

Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, January 25, 2023
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 6:04PM, followed by the Pledge of Allegiance.

Present: Ronald White, President; Jennifer Vinski, Vice President; Trustees: Markanthony Verzosa, Angela Chmielewski, Jo Ann Comfort; Dr. Mary T. Kelly, Superintendent of Schools; Michael Miller, Principal; Michael Cox, Assistant Principal; Michael Cipriani, Interim School Business Administrator; Michael Mack, Director for PPS; Tammy A Cavanaugh, District Clerk.

Excused: Kathleen McClelland, Carla Lillie, Trustees

Counsel: Michael G. Vigliotta, Esq.

Staff: Amanda Candelaria and Carl Johnson, Senior Class Advisors

Students of the Senior Class: Dylan Fitzgerald, Ryan Fleming, Luna Paucar, Leslie-Ann Samuel, Kristopher Vinski, Scott Vinski

Community Members: Erling Hope and Alexander Huberty

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated January 25, 2023.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the December 14, 2022 Meeting of the Board.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

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

1) ESBOCES Spotlight Newsletter - 2022-23 Issue 1

G) Board of Education Discussion Items

1) Senior Class Trip Presentation – Amanda Candelaria & Carl Johnson, Advisors

H) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

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|-----------------|--|
| (a) January 26 | Var. Boys Basketball @Home vs. Smithtown Christ. 6PM |
| (b) January 27 | Report cards mailed home |
| (c) January 30 | Ice Skating Intramurals at Buckskill Winter Club |
| (d) February 1 | Ice Skating Intramurals at Buckskill Winter Club |
| | SCMEA All-County Middle School Percussion Ensemble |
| | Spirit Week – Character Day |
| (e) February 2 | Spirit Week – Throwback Thursday |
| (f) February 3 | Spirit Week – Twin Day |
| (g) February 6 | Spirit Week – Pajama Day |
| (h) February 7 | Spirit Week – Pep Rally |
| | Varsity Boys Basketball @ Home vs. Ross (6pm) |
| (i) February 8 | Ice Skating Intramurals at Buckskill Winter Club |
| (j) February 13 | Ice Skating Intramurals at Buckskill Winter Club |
| | Family Cooking Night – 6-8PM |
| (k) February 15 | Ice Skating Field Trip at Buckskill Winter Club |
| | BOE Meeting – 6PM - Gymnasium |

III. REPORT

A) Superintendent of Schools

Middle States Association Mid-Term Report: This month, I finalized the Mid-Term Report for the Middle States Association, which is due on January 23, 2023. This report is an essential element of our accreditation, and provides an opportunity to examine and document our progress in meeting our established goals. The report, along with supporting documentation, was submitted on January 20, 2023, in advance of the deadline.

Budget Development, 2023-2024 School Year: The purpose of the General Fund budget is to build the financial foundation to meet the district's 2023-2024 academic, operational, and administrative goals (the Program, Capital, and Administrative budgetary components). As always, our goal is to develop the 2023-2024 budget with full disclosure and complete transparency.

- At this time, we are in the process of reviewing, in detail, every revenue source, every budget request, and all existing contracts.
- Throughout the month, Mr. Cipriani and I have been reviewing information pertaining to the District's anticipated revenues for the 2023-2024 budget; we are still awaiting State Aid allocations, which are determined by Governor Hochul's proposed budget, and calculations pertaining to the District's allowable tax levy cap.
- Financial projections for both Revenue and Appropriations will be presented to the Board for review in February.
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Regional Educational Programming on LTV: In collaboration with superintendents in the region, we have partnered with LTV to develop educational content for broadcast that will showcase the district's initiatives and the accomplishments of our students and staff. This month's program, which features Bridgehampton UFSD, East Hampton UFSD, and Southampton

UFSD, will highlight reading and literacy initiatives. Mr. Cox represented our district on this month's program.

Partnership with Hayground and the Child Care Center for a Community Event: This month, in collaboration with representatives from Hayground and the Child Care Center, we are hosting a community event, *An Evening With Alfie Cohn*, which will be held at the Bridgehampton School on January 20, 2023, as part of our 21st Century grant program. Alfie Cohn is a progressive thinker, author, and lecturer in the areas of education, parenting, and human behavior. Select staff members from Hayground, Sag Harbor, Southampton, East Hampton, and Bridgehampton had the opportunity to participate in a professional development workshop with Mr. Kohn at the Child Care Center earlier in the day.

