

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, December 15, 2021
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, Angela Chmielewski, Jo Ann Comfort; Dr. Mary T. Kelly, Superintendent of Schools; Michael Miller, Principal; Michael Cox, Assistant Principal; Jennifer Coggin, Assistant Superintendent for Finance & Operations; Tammy Cavanaugh, District Clerk

Counsel: Michael G. Vigliotta, Esq.

Guests: Maria Fico and John Ellrodt of Digital Age Learning

Press: Cailin Riley, The Press news Group

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated December 15, 2021.

Motion: J. Vinski Second: K. McClelland Vote: 7-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the December 10, 2021 Special Meeting of the Board.

Motion: J. Vinski Second: K. McClelland Vote: 7-0

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the November 17, 2021 Meeting of the Board.

Motion: J. Vinski Second: K. McClelland Vote: 7-0

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

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

- G) Communications – None**

- H) Board of Education Discussion Items**

- 1) Digital Age Learning Presentation – Maria Fico & John Ellrodt**

- I) Consideration of additional items for the Agenda**

II. ANNOUNCEMENTS

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| (a) December 24-27 | Holiday Break; District Closed |
| (b) December 28-29 | Holiday Break; No Classes; District Open |
| (c) December 30-31 | Holiday Break; District Closed |
| (d) January 17 | Martin Luther King Day; District Closed |
| (e) January 19 | PSAT 8 th & 9 th Grades |
| (f) January 21 | Field Trip – Marimba Band – Long Island Day of Percussion |
| (g) January 26 | BOE Meeting – 6PM - Gymnasium |

III. REPORTS

A) Superintendent Report

Drivers Education: The state approved our driver education course. The dates will be finalized next week. There will be 18 classes totaling 27 hours of lecture, which will be provided virtually instructed by Michael Davies. The instructor will provide a log for the parents to collect driving hours with their child. This will start in January and finish in June. Mr. Miller will be informing families as soon as the schedules are finalized.

Partnership with OLA: Mr. Miller, Mr. Cox, and I met with Mr. Charles Escalante from OLA to discuss opportunities to support access to vaccinations for those families who are interested in participating. More information will be forthcoming shortly regarding these opportunities, which are tentatively slated for early January at the Children’s Museum of the East End.

Budget Development: We are in the process of preparing for the development of the budget for the 2022-2023 school year. As part of that process, we need to accurately project this year’s ending balance, as it will have a significant impact on the 2022-23 budget. Therefore, we are going to place a hold on any additional spending of the 2021-22 budget, effective December 31, 2021. This means that all purchase requests for outstanding field trips, conferences, supplies, etc., that are needed in order to complete the current school year must be submitted by the end of the month. As of January 1, 2022, any additional purchases, outside of that which are already anticipated, will be subject to review. This is a new procedure for Bridgehampton. I have reviewed it with the leadership team; Jennifer Coggin and I will be presenting this information to the staff at this month’s faculty meeting.

We will also be implementing new procedures for budget requests for the 2022-2023 school year. In the past, teachers submitted individual budget requests. This year, the leadership team will be meeting with the elementary staff and the secondary staff to collaboratively develop the budget and streamline the process so that it is more efficient. It will also allow for appropriate oversight of the budget development process in order to ensure that the budget is aligned with the district’s mission, vision, goals, and needs.

State Aid Allocation Shortfall: On December 1, 2021, we received our State Aid Report, which provides information on our actual State Aid revenues for the 2021-2022 school year as of November 30, 2021.

Jenn Coggin reviewed the report and informed me that there are some discrepancies between what was expected for State Aid as reported in the State budget and aid runs in April, 2021, which was used as part of the budget development process for the 2021-2022 school year, and what we are actually going to receive for the 21-22 school year; we are receiving a possible reduction in State Aid \$170,080 less than anticipated.

Jenn contacted SED, the STAC unit, and Questar to determine why there was a discrepancy. She learned that the amount is being withheld from our State Aid because there are two homeless students whose district of residence was listed as Bridgehampton, but they are now attending school at the Westhampton Beach School District. This was verified with officials at the Westhampton Beach School District, which will receive the State Aid.

We are closely monitoring our revenues and expenses and will make any necessary adjustments to compensate for the shortfall. I will continue to keep you apprised.

Strategic Education Analytics - Review of Business Office Operations: Mr. Richard Daddio and Dr. Anthony Annunziatio have been working in the district since November, 2021, to assess our business office operations. I will keep you apprised of their recommendations.

Twenty-first Century Community Learning Center (CCLC) Grant Proposal: Our Twenty-first Century Community Learning Center grant proposal was successfully submitted on the due date of November 30, 2021. I am very hopeful that we will prevail in being awarded the grant, which is worth approximately \$2.25 million over 5 years; our proposal is rigorous, engaging, well-developed, and will serve our students well. We were able to include many regional partners to support the grant, which is one of several important technical requirements.

