

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, March 1, 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 6:00PM followed by the Pledge of Allegiance.

Present: Ronald White, President; Trustees: Kathleen McClelland, Markanthony Verzosa, Carla Lille, 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.

Excused: Tammy Cavanaugh, District Clerk

Counsel: Michael G. Vigliotta, Esq.

PUBLIC HEARING: Senior Citizens Tax Exemption

- B) Resolved** that the Board of Education of the Bridgehampton UFSD hereby appoints Michael Cipriani as District Clerk Pro Tem effective March 1, 2023 for purposes of serving in the District Clerk's absence at the March 1, 2023 meeting of the Board of Education.

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

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated March 1, 2023.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the February 8, 2023 Special Meeting of the Board.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

- E) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the January 25, 2023 Meeting of the Board.

Motion: C. Lillie Second: M. Verzosa 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**

- I) Board of Education Discussion Items**

- 1) 23-24 Budget Presentation – Michael Cipriani**

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

II. ANNOUNCEMENTS

(a) March 2	Field Trip to Richard Rodgers Theatre to see Hamilton
(b) March 3	End of Progress Report Period
(c) March 6-9	Field Trip – 8 th Grade Washington, DC
(d) March 7	Varsity Boys Basketball – Semi-Final Regional Game
(e) March 10	Mid-Quarter Grades Available in PowerSchool Parent Portal
(f) March 16-18	Field Trip: World Food Prize, Cornell University, Ithaca, NY
(g) March 18	Field Trip: Day of Recorder; Brentwood High School
(h) March 22	Public Hearing for Code of Conduct – 5:45PM – Gymnasium
(i) March 22	Board of Education Meeting – 6PM - Gymnasium

III. REPORT

A) Superintendent of Schools

Bridgehampton Museum Recognition - Community Stars: I was contacted by Janet Donohoe Ollinger, president of the Bridgehampton Museum Board, regarding the Museum's inaugural Community Stars event, which will be held on June 10, 2023, at the Rogers House. This year, the Museum will be recognizing Mr. Michael Miller for his leadership, dedication, and service to the school and the community. Congratulations to Mike on this well-deserved recognition!

Budget Development, 2023-2024 School Year: Throughout the month, Michael Cipriani and I have been reviewing information pertaining to the District's anticipated revenues and expenditures for the 2023-2024 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 1, 2023. Please see the attached presentation.

Agriculture CTE Program Update: I received notification from Kelli Grab, Associate for Instructional Services for CTE programs in Agricultural Sciences for the New York State Education Department (NYSED). that our CTE program will continue its eligibility for conditional approval, while allowing time for Allie DeSouza to gain an appropriate agriculture certification that will lead to full approval of our program. I will be providing periodic updates to NYSED, on a quarterly basis, regarding Allie's progress.

Walkthroughs and Observations: Mike Miller, Mike Cox, Mike Mack, and I conducted classroom walkthroughs to observe integrated co-teaching instruction at the high school level. In addition, Mike Miller and I continued to observe teachers who are eligible for tenure; official tenure observations will take place in March.

Diversity Hiring Fair: The District will be participating in a diversity hiring fair with Eastern Suffolk BOCES; we are in the process of finalizing our staffing needs.

Summer Program: The summer program has been finalized and information was sent to families in mid-February. Thanks to the 21CCLC grant, the program has been expanded to six weeks, and will run from July 10, 2023, through August 18, 2023, five days a week, from 8 AM to 2 PM each day. Students in grades K through 8 for the 2023-2024 school year are eligible to participate. We are looking forward to providing an engaging enrichment program for our students.

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

Policy Review Committee: The committee met to review several policies that require updates, which were reviewed by counsel; these items are on the Board's agenda for review at its meeting on March 1, 2023.

Policy 4321.12 – Use of Time out Rooms, Physical Restraints and Aversives Regulation: Counsel advises that NYSSBA's recommended revisions are legally sufficient and recommended.

Policy 4321.12-R – Use of Time Out Rooms, Physical Restraints and Aversives Regulation: Parent Rights and Information (§9): Pursuant to Education Law (§4402(9)), we recommend adding language that states: "In the event a student's parent or person in parental relation cannot be contacted after reasonable attempts are made, the principal shall record and report such attempts to the committee on special education." NYSSBA's remaining revisions are legally sufficient and recommended.

