

**BRIDGEHAMPTON U.F.S.D.
BOARD OF EDUCATION
WORKSHOP MEETING MINUTES**

Date: October 29, 2008
Meeting Type: Board of Education Workshop Meeting
Present: Elizabeth Kotz, Joseph Berhalter, Carol Kalish, Nicki Hemby, Susan Hiscock
Dr. Dianne B. Youngblood, Superintendent, John Pryor, Principal,
Philip Kenter, Business Administrator, Tom Volz, School Attorney,
Joyce Manigo, District Clerk
Absent: Rick Delano, James Walker

I. ROUTINE MATTERS:

- A) Call to Order by Vice President, Elizabeth Kotz, upon her having ascertained the presence of a Quorum, Saluting the flag and Roll Call at 7:08pm.
- B) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Revised Proposed BOE Agenda, dated October 29, 2008.

Motion: Kalish Seconded: Hiscock Vote: 5-0

II. REPORTS:

A) Superintendent's Report

- Discuss cost analysis of surplus laptops and distribute handout
- Distribute handout of Governor Patterson's announcement of budget deficit
- Discuss Tom Suozzi's, Chairman of the Governor's Commission on Property Tax Relief, proposed property tax cap recommendations to a group of school board members and superintendents on Saturday, October 18, 2008 as part of the NYSSBA 89th Annual Convention
- Inform the Board that in an effort to optimize the district's energy performance and look at ways to minimize costs, we have begun the process of an energy audit with Long Island Power Authority (LIPA). Last week two LIPA representatives inspected the entire district and recorded information. Within a few weeks they will re-visit to discuss their recommendations and any available funding sources to implement some energy related cost savings for the district
- Discuss continued efforts of the Bridgehampton School District to collaborate with neighboring school districts. Presently the following is happening:
 - Sag Harbor, one of our juniors is attending their AP U.S. History class
 - East Hampton, Princeton Review Course @ \$800 per student (approximately \$250 off retail tuition)
 - Wednesday, 11/5/08, we will host an East End Cooperative Purchasing Meeting for the purpose of enhancing school purchasing efficiency
- Update the Board on the Strategic Planning Council
- Request for a representative from the Middle States Association to meet with the Board to discuss the Accreditation process...**select a date**
- Distribute and discuss letter from Bill Chalef, Architect, regarding the work his firm has begun on the Window Replacement Project. Recommend that the Board assign a committee with the task of determining how to raise the money for this project to commence July 1, 2009

B) Principal's Report

- Student Council Elections and mock Presidential Election Nov. 4, 2008 in the Gymnasium. Students in grades K-12 will attend. All guests are invited.
- For the last 10 years, Bridgehampton students have participated in a Food Drive for the benefit of the Food Pantry at St. Ann's Church. This event has been sponsored by the Bridgehampton Student Council. The Food Drive this year will begin on Nov. 5, 2008 and run until Nov. 19, 2008.
- Students in grades 9, 10, 11 and all band members went to NYC to see the outstanding show "Wicked". Everyone had a great time and our students, as always, were polite traveling companions.
- The Senior Class is participating in the Young Playwrights Program through Bay Street Theater. As part of the program the students attended the show "The Fantasticks" in Manhattan.
- The student presentations of the Playwright Program will be a student matinee on Dec. 12, 2008 and the public performance on Saturday night Dec. 13, 2008.
- Judy Ann Favez made a presentation to the BOE in support of a Green House Project that she will be assembling with donations from Health-Corps.

Resolved that the Board of Education of the Bridgehampton UFSD approves the construction of the Edible Schoolyard Greenhouse (money to be donated by Healthcorps and fundraising).

