from the February 28, 2022 Special Meeting of the Board.

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

E) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes from the February 22, 2022 Special Meeting of the Board.

Motion: J. Vinski Second: Carla Lillie Vote: 6-0

F) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes from the February 17, 2022 Meeting of the Board.

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

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

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

I) Communications

- 1) SCOPE Forum Newsletter – Winter 2022
- 2) Letter from ESBOCES Trustee Candidate – William Hsiang, Riverhead

J) Board of Education Discussion Items

- 1) The Horticultural Alliance of the Hamptons – Ms. Pamela Harwood, Director
- 2) Budget Presentation – Dr. Ann M. Macaluso, Interim School Business Administrator

K) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

- | | |
|-----------------|--|
| (a) March 21-23 | FIRST Robotics Competition Field Trip – Hofstra University |
| (b) March 25-26 | NYC & Cornell Univ. World Food Prize Field Trip |
| (c) March 28 | National Honor Society Blood Drive – 9AM-3PM (Auditorium) |
| (d) April 8 | End of 3 rd Quarter |
| (e) April 13 | Board of Education Meeting – 6PM - Gymnasium |

III. REPORTS

A) Superintendent Report

Budget Development, 2022-2023 School Year: Throughout the month, Dr. Macaluso and I have been reviewing information pertaining to the District’s anticipated revenues and expenditures for the 2022-2023 budget, including State Aid allocations and calculations pertaining to the District’s allowable tax levy cap. A presentation will be provided to the Board of Education and the Budget Advisory Committee at their next scheduled meetings on March 23, 2022. I will send the presentation to the Board in advance of the meeting so that the trustees have the opportunity to review it and ask questions.

I would also like to discuss with the Board, in executive session, the possibility of offering a retirement incentive *this year*, as part of a strategy to defray costs in anticipation of the development of the budget for the 2023-2024 school year. There are currently 7 teachers (BTA) and 2 teacher aides (CSEA) who are eligible to retire this year.

Budget Brochure: Dr. Macaluso and I are working with Syntax to prepare the Budget Brochure.

School Calendar: A modification needs to be made to the school calendar for the 2022-2023 school year, which was approved by the Board at its regular meeting in February. Next year, New Year’s Day falls on a Sunday; therefore, the federal holiday is recognized on Monday, January 2, 2023, and schools are required to be closed on that date. I have revised the calendar so that schools are closed on Monday, January 2, 2023; in exchange, the district will be open on Thursday, April 6, 2023. The updated calendar is on the Board’s agenda for approval at its March meeting. Please let me know if you have any questions or feedback.

Stony Brook University Health Care Academic Readiness and Excellence (HCARE) Summer Institute:

I met with Mr. Erik Flynn of Stony Brook University to discuss an opportunity for our students to participate in the HCARE Summer Institute, sponsored by Stony Brook University, which would allow interested students the opportunity to explore careers in the allied health professions.

Diversity Hiring Fair: Mr. Miller and Mr. Cox will be representing the District at the diversity hiring fair, which is being hosted by Eastern Suffolk BOCES, on March 23, 2022, from 5:30 PM to 7:30 PM. We have advertised two positions: technology teacher, and PPS director.

Capital Projects/Facilities Update: There has been continued progress throughout the month regarding the major facilities areas that require attention, which include the auditorium, the Building Management System, the Heating, Ventilation, and Air Conditioning system, and the punch list items. Throughout the month, the District administrative staff, custodial staff, and I met with representatives from Grillo Architects to keep apprised of the status of the capital projects and to address issues. The widening of the exit to the parking lot is scheduled to be completed during the spring recess in April, 2022. The project for the bathroom in the first grade classroom is awaiting approval from the New York State Education Department; it is anticipated that the project will be completed during the summer.