Policy 4327 – Homebound Instruction: Counsel advises NYSSBA's recommended revisions are legally sufficient and recommended.

Policy 4327-E – Homebound Instruction End of Year Report: The policy is legally sufficient. Pursuant to the recent updates to NYCRR 100.22, we recommend the District create, if not already in existence, a form which can be used to set forth a homebound instruction delivery plan, including the number of hours per week and per day that the student will receive instructional services; the method by which instructional services will be delivered; the location of the instructional services; and an explanation of how the instructional services will enable the student to maintain academic success. 8 NYCRR §100.22(e)(1). Additionally, the District must maintain a record of the dates, amount, and type of instructional services the student receive, including the name of the teacher, and subjects taught. 8 NYCRR §100.22 (e)(4).

Policy 4327-R – Homebound Instruction Regulation: In the section "Instructions to be Followed Regarding Homebound Program" the following recommendations may be implemented:

*Please revise bullet one and two to reflect the following: 1. Elementary students shall receive 5 hours of instruction per week, which shall be provided at the rate of one hour each day, to the extent possible. Effective July 1, 2023, elementary students shall receive 10 hours of instruction per week, which shall be provided at the rate of two hours each day, to the extent possible.

2. Secondary students shall receive 10 hours of instruction per week, which shall be provided at the rate of two hours each day, to the extent possible. Effective July 1, 2023, secondary students shall receive 15 hours of instruction per week, which shall be provided at the rate of three hours each day, to the extent possible. Counsel recommends the Regulation be revised to specifically reference the development of a Homebound Instructional Delivery Plan, as discussed above, and reference the plan and/or form that must be completed upon each date of instruction (including the date, amount, type of instructional services; the location of the services; the teacher's name; hours per week and day of the services; and how the services will enable the student to maintain academic success).

Policy 5140 – Entrance Age: The requirement that children must be toilet trained to attend has to be moved. Pursuant to NYSED guidance in April of 2021, all children who are not toilet trained

cannot be excluded from pre-kindergarten or kindergarten. (see Guidance for Supporting Toilet Learning for PreK and Kindergarten Students (NYSED.gov Under Ref: - 709 should be 1709

Policy 6830 – Expense Reimbursement: NYSSBA’s revisions are legally sufficient and recommended.

Policy 6830-E – Expense Reimbursement Form: Policy 6830 will state, assuming the District elects to adopt NYSSBA’s recommendations, “sales tax for individual restaurant meals are considered a necessary expense incidental to the meal(.)” To ensure both policies align, the District should remain sales tax as an expense that may not be reimbursed.

Policy 6830-R – Expense Reimbursement Regulation: Include in the section “Personal Expenses” – Pursuant to Policy 6830, the District can expand what will not qualify for reimbursement to include extension of travel for personal reasons (before, during or after the district business) is permitted; any additional costs arising from travel extension or guests will not be paid by the District. NYSSBA has recommended two options for expense reimbursement, either option is legally sufficient.

Policy 9645 – Disclosure of Wrongful Conduct: NYSSBA’s recommended revisions are legally sufficient and recommended. Prior to implementation, the District should discuss what individuals/entities can receive allegations of misconduct pursuant to the section titled “Internal Reporting and Investigation” contained within Policy 9645.

Strategic Planning/Site Based Committee: The committee reviewed and discussed the Midterm Report for Middle States accreditation, and assessed progress on all goals, including data for student performance. In addition, the committee discussed the role of the Strategic Planning committee in serving as the steering committee for the development of goals for the renewal of the District’s accreditation at the end of the 2025-2026 school year.

Social/Emotional and Equity: This month, the committee focused on its continuing work and professional development to unpack the New York State DEI Framework pertaining to the creation of a welcoming and affirming environment, which is the first element of the framework. Each of the stakeholder groups met to finalize goals, which will be discussed by the entire committee at its next meeting in March.