Classroom Walkthroughs: This month, I am continuing to conduct classroom visits with the Leadership Team to observe students, teachers, and the instructional program. By the end of the month, I will be following a high school student's schedule for the day to gain insight into our students' learning experiences. This will allow me to further identify areas of strength within the instructional program, along with opportunities for growth.

Committee Meetings: Please see the summary for each committee that met this month, below:

Social/Emotional and Equity: This month, the committee focused on our continuing work and professional development to unpack the New York State DEI Framework pertaining to the creation of a welcoming and affirming environment.

Curriculum: This month, the committee will be provided with an update on the progress of our Google classroom initiative.

Wellness: This month, the committee discussed the following items:

1. CPR Training- Feasibility of training 6 th -12 th grade and exposing 3 rd -5 th grade.
2. Narcan Training
3. Cafeteria Discussion- set up a meeting with the staff and committee.
4. Crossing Guard/Lighting/Speeding on Montauk Highway
5. Celebrating Chinese New Year- team will look into guest speakers/food options

21CCLC Grant Advisory Committee: This month, the Advisory committee met with the grant evaluator and conducted walkthroughs of the program as part of the required quality review and evaluation process.

Health/Safety/Facilities: This month, the committee will be provided with updates regarding any issues or concerns, as well as work that is currently being conducted.

Meeting With BBS Architects: The Leadership Team and I met with representatives from BBS Architects to review possible proposed options to renovate the main office of the school, discuss updating the building conditions survey, and explore options for additional operational cost savings through an energy performance contract.

Public Relations - Syntax: This month, I met with representatives from Syntax to finalize materials that we can utilize to showcase the district regionally, for distribution to private and parochial school families and to sending districts, including Wainscott and Sagaponack.

IV. NEW BUSINESS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the school calendar for the 2023-2024 school year.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

V. SUPERINTENDENT’S RECOMMENDATIONS

A) FINANCIAL MATTERS

***CONSENT AGENDA, ITEMS A1-A24**

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2023-2024 Budget Vote and Election Calendar.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for December 31, 2022.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2022 – 12/31/2022.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2022 – 12/31/2022.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer’s Report for the period of 07/01/2022 – 12/31/2022.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #19 Fund A with 1 Claim in the amount of \$142,173.00.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #21 Fund A with 5 Claims in the amount of \$49,488.80.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

8) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund H with 1 Claim in the amount of \$87,650.00.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

9) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund H with 1 Claim in the amount of \$28,636.65.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

10) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #20 Fund A with 1 Claim in the amount of \$221,636.21.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund F with 1 Claim in the amount of \$2,420.00.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #22 Fund A with 43 Claims in the amount of \$173,354.47.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

13) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund C with 1 Claim in the amount of \$405.00.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

14) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #14 Fund CM with 16 Claims in the amount of 138,225.73.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund DM with 18 Claims in the amount of \$145,806.68.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #23 Fund A with 12 Claims in the amount of \$601,670.93.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

17) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #24 Fund A with 46 Claims in the amount of \$639,305.50.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

24) Resolved that the Board of Education of the Bridgehampton UFSD approves the Senior Class trip to Disney World, Sunday, June 11 – Thursday, June 15, 2023, chaperoned by Amanda Candelaria and Carl Johnson, with transportation to and from airports provided by the Bridgehampton UFSD.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

B) PERSONNEL

***CONSENT AGENDA, B1-14; PULLING A2 & A12**

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the donation of 15 sick days to Danielle Doscher as per the BTA CBA regarding catastrophic sick leave contributions.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the retirement incentive Memorandum of Agreement with the BTA dated January 20, 2023 and authorizes the Superintendent of Schools to execute the agreement.

Motion: J. Vinski

Second: A. Chmielewski

Vote: Tabled for Exec

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the unpaid leave of absence extension for Andrea Sullivan Memorandum of Agreement with the BTA dated January 11, 2023 and authorizes the Superintendent of Schools to execute the agreement.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves the Maternity/FMLA leave request for Allison Federico beginning on or about April 17, 2023 with the intent to return on September 5, 2023, the first day of the 2023/2024 school year.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

5) Resolved that the Board of Education of the Bridgehampton UFSD approves the appointment of Erling Hope as a Robotics Technical Coach for the 21st Century Community Learning Center Grant After School Program for the 2022/2023 school year and to be paid at the Grant's rate of \$43.00/hr. retroactive to January 9, 2023, pending completion of HR paperwork and fingerprint clearance.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

6) Resolved that the Board of Education of the Bridgehampton UFSD approves the appointment of Alexander Huberty as a Robotics Technical Coach for the 21st Century Community Learning Center Grant After School Program for the 2022/2023 school year and to be paid at the Grant's rate of \$43.00/hr. retroactive to January 9, 2023, pending completion HR paperwork and fingerprint clearance.