Partnership with Stony Brook Southampton Hospital - Vaccination Point of Distribution (POD) at the Bridgehampton School: The District has partnered with Stony Brook Southampton Hospital to host a vaccination POD at the Bridgehampton School on Saturday, March 12, 2022, for families interested in vaccinating their children, ages 5 -11, and ages 12 - 18. The second dose will be administered on April 2, 2022.

Horticultural Alliance: The Horticultural Alliance would like to donate a native tree to the Bridgehampton School. Mr. Miller and I met with Ms. Pamela Harwood to discuss the donation, a 7-foot bur oak, which is native to the region. Ms. Harwood will present this proposal to the Board at its meeting on March 23, 2022.

Committee Meetings Update: Please see the summaries below for the committees that are meeting this month:

Policy: The district subscribes to the NYSSBA policy updates service. The recommended updates were reviewed by counsel and compared to the district's existing policies. Based on this information and additional discussion, the committee will make recommendations to the BOE regarding policy updates, which the BOE will act on at its meeting in April.

Curriculum: The committee will be provided an update on the status of the curriculum overviews, including layout, format, and publication. The completed overviews were shared with the staff for feedback and input. The committee will also be provided with an update on the Google Classroom curriculum pilot, along with the status of the Professional Learning Plan Committee and the Instructional Technology Plan Committee.

Safety, Facilities and Grounds: The committee was provided with an update on the results of the water testing that was conducted earlier this year. In addition, information on the status of the capital projects work was shared, along with the schedule for the widening of the front exit (April recess) and the status of the bathroom project for the first grade classroom. Mr. DeFino provided an update on his progress in resolving the HVAC issues. I also provided an update to the committee regarding the Instructional Technology Plan Committee, and I am in the process of coordinating a site visit to districts with existing Maker Spaces and Fabrication Labs for members of the Safety, Facilities, and Grounds Committee and the Instructional Technology Plan Committee.

Instructional Technology Plan: The first two meetings of the Instructional Technology Plan Committee were held this month. As previously mentioned, the District's Technology Plan expires this year and must be renewed and submitted to the New York State Education Department (NYSED). This month, the committee was provided with an overview of the Instructional Technology Plan requirements that have been established by NYSED, and discussed the objectives of the committee, which includes the development of SMART (Specific, Measurable, Achievable, Relevant, and Timely) Goals for the District Plan for 2022-2025, and a review of the District's Instructional Technology Vision Statement. In addition, the committee discussed the importance of the alignment of the District's goals with the New York State Education Department goals, as established by the Statewide Learning Technology Plan. The committee is in the process of creating surveys for students, staff, and families in order to gather data that will inform the development of the District's goals.

Professional Learning Plan: The first two meetings of the committee were held this month; this committee is charged with the development of a Professional Learning Plan for the District, which is required by NYSED. The committee was provided with an overview of the NYSED Professional Learning Plan Guidance Document, along with an overview of the New York State Professional Development Standards. We then reviewed the District's Mission, Belief Statement, Vision, and the guiding principles and goals of the Middle States Accreditation Strategic Plan, and discussed the importance of the alignment of the aforementioned in the creation of the Professional Learning Plan. In addition, the committee is in the process of creating surveys for the staff in order to gather data that will inform the development of the Professional Learning Plan.

Professional Development, Curriculum Development - Digital Age Learning: This month, Maria Fico and John Ellrodt of Digital Age Learning continued their professional development work with our secondary teachers to support the integration of STREAM (Science, Technology, Reading, Engineering, the Arts, and Mathematics) throughout the curriculum, K-12. This plan incorporates job-embedded professional development for our staff to integrate technology through the implementation of interdisciplinary, project-based learning plans. Maria and John are also available to our elementary teachers for continued support.

News from Mr. Rich Burns, PPS Department:

As of Friday, March 18, 2022, the Annual Review meetings of all classified students were scheduled and successfully completed. Only two more meetings need to be rescheduled due to

parental requests. Many thanks to Jessica Treco and Melina White for their hard work in scheduling over 40 meetings with parents and staff members over the last two months! All of the scheduled meetings included school personnel, family members and students. This was a requirement for us to be in compliance with mandated procedures. I was very impressed with the level of professionalism and the staff's knowledge of their students shared during the CSE meetings. The next step is for our special education students to have their classes entered into the Master Schedule for the 2022-23 school year. We are ahead of schedule in this important matter.