Health/Safety/Facilities: This month, the committee was provided with updates regarding health, safety, and facilities initiatives including:

A. Completed Projects:

- Univents
- Snow Removal Communication

B. Projects in Progress:

- AC Units (Compressors)
- Meeting with Altaris - security consultants
- Baseball Field- Plan of Upkeep
- BBS- Architect for Main Office Renovation
- Building Condition Survey/ EPC

C. Other Items of Interest:

- Changes to Districtwide Security Plan (NYSED)
- Sensor Lighting for Custodial Safety
- Sprouts Update

District Leadership Team Meetings: The District Leadership Team includes the Superintendent, Interim School Business Administrator, Principal, Assistant Principal, and Director for PPS. The Leadership Team meets weekly to discuss a variety of matters pertaining to the effectiveness and success of the organization as it relates to the District's goals and objectives, including, but not limited to: teaching and learning initiatives; student achievement; school and district leadership; human resources issues and personnel needs; and financial, budgetary, operational, facilities, and technology concerns. This month's meetings included the following items:

Personnel Matters

Maker Space/Fab Lab Implementation, 2023-2024

CTE in Technology program, 2023-2024?

Summer Program Planning

Grant Funds Update

Course Offerings 2023-2024 - Agriculture

Agenda Items - March 1, 2023, Meeting

ICT Walkthrough Schedule

Shadowing Students

Tenure Observations - Early March

Purchasing Update

Special Education Program: Continuum of Services

SCOPE Awards

Team Building Dinner: BOE/Admin Wednesday, February, 8, 2023, 5 PM - 7 PM

Shen Yun

Technology Needs/Purchases

Altaris - Security Recommendations - Meeting Follow up

BBS Follow up

Beginner ESL Classes for Parents: Mondays from 6 to 7:30 PM March 6, 13, 20 & 27 April 3, 17, & 24, May 1, 8, & 15

CEEP - Ready for submission in Portal

EZ Reports Update; 21CCLC Reporting

School Store

K-5 Literacy Program

Science Investigations (supplies)

PLC 7&8 & LT 2/13

Data Meetings 2/14-2/16

Senior Citizen & Persons with Disabilities Exemption

Hampton Ballet

Foundations Support

Dept. Meetings - Local Assessments

SEL PK-12

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.

Legal Matters: I consulted with counsel on several personnel issues and other legal matters throughout the month.

Meetings with the BTA and CSEA: I meet with the leaders of the BTA and CSEA on a regular basis to assess concerns and resolve issues. The goal is to meet on a monthly basis so that we are proactive in addressing any potential concerns. We are committed to fostering a collaborative, respectful, and positive rapport in order to effectively accomplish the District's goals and serve the needs of our students, families, and community.

Superintendents' Meetings - ESBOCES, NYSCOSS, Suffolk County School Superintendent Association (SCSSA) SCOPE, East End Superintendents: I represent Bridgehampton at all monthly regional meetings of Chief School Officers, the ESBOCES Strategic Planning Council Committee, and at the regional Curriculum Council meetings. I am also an active member of the Rotary Club of Southampton. I have been in communication with NYSCOSS, SCSSA, ESBOCES, and the East End Superintendents throughout the month regarding regional issues and concerns.

IV. NEW BUSINESS

*CONSENT AGENDA, ITEMS 1-3

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the amended 2022-2023 Board of Education Meeting dates.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

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

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of the following policies, regulations and exhibits: 4321.12 – Use of Time Out Rooms, Physical Restraints and Aversives; 4321.12-R – Use of Time Out Rooms, Physical Restraints and Aversives Regulation; 4327 Homebound Instruction; 4327-E Homebound Instruction End of Year Report; 4327-R Homebound Instruction Regulation; 5140 Entrance Age; 6830 Expense Reimbursement; 6830-E Expense Reimbursement Form; 6830-R Expense Reimbursement Regulation; 9645 Disclosure of Wrongful Conduct.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

*CONSENT AGENDA, ITEMS A1-A21

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

- 1) **WHEREAS**, Section 467 of the Real Property Tax Law authorizes taxing municipalities, including school districts, after a public hearing, to adopt a resolution exempting real property owned by certain qualified persons sixty-five (65) years of age or over to the extent of fifty per centum of the assessed valuation thereof; and

WHEREAS, Section 467 of the Real Property Tax Law allows school districts to adopt a sliding scale income level provision for property owned by certain qualified persons sixty-five (65) years of age or over.