Motion: J. Vinski

Second: J. Comfort

Vote: 5-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following personnel as indicated for the 21st Century Community Learning Center Grant After School Program for the 2022/23 school year to be paid as per the Grant:

Teachers @ \$62.83/hr:

John Reilly – start date of November 28, 2022 – sport activities
Marie Hand – Internship Coordinator
Mackenzie Zajac – Fitness Center
Lou Liberatore – STEAM AM Program – start date of Jan. 17, 2023
Mallory Dougherty – STEAM AM Program – start date of Jan. 17, 2023

Aides @ \$43.00/hr:

Janet Mancino – ASPIRE/Front Desk
Julia Smith – ASPIRE/Front Desk
Ava Mack – Front Desk

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves all employees to substitute for the 21st Century Community Learning Center Grant After School Program as needed for the 2022/2023 school year and to be paid as per the Grant.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Mackenzie Zajac as a volunteer coach for the junior high girls basketball team for the 2022/2023 school year.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Gilda Rojas-Munguia as a Substitute Teacher Aide and Substitute Clerical for the 2022/2023 school year at the respective daily rate of \$105 and \$20/hr. pending completion of HR paperwork.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 11) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Olivia Cassone as a Substitute Teacher and Substitute Teacher Aide for the 2022/2023 school year at the respective daily rate of \$150 and \$105, pending completion of HR paperwork.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

- 12) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jen Suarez for the Robotics Advisor Stipend for the 2022/2023 school year.

Motion: J. Vinski Second: M. Verzosa Vote: Tabled for Exec

- 13) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Annette Rivera as a Chaperone on the 8th Grade Washington, DC trip, March 6-9, 2023.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

14) Resolved that the Board of Education of the Bridgehampton UFSD approves Laurie DePoto as a substitute teacher and as a substitute Teacher Aide for the 2022/2023 school year at the respective daily rate of \$150 and \$105.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

C) COMMITTEE ON SPECIAL EDUCATION

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Special Education Committee for Student #10613 and authorizes the District to arrange for appropriate services.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

D) BUILDING USE REQUESTS

***CONSENT AGENDA, ITEMS D1 – D3**

Motion: J. Vinski Second: J. Comfort Vote: 5-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request form submitted by Lindsey Sanchez for use of the auditorium for the Spring Play rehearsal and performances as follows: March 20 – April 28, 2023 from 3pm – 5pm; May 1 – May 6, 2023 from 3pm – 9pm.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request submitted by Milena White on behalf of the PTO for use of the Auditorium on Saturday, February 4, 2023 from 2pm – 5pm for a Movie Night showing *Wakanda Forever*.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

3) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request submitted by Milena White on behalf of the PTO for use of the Auditorium on Friday, February 10 and Friday, February 17, 2023 from 4:45pm – 8pm for a Movie Night: Showing: February 10: *Encanto* and February 17: *The Bee Movie*.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

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 6:32PM to Executive Session to discuss personnel matters with counsel.

Motion: J. Vinski Second: J. Comfort Vote: 5-0

VIII. MOTION TO RETURN TO Public Session at 8:04PM.

Motion: J. Vinski Second: M. Verzosa Vote: 5-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the retirement incentive Memorandum of Agreement with the BTA dated January 20, 2023 and authorizes the Superintendent of Schools to execute the agreement.

Motion: J. Vinski Second: A. Chmielewski Vote: 5-0

2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Jen Suarez for the Robotics Advisor Stipend for the 2022/2023 school year.

Motion: J. Vinski

Second: M. Verzosa

Vote: 5-0

IX. MOTION TO ADJOURN at 8:05PM.

Motion: J. Vinski

Second: M. Verzosa

Vote: 5-0

Respectfully submitted,

A handwritten signature in black ink, reading "Tammy A. Cavanaugh". The signature is written in a cursive style with a large, stylized initial 'T'.

Tammy A Cavanaugh
District Clerk