

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, July 29, 2020
6PM – Virtual Meeting via: Google Hangout
MINUTES**

I. ROUTINE MATTERS

- A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:08PM, followed by the Pledge.

Present: Ronald White, President; Lillian Tyree-Johnson, Vice President; Trustees: Jennifer Vinski, Kathleen McClelland, Markanthony Verzosa, Carla Lillie; Robert Hauser, Superintendent; Michael Miller, Principal; Dr. Angela Austin, Director of PPS & ENL; Michael Cox, Assistant Principal; Jennifer Coggin, School Business Administrator; Sean Sharp, Director of Technology; Tammy A. Cavanaugh, District Clerk.

Excused: Doug DeGroot, Trustee

Counsel: Michael Vigliotta, Esq.

Staff: Michael DeRosa, Athletic Director

Guests: Robert Caliendo, School Construction Consultants; Janet Gillmeister, PLC Associates; Brian Graham, School Health & Safety Consultant

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated July 29, 2020.

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 July 1, 2020 Reorganizational Meeting of the Board.

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

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the July 1, 2020 Business Meeting of the Board.

Motion: L. Tyree-Johnson Second: C. Lillie Vote: 6-0

- E) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the June 24, 2020 Meeting of the Board.

Motion: L. Tyree-Johnson Second: C. Lillie Vote: 6-0

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

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

H) Communications (As needed, copies will be mailed/emailed to Board members)

I) Board of Education Discussion Items

- 1) Robert Caliendo – School Construction Consultants – Project Update
- 2) District Comprehensive Planning Document/District Comprehensive Improvement Plan
- 3) Michael DeRosa – Fitness Equipment Presentation
- 4) Re-Entry Task Force Committee Update

J) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

- (a) July 1-August 20 Extended School Year (ESY) 8:30AM – 11:30AM Mon-Fri
(b) August 26 Board of Education Meeting – 6PM

III. REPORTS

A) Superintendent Report

- Welcome to our new Business Official Jennifer Coggin.
- Acknowledge our new .5 special education teacher, Angela Selvaggio (on agenda).
- Explain SEQRA resolution on page 4 #20 relating to requirement for tents.
- Explain LICN resolution on page 5 #22 relating to new construction project and electronic door locks and system.
- Explain the new NYSED and NYSDOH guidelines that require a resolution page 5 #3 to appoint a COVID-19 Safety Coordinator.
- Provided brief recap on Target District District Comprehensive Improvement Plan (DCIP)
- Provided brief recap on our District's Reopening Plan.
- Provided recap of July 29 Facilities Committee meeting.

B) Principal Report

- DCIP Committee Meetings
- Reopening Committee Meetings
- 13 parent tours over the month.

C) Director of PPS & ENL Report

- Closing of ESY program
- Planning for September
 - Meeting with staff
 - Developing schedules to accommodate IEP/Student need
- Cross-contract student update
- Interviews for special education elementary position
- Interviews for teacher aide positions

D) School Business Administrator Report

- 2019/20 School Year - Accountants are in the process of closing the books and records for the Auditors who are scheduled for August 3-6.

- 2020/21 School Year - new school year budget is set up and requisitions and purchase orders are being processed.
- State Aid - we are awaiting our scheduled state aid payments in September, October, and November and hopefully we will not see the proposed 20% cut that has been mentioned repeatedly.

IV. NEW BUSINESS

CONSENT AGENDA, ITEMS 1 & 2

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the adoption of the School Counseling Plan for the 2020-2021 school year.

Motion: L. Tyree- Johnson Second: J. Vinski Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD hereby approves the District Comprehensive Improvement Plan (DCIP) dated July 29, 2020 and authorizes the Superintendent to submit the DCIP to the State Education Department for approval.