Motion: Hiscock Seconded: Hemby Vote: 5-0

C) School Business Administrator's Report

- Review of 2008-2009 Tax Levy letter issued to Town of Southampton
- Review of NYSIR Response letter and two issues to be addresses:
 - Revision and update of Sexual Harassment Policy
 - Revision and update of Application for School Building Use
- Report on Munistat TAN bid and status.
- Report on OMNI Group 403b third party administrator signup and agreement. (We will require BOE Resolution on this issue)
- Request to increase Neide Valiera's hours as Treasurer by 5 hours per week due to increased workload and other responsibilities. To analyze data that correlates directly to her duties and assist with records filing attendance issues that should not conflict with her role as Treasurer; to cross train her in other duties to be performed in the event of emergency and to assign her duties that I presently perform that do not conflict with control measures such as special reports, assignments and spreadsheets. She presently works 20 hours per week. This would bring her up to 25.
 - 5 hours per week X 48 weeks per year = 240 hours annually X \$25.00 per hour = \$6,000.00 per year + 9.1% taxes = \$546.00=total of \$6546.00 per year.
 - We can use the unused portion of money allocated to a part-time clerk @17.5 hours per week; wherein she usually works 12 hours per week, leaving a balance of 5.5 unused hours per week @ \$21.36 per hour. This equates to 4.5 of Neide's hours per week. The extra .5 hour can be found in code 1620.160 (Non-instructional salaries). The cost is estimated @ .5 hour per week X 48 weeks X \$25.00 per hour = \$600.00 + 9.1% taxes = \$54.60 = \$654.60 per year.

BOARD OF EDUCATION

PAGE 3

OCTOBER 29, 2008

- Building #5 heat/ AC installation has been completed and tested.
- Building #4 fire alarm system wiring may need to be replaced. The alarm continues to issue

a trouble condition. Simplex indicated the wiring may be breached.

- Boilers have been successfully lit and tested in the main building. Our Head Custodian has been trained by Bain procedurally how to do this.
- Review of Whitson's invoice and reports as requested by BOE.

D) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the hours of the District Treasures to be increased 5 hours/week for a total of 25/hours/week.

Motion: Kalish Seconded: Hiscock Vote: 5-0

III. OLD BUSINESS:

A) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of the Meal Policy #8505.

Motion: Hiscock Seconded: Kalish Vote: 5-0

IV. NEW BUSINESS:

A) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the surplus of two (2) incomplete sets of The 1993 World Book Encyclopedias.

Motion: Hiscock Seconded: Kalish Vote: 5-0

B) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the transportation contracts for the BOCES Regional Transportation Program and Technical/Occupational Transportation Program for the 2008-2009 school year and authorizes the Board President to sign them.

Motion: Hiscock Seconded: Kalish Vote: 5-0

V. SUPERINTENDENT'S RECOMMENDATIONS:

A) Finance Matters

Resolved that the Board of Education of the Bridgehampton UFSD hereby enters into an agreement, as approved by Counsel, with the Omni Group, Inc. to provide services as Third Party Administrator to the district's 403b retirement program, so as to be in compliance with I.R.S. regulations on indemnification.

Motion: Hiscock Seconded: Kalish Vote: 5-0

B) Personnel

1) Resignations

a) **Resolved**, that the Board of Education of the Bridgehampton UFSD accepts the resignation from Monica Alvarez as Senior Account Clerk Typist effective November 5, 2008.

Motion: Hemby Seconded: Hiscock Vote: 5-0

BOARD OF EDUCATION PAGE 4 OCTOBER 29, 2008

2) Leaves

3) Assignments

a) **Resolved**, that the Board of Education of the Bridgehampton UFSD approves Joanne Palisi as New Teacher Mentor Coordinator at a rate of \$52.93 per hour for the 2008-09 school year at the 2006/07 stipend agreement negotiated between the BTA and the BUFSD BOE.

Motion: Berhalter Seconded: Hemby Vote: 5-0

- b) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Angela T. Johnson, who is New York State Certified in Childhood Education in grades 1-6, as a certified Substitute Teacher effective October 30, 2008, pending fingerprint clearance, at a salary of \$150 per day.

Motion: Berhalter Seconded: Hemby Vote: 5-0

- c) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Ericka Bambino as District Activity Fund Treasurer for the 2008-09 school year at the 2007/08 stipend agreement negotiated between the CSEA and the BUFSD BOE prorated for the remainder of the 2008-2009 school year.

Motion: Berhalter Seconded: Hemby Vote: 5-0

- d) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Diana Bartoli, who is New York State Certified in English Language Learning Instructor as a certified Substitute Teacher effective October 30, 2008, pending fingerprint clearance, at a salary of \$150 per day.

Motion: Berhalter Seconded: Hemby Vote: 5-0

4) **Other**

- a) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the hanging of the Bark Cloth within the main building.

Motion: Kotz Seconded: Hemby Vote: 5-0

VI. USE OF FACILITIES:

Resolved that the Board of Education of the Bridgehampton UFSD hereby convenes into an executive session to discuss Personnel concerns at 8:19 PM.

Motion: Hiscock Seconded: Hemby Vote: 5-0

Resolved that the meeting is adjourned at 10:15 PM

Motion: Kalish Seconded: Hiscock Vote: 5-0