As a reminder, the title of the grant proposal is BEEE'S (BE³'S) HIVE: **B**ridgehampton **E**ngaging, **E**nhancing, and **E**xtending **S**chool: **H**arnessing Innovation for a **V**ibrant **E**ducation; a Bridgehampton UFSD 21st Century Community Learning Center (CCLC) Program. The proposal represents a multifaceted approach to effective before-school, after-school, and summer learning and exploration that combines targeted enrichment activities with innovative, project-based learning experiences that honor student agency as a pathway from early childhood to middle and high school.

Opportunities and activities will include: an after-school literacy program; the implementation of a fabrication lab (fab lab) to prototype and field test new ideas, products, and inventions; partnerships with local arts, museums, and STREAM-based activity providers; regional field trips; and family engagement activities, to name a few. A survey of our students and families was also used to inform our proposal.

Sandy Hook Promise: The District has partnered with Sandy Hook Promise as part of our social emotional and wellness initiatives. Representatives from the Suffolk County Sheriff's Department met with our students to provide the following presentations:

Start with Hello for grades 2 through 5, teaches students to be more socially inclusive and connected to each other. The 45-minute presentation includes activities and thought-provoking ideas to empower students and end social-isolation in three easy-to-remember steps.

Say Something for grades 6 through 12, teaches middle and high school students to recognize the warning signs of someone being socially isolated, bullied, or at-risk of hurting themselves or others, and how to say something to a trusted adult to get help.

The Students Against Violence Everywhere (SAVE) Promise Club is a student-leadership initiative for all grade levels. It is led by Sandy Hook Promise's Youth Advisory Board and aims to empower student leaders to take an active role in increasing student camaraderie, school safety and preventing different forms of violence in schools and communities.

Capital Projects/Facilities Update: There has been progress throughout the month regarding the major facilities areas that require immediate 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, School Construction Consultants, and Stalco to keep apprised of the status of the capital projects and address issues.

Mr. Marek has recommended that we hire a Maintenance Mechanic to replace Ziggy's position, this is a non-competitive civil service title. We will be advertising this position next week; our goal is to have the position filled by early January, 2022.

Hamptons Collegiate Baseball League (HCBL) Update: HCBL President Sandi Krueel and I met to continue discussions regarding a partnership between Bridgehampton and HCBL this year. HCBL would like to use our baseball field this summer to play approximately 15 games; this would require upgrades to our field that HCBL would provide at no cost to the district. HCBL would provide the following, valued between \$10,000 - \$12,000:

- straighten home plate
- fix the lift of the mound and add clay bricks under the surface
- install two bullpens, for both home and away teams
- provide a removable home run fence

In addition, HCBL would complete all of the work described above in advance of our baseball season, which begins during the second week of March, 2021. Incidental items that HCBL would also require include access to electricity and outdoor storage for equipment.

The HCBL season is slated to begin on June 1, 2022, and runs through July 31, 2022. During the month of June, the league would not have access to our field until the school day ended, and would work around our high school baseball schedule if our team was engaged in postseason play.

A proposal is being prepared for the Board's consideration, which will be presented to the Board at its meeting on January 26, 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 has made recommendations to the BOE regarding policy updates, which the BOE will act on at its next meeting.

Audit: The Audit Committee met this month to review the district's response to the Management Letter prepared by Jill Sanders, CPA, of Cullen and Danowski, the district's external auditor. The Committee has prepared its recommendation, which will be submitted to the Board for consideration at its meeting on December 15, 2021.

Strategic Planning: The Strategic Planning Committee will meet this month, at which time it will be provided with an update regarding the activities of the other district committees and discuss its goals for the 2021-2022 school year.

Safety, Facilities and Grounds: The Safety, Facilities, and Grounds Committee will meet this month, at which time it will be provided an update regarding the progress of our capital projects and will discuss any safety concerns or facilities needs.

Professional Development, Curriculum Development - Digital Age Learning: This month, Maria Fico and John Ellrod of Digital Age Learning continued their professional development work with our elementary 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. They will be also be presenting information regarding this work to the Board at its meeting on December 15, 2021.

Meetings with Parents, Students, Staff, Stakeholders, Residents, Community Leaders and Organizations: Throughout the month, I conducted formal and informal meetings with parents, students, staff, stakeholders, residents, and community leaders to receive input, feedback, and address specific concerns that individuals and groups bring to my attention, for the benefit of students, families, and the community.

Superintendents' Meetings - ESBOCES, NYSCOSS, Suffolk County School Superintendents Association (SCSSA) SCOPE, East End Superintendents: I represent Bridgehampton at all monthly regional meetings of Chief School Officers, and at the regional Curriculum Council meetings. I have been in communication with SCSSA, ESBOCES, and the East End Superintendents throughout the month regarding regional issues and concerns.