Motion: L. Tyree- Johnson Second: J. Vinski Vote: 6-0

V. SUPERINTENDENT’S RECOMMENDATIONS

A) FINANCIAL MATTERS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with DaVinci Learning Center for the Superintendent’s Conference Days September 8 & 9, 2020 and throughout the 2020-2021 school year and authorizes the Superintendent to sign the contract.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

CONSENT AGENDA, ITEMS A1 – A22

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Health and Welfare Services Agreement between the District and the Southampton UFSD for 6 students residing in the Bridgehampton school district and attending Our Lady of the Hamptons RC School in the Southampton UFSD for the 2019-2020 school year at a total cost of \$6,815.82.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreements with the following software programs for the 2020-2021 school year and authorizes the Superintendent to execute the individual agreements on behalf of the District, pending Counsel's review:

Education.com
Planbook.edu

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for June 30, 2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/19- 06/30/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/19 – 06/30/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/19 – 05/31/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/19 – 06/30/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #27 Fund A with 48 Claims in the amount of \$127,966.47.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #22 Fund C with 3 Claims in the amount of \$3,315.73.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

- 11) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #41 Fund H with 5 Claims in the amount of \$973,400.96.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

12)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #42 Fund H with 1 Claim in the amount of \$450.00.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

13)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #25 Fund T with 17 Claims in the amount of \$392,802.45.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

14)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #26 Fund T with 3 Claims in the amount of \$2,946.69.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund A with 48 Claims in the amount of \$435,763.39.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

16)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund A with 4 Claims in the amount of \$2,806.96.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

17)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund F with 4 Claims in the amount of \$7,102.94.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

18)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund H with 5 Claims in the amount of \$833,351.35.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

19)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #1 Fund T with 5 Claims in the amount of \$24,958.50.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

20)WHEREAS, the Board of Education of the Bridgehampton Union Free School District is considering improvements at the Bridgehampton School located at 2685 Montauk Highway, Bridgehampton, NY 11932; and

WHEREAS, the proposed project includes

- LEASED BUILDINGS-TENTS #1-5

The proposed action includes the installation of temporary tents in an existing parking lot or lawn area for a period of 180 days or less for reliever space during COVID-19. The proposed temporary tents would be made available for children to enjoy mask-free space between instruction and limited teaching area. Pursuant to 6 NYCRR §617.5(c)(21), the proposed action would be appropriately classified as a Type II Action as it includes “minor temporary uses of land having negligible or no permanent impact on the environment.” Pursuant to 6 NYCRR §617.5(a), Type II actions “...have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8...”

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

21) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2020-2021 registration of the following non-residents and authorizes the Superintendent to advise families of acceptance, and set up billing as per Board policy.

Student's ID	Gr(20-21)	Fee (subject 20-21)
10470	12th	\$8,000
10433	6th	Non-tuition per Policy #5152
10574	PK-4	\$5,000
10565	PK-4	\$5,000
10514	8th	\$8,000
10561	5th	\$6,500
10370	3rd	Non-tuition per Policy #5152
10576	10th	\$8,000
10606	2nd	Non-tuition per Policy #5152
10552	11th	\$8,000
10559	10th	\$17,500
10515	12th	\$17,500
10619	10th	\$69,000

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

22) Resolved that the Board of Education of the Bridgehampton UFSD approves an award to L. I. Computer Networks, Inc. (LICN) in the amount of \$322,103.96 and authorizes Jennifer Coggin, School Business Administrator to issue the purchase order.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Summer Curriculum Writing for 2020 as per the attached list and paid per the BTA contract.

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

2) Resolved that the Board of Education of the Bridgehampton UFSD approves staff as per the attached list for 14 hours of professional development related to the new math and ELA curriculum with Teachers to be paid at the non-instructional rate per the BTA contract and Teacher Assistants to be paid at their individual hourly rate per the BTA contract.

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

3) Resolved that the Board of Education of the Bridgehampton UFSD appoints Robert Hauser as the COVID-19 Safety Coordinator for the 2020-2021 school year.

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

4) Resolved that the Board of Education of the Bridgehampton UFSD appoints Angela Selvaggio, who maintains Professional Certifications in Students with Disabilities (Birth-Grade 6); Early Childhood Education (Birth to Grade 2) and Childhood Education (Grades 1-6) to serve as a .5 Elementary Special Education Teacher whose probationary term shall commence on September 8, 2020, at an annual salary of M Step 1, prorated to her FTE per the BTA contract.

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

5) Resolved that the Board of Education of the Bridgehampton UFSD appoints the School Business Administrator, Jennifer Coggin, in place of the Superintendent, as purchasing agent for the Bridgehampton UFSD for the 2020-2021 school year. In the absence of the School Business Administrator, the Superintendent will be the alternate.

Motion: L. Tyree-Johnson Second: C. Lillie Vote: 6-0

CONSENT AGENDA, ITEMS B6 – B14.

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

6) Resolved that the Board of Education of the Bridgehampton UFSD approves Jennifer Coggin to serve on the District Safety, Facilities & Grounds and Strategic Planning/Site-Based Council Committee for the 2020-2021 school year.