IV. NEW BUSINESS

*CONSENT AGENDA, ITEMS 1 – 6

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the generous donation of a bur oak tree from The Horticultural Alliance of the Hamptons.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the revised school calendar for the 2022/2023 school year.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Obsolete or Surplus Items List submitted by Joseph Jenkins on March 17, 2022.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD nominates the following candidates for the ES BOCES Board for the term commencing on July 1, 2022 and ending on June 30, 2025.

- (a) Linda Goldsmith, Oysterponds (Oysterponds UFSD)
- (b) William Hsiang, Riverhead (Riverhead CSD)
- (c) Lisa Israel, Greenport (Greenport UFSD)
- (d) Fred Langstaff, Sayville (Sayville UFSD)
- (e) John Wyche, Bridgehampton (Bridgehampton UFSD)

And authorizes the District Clerk to report those results to ES BOCES.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the establishment of the VEI Club and appoints Kameron Kaiser as Advisor for the 2021/2022 school year at no additional compensation.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the amended 2022-2023 Budget Vote & Election Calendar.

Motion: J.Vinski

Second: C. Lillie

Vote: 6-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

CONSENT AGENDA, ITEMS A1 – A17

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the legal notice dated March 28, 2022, all dates set forth therein, and authorizes the District Clerk to take such steps as are necessary, in accordance with the provisions of the Education Law, including publishing in the legal notice for the annual meeting and election, for the purpose of voting upon the 2022/2023 budget at the District's annual meeting and election on May 17, 2022.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for February 28, 2022.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Reports for the period of 07/01/21- 02/28/2022.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/21 – 02/28/2022.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/21 – 02/28/2022.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund A with 51 Claims in the amount of \$237,921.14.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund C with 7 Claims in the amount of \$4,261.41.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund F with 2 Claims in the amount of \$29,318.75.

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

9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund H with 2 Claims in the amount of \$9,854.85.

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

10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #18 Fund H with 1 Claim in the amount of \$53,817.50.

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

11) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #16 Fund CM with 14 Claims in the amount of \$130,493.00.

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

12) **Resolved** that the Board of Education hereby suspends Board Policy #6741 in order to continue its preexisting contractual relationship with Behavioral Strategies, Licenses Behavior Analyst & LMSW PLLC without the need for issuing a new RFP, and

Be It Further Resolved that the Board of Education hereby contracts with Behavioral Strategies, Licenses Behavior & LMSW PLLC for the purpose of providing related services and authorizes the Superintendent to execute the agreement.

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

13) **Resolved** that the Board of Education of the Bridgehampton UFSD, approves the letter of engagement with NawrockiSmith Certified Public Accountants & Business Consultants for Training Services for ECAF Treasurers and Advisors for the 2021/2022 school year and authorizes the Superintendent of Schools to execute the letter.

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

14) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Joint Municipal Cooperative Bidding Program for 2022/2023, as follows:

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Bridgehampton Union Free School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the “Program”) in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES’ standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Motion: J. Vinski

Second: K. McClelland

Vote: 6-0

15)Resolved that the Board of Education of the Bridgehampton UFSD approves the following health service agreements between the District and the school districts listed below for the purpose of providing health services for children residing in the school districts listed below and attending nonpublic schools located in the District for the 2021-22 school year:

- East Hampton, 7 student(s) attending nonpublic schools located in the District at a cost of \$1,151.71 per student for a total of \$8,061.97.
- Greenport, 1 student(s) attending nonpublic schools located in the District at a cost of \$1,151.71 per student for a total of \$1,151.71.

3) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the appointment of Michael DeRosa as Assistant Varsity Baseball Coach for the 2021/2022 season to be paid as per the JV Year 2 rate of the BTA Contract's Interscholastic Sports Pay Schedule.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves Ryan Barker and Jen Suarez to provide livestreaming of varsity baseball games for the 2021/2022 season, to be capped at 3.5 hours for each game at the non-instructional duties hourly rate per the BTA contract.

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

5) Resolved that the Board of Education of the Bridgehampton UFSD approves Simone Doroski as a Teacher Aide Substitute for the 2021/2022 school year at the daily rate of \$105.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

6) Resolved that the Board of Education of the Bridgehampton UFSD approves the appointment of Julianna Pronesti for the stipend of a Supervisor of an Athletic Event.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

7) Resolved that the Board of Education of the Bridgehampton UFSD approves David Elliott for additional Marimba Band hours, not to exceed 65 hours, at his BTA contractual hourly rate through June 30, 2022.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

8) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Maxwell Spooner as a 1:1 Teacher Aide, effective end of day on March 29, 2022.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

9) Resolved that the Board of Education of the Bridgehampton UFSD approves Thomas V. Santoro as a Custodial Substitute for the 2021/2022 school year at the hourly rate of \$20.00, pending completion of HR paperwork.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

10) Resolved that the Board of Education of the Bridgehampton UFSD approves Elijah James as a Custodial Substitute for the 2021/2022 school year at the hourly rate of \$20.00, pending fingerprint clearance and completion of HR paperwork.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

11) Resolved that the Board of Education of the Bridgehampton UFSD approves Ninfa Boyd for 40 additional After School Secondary Homework for ELL students, to be paid as per the BTA contract.

Motion: J. Vinski Second: C. Lillie Vote: 6-0

12) Resolved that the Board of Education of the Bridgehampton UFSD approves Arlene Pizzo Notel as a Substitute Teacher for the 2021/2022 school year at the daily rate of \$150.

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

C) COMMITTEE ON SPECIAL EDUCATION

***CONSENT AGENDA, ITEMS C1 & C2**

Motion: J. Vinski

Second: J. Comfort

Vote: 6-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Preschool Special Education for Student #10732 and authorizes the Superintendent of Schools to arrange for appropriate services.

Motion: J. Vinski

Second: J. Comfort

Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Committee on Special Education for Student #10726 and authorizes the Superintendent of Schools to arrange for appropriate services.

Motion: J. Vinski

Second: J. Comfort

Vote: 6-0

D) BUILDING USE REQUESTS

***CONSENT AGENDA, ITEMS D1 – D3**

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the building use request submitted by the High School Student Council for use of the gymnasium for March Madness Sports from 2:45pm – 4:15pm on March 7 – 11, 2022.

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request submitted by the Southampton Town Police Department to conduct an active shooter drill in the school building on Sunday, April 3, 2022 from 5AM until 10AM.

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request submitted by Ronald White for use of the Gymnasium March 23, 2022 through June 28, 2022, 2-3 times per week, from 6PM until 8PM for youth workouts and trainings.

Motion: J. Vinski

Second: C. Lillie

Vote: 6-0

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

VII. MOTION TO ADJOURN at 6:45PM to Executive Session to discuss personnel matters with counsel.

Motion: J. Vinski

Second: J. Comfort

Vote: 6-0

VIII. MOTION TO RETURN TO Public Session at 9:13PM.

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

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the donation of 18 sick days to Aleta Parker for catastrophic sick leave, per Article I, Section G of the BTA Collective Bargaining Agreement.

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

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the donation of 30 sick days to Kelly Sharp for catastrophic sick leave, per Article 8, Section G of the BTA Collective Bargaining Agreement.

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

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby terminates Irene Claiborne as a Teacher Aide, effective end of day on March 24, 2022.

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

IX. MOTION TO ADJOURN at 9:15PM.

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

Respectfully submitted,



Tammy A. Cavanaugh
District Clerk