IV. NEW BUSINESS

*CONSENT AGENDA, ITEMS 1-5

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of the following policies, regulations and exhibits: #0101 Gender Neutral Bathrooms; #1230 Public Comment at Board Meetings (Policy & Exhibit); 2342 Agenda Preparation; 8505 Charging School Meals; 3230-E Organizational Chart.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the rescinding the following policies after one reading due to being outdated and/or addressed within other policies: 8100 Safety Program; 8111 Reporting of Hazards Policy & Regulation; 8119 Pest Control; 8120 Accident Prevention & Safety Procedures; 8120.2 Safe Use of Hazardous Chemicals; 8121 First Aid; 8122 Accident Reports; 8132 Fire Drills; 8133 Bomb Threats – Policy, Regulation & Exhibit; 8134 Emergency Closing; 8135 Safe Schools Policy & Exhibit; 8100 Buildings & Grounds Management; 8210 Buildings & Grounds Security; 8211 Access to Buildings; 8212 Vandalism; 8350 Disposal Of Surplus Books, Supplies & Equipment; 8414 School Bus Safety; 8414.1 Bus Driver Qualifications & Training; 8415 Field Trip & Extracurricular Activities Transportation; 8332 Use of District Owned Cell Phones.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of the following policies, regulations and exhibits: 8115 Pesticides and Pest Management; 8123 Hygiene Precautions & Procedures; 8123.1 Contagious Diseases; 8334 Use of Credit Cards; 8410 Student Transportation; 8520 Free & Reduced Meal Services; 5695 Students & Personal Electronic Devices.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the resignation of Kelly Harris as a Community Member on the Strategic Planning/Site-Based Council for the 2021/2022 school year.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Shannon Hughes, Teen Librarian at The Hampton Library to serve as a Community Member on the Strategic Planning/Site-Based Council for the 2021/2022 school year.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

- 1) **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 2020-2021 Auditor's recommendations and authorizes the Superintendent to sign and send the District Corrective Action Plan to NYSED.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

*CONSENT AGENDA, ITEMS A2 – A22

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2022-2023 Budget Vote and Election Calendar.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for November 30, 2021.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Reports for the period of 07/01/21-11/30/2021.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/21 – 11/30/2021.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/21 – 11/30/2021.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund A with 31 Claims in the amount of \$55,046.27.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund C with 7 Claims in the amount of \$5,867.10.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

9) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund F with 1 Claim in the amount of \$963.36.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

10) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund H with 1 Claim in the amount of \$131,345.63.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund CM with 13 Claims in the amount of \$132,588.29.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund CM with 17 Claims in the amount of \$136,247.61.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

13) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund A with 95 Claims in the amount of \$417,411.75.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

14) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund H with 1 Claim in the amount of \$28,008.80.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund C with 14 Claims in the amount of \$7,534.79.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund CM with 13 Claims in the amount of \$126,615.21.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

17) Resolved that the Board of Education of the Bridgehampton UFSD approves the Consultant Agreement with Duryea Consultant Services for the 2021/2022 school year and authorizes the Superintendent to execute the agreement, subject to review by Counsel.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

18) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2021/2022 Municipal Cooperative Agreement for snow removal services at the Bridgehampton UFSD by the Southampton UFSD and authorizes the Board President to sign the agreement.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

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

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the maternity leave for Kelly Sharp beginning on or about March 24, 2022 with the intent to return on September 1, 2022 for the 2022/2023 school year.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

6) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Lou Liberatore as Advisor to the Extracurricular Activity Frost Valley Club for the 2021/2022 school year at no additional compensation.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Allyson R. Greenstein as a Teacher Substitute for the 2021/2022 school year at the daily rate of \$150, pending completion of Human Resources paperwork.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Curriculum Writing for the 2021/2022 school year for the following to be paid per the BTA contract, not to exceed 12 hours each.

Patrick Aiello

Joseph Pluta

Susan Conklin

John Reilly

Henry Meyer

Maria Bouzos Reilly

Jeffrey Neubauer

Kelly Sharp

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Andrea Drollinger and Tom House as instructors and Chris Jackimowicz as an alternate, of the Spring SAT prep course at the curriculum writing rate per the BTA contract, not to exceed 15 hours each which includes prep time, effective January 10, 2022 through March 22, 2022.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the letter of resignation dated December 6, 2021 from Tanya Delgado as a Substitute Teacher.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

C) COMMITTEE ON SPECIAL EDUCATION

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendations of the Committee for Special Education for Students #10726, #1080, #10296, #10358, #10462, #10730, #10359, #10731 and authorizes the Superintendent of Schools to arrange for appropriate services.

Motion: J. Vinski

Second: C. Lillie

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. MOTION TO ADJOURN at 6:54PM to Executive Session to discuss personnel matters with counsel.

Motion: J. Vinski

Second: K. McClelland

Vote: 7-0

***8:01PM – Markanthony Verzosa left the meeting.**

VIII. MOTION TO RETURN TO Public Session at 8:28PM.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

IX. MOTION TO ADJOURN at 8:29PM.

Motion: J. Vinski

Second: K. McClelland

Vote: 7-0

Respectfully submitted,



Tammy A. Cavanaugh
District Clerk