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

7) Resolved that the Board of Education of the Bridgehampton UFSD approves Jennifer Coggin as Facilitator of the District Budget Advisory Committee for the 2020-2021 school year, in place of the Superintendent.

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

8) Resolved that the Board of Education of the Bridgehampton UFSD approves Jennifer Coggin as Facilitator of the Audit Committee for the 2020-2021 school year, in place of the Superintendent.

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

9) Resolved that the Board of Education of the Bridgehampton UFSD hereby designates the following depositories for the account funds indicated below as the Official Depositories for the 2020-2021 school year:

- | | |
|--------------------------------------------|-------------------------------|
| - 3 rd Party Collateral Holding | - M & T Bank |
| - 3 rd Party Collateral Holding | - NYCLASS |
| - B.U.F.S.D. General Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. Reserve Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. Repair Reserve Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. Money Market Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. Operating School Lunch | - Bridgehampton National Bank |
| - B.U.F.S.D. Operating Special Aid | - Bridgehampton National Bank |
| - B.U.F.S.D. Operating T & A | - Bridgehampton National Bank |
| - B.U.F.S.D. Payroll | - Bridgehampton National Bank |
| - B.U.F.S.D. Capital Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. Scholarship Account | - Bridgehampton National Bank |
| - B.U.F.S.D. Scholarship Account II | - Bridgehampton National Bank |
| - B.U.F.S.D. Five Year Capital Account | - Bridgehampton National Bank |
| - B.U.F.S.D. New Construction Capital Fund | - Bridgehampton National Bank |
| - B.U.F.S.D. School Activity | - Bridgehampton National Bank |
| - B.U.F.S.D. Flexible Spending Account | - New York Community Bank |
| - NYCLASS Reserve | - NYCLASS |
| - NYCLASS General Fund Money Market | - NYCLASS |
| - NYCLASS Scholarship | - NYCLASS |
| - NYCLASS New Construction Capital | - NYCLASS |
| - Debit Service Fund | -Bridgehampton National Bank |

BE IT FURTHER RESOLVED that the Superintendent is hereby authorized to borrow such funds as may be necessary and authorized for the operation of the district during the 2020-2021 school year. The Superintendent and/or School Business Administrator will utilize Revenue Anticipation Notes and Tax Anticipation Notes in a manner consistent with New York State Law and Comptroller's Regulations.

BE IT FURTHER RESOLVED that the Board of Education authorizes the School Business Administrator, in place of the Superintendent, to invest such funds in a manner which is in the best interest of the School District and consistent with Comptroller's Regulations and New York State Law.

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

10) Resolved that the Board of Education of the Bridgehampton UFSD authorizes the School Business Administrator, in place of the Superintendent, to renew at appropriate times during the 2020-2021 school year all existing insurance policies and bonds and recommend correction in values as required.

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

11) Resolved that the Board of Education of the Bridgehampton UFSD authorizes petty cash funds in the amount of \$100 with the Superintendent and the School Business Administrator and hereby authorized as custodian of petty cash funds in an amount not to exceed \$100 each at any time. This amount is to be transferred to such custodian at such time as the administration may determine, commencing on the date hereof and ending June 30, 2021.

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

12) Resolved that the Board of Education of the Bridgehampton UFSD, in place of the Superintendent, authorizes the School Business Administrator or designee, to open and publicly read all bids.

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

13) Resolved that the Board of Education of the Bridgehampton UFSD approves the District Investment Policy upon the recommendation of the District Auditors and, in place of the Superintendent, the School Business Administrator for the 2020-2021 school year.

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

14) Resolved that the Board of Education of the Bridgehampton UFSD, pursuant to the requirements of Title IX of the Educational Amendments of 1972, designates the following individual, in place of the Superintendent, as responsible to coordinate the District's efforts to comply with and carry out its responsibilities under this law, at no additional compensation:

Jennifer Coggin, Title IX

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

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

VI. MOTION TO ADJOURN at 9:15PM to Executive Session to discuss personnel matters with counsel.

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

VII. MOTION TO RETURN TO Public Session at 11:03PM.

Motion: L. Tyree-Johnson Second: C. Lillie Vote: 6-0

VIII. MOTION TO ADJOURN at 11:05PM.

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

Respectfully submitted,



Tammy A. Cavanaugh
District Clerk