NOW, THEREFORE, BE IT RESOLVED the Bridgehampton Union Free School District Board of Education grants an exemption to eligible persons in accordance with the sliding income schedule hereinafter set forth, said exemption to be subject to income and all other provisions of Section 467 of the Real Property Tax Law beginning with the 2023-24 tax year:

ANNUAL INCOME	PERCENTAGE ASSESSED VALUATION EXEMPTION FROM TAXATION
Up to and including \$50,000	50 per centum
More than \$50,000, but less than \$51,000	45 per centum
At least \$51,000 but less than \$52,000	40 per centum
At least \$52,000 but less than \$53,000	35 per centum
At least \$53,000 but less than \$53,900	30 per centum
At least \$53,900 but less than \$54,800	25 per centum
At least \$54,800 but less than \$55,700	20 per centum
At least \$55,700 but less than \$56,600	15 per centum
At least \$56,600 but less than \$57,500	10 per centum
At least \$57,500 but less than \$58,400	5 per centum

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for January 31, 2023.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2022 – 01/31/2023.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

4) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2022 – 01/31/2023.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

5) Resolved that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/2022 – 01/31/2023.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

6) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #26 Fund A with 58 Claims in the amount of \$843,356.14.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

7) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #9 Fund C with 7 Claims in the amount of \$6,350.88.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

8) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #16 Fund CM with 15 Claims in the amount of \$146,002.96.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

9) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #27 Fund A with 11 Claims in the amount of \$9,160.84.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

10) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund H with 1 Claim in the amount of \$4,501.80.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

11) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund F with 4 Claims in the amount of \$17,893.99.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #28 Fund A with 82 Claims in the amount of \$340,123.59.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

13) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #29 Fund A with 7 Claims in the amount of \$19,835.90.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

14) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund C with 9 Claims in the amount of \$7,025.39.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

15) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund F with 2 Claims in the amount of \$4,114.50.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

16) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund 17 with 18 Claims in the amount of \$153,598.48.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

17) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #30 Fund A with 26 Claims in the amount of \$64,839.47.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

18) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #31 Fund A with 1 Claim in the amount of \$18,108.75.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

19) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund C with 5 Claims in the amount of \$3,960.37.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

20) Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund F with 1 Claim in the amount of \$3,080.00.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

21) Resolved that the Board of Education of the Bridgehampton UFSD approves the agreement with FoodLab at Stony Brook University World Food Prize and authorizes the Superintendent of Schools to executed the contract.

Motion: C. Lillie Second: M. Verzosa Vote: 6-0

***Jenn Vinski arrived at 6:10PM**

B) PERSONNEL

***CONSENT AGENDA, ITEMS B1-B10; PULLING ITEM B4, B5, B9 & B10**

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Leave Replacement Extension for Dylan Kane Memorandum of Agreement with the BTA dated February 13, 2023 and authorizes the Superintendent of Schools to execute the agreement.

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the donation of 8.75 days from the sick bank of Joseph Pluta to Jenna Pluta, retroactive to February 14, 2023.

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

3) 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:
Robin Gianis – start date of December 6, 2022 – MLK Project/Art
Steve Meyers – Ice Skating
Meredith McArdle – Ice Skating

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves Milena White as a chaperone for the 2022/2023 school year.

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

5) Resolved that the Board of Education of the Bridgehampton UFSD approves Jessica Rodgers as a chaperone for the 8th Grade Washington, DC trip, March 6-9, 2023.

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

6) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2023 Summer Camp program, Monday-Friday, beginning Monday, July 10, 2023 through Friday, August 18, 2023, from 8:00AM – 2:00PM and for Elizabeth Flanagan to provide nurse coverage at her individual hourly rate, per the BTA contract.

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

7) Resolved that the Board of Education of the Bridgehampton UFSD approves the Employment Agreement with Mary T. Kelly, Ed. D. as Superintendent of Schools and authorizes the Board President to execute the agreement.

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

8) Resolved that the Board of Education of the Bridgehampton UFSD approved the Memorandum of Agreement with the CSEA for Adrienne E Gholson regarding the use of up to ten (10) days of the CSEA catastrophic sick bank during the 2022-2023 school year and authorizes the Superintendent of Schools to execute the agreement.

Motion: C. Lillie Second: M. Verzosa Vote: 7-0

9) Resolved that the Board of Education of the Bridgehampton UFSD accepts the letter of resignation from Biana Stepanian for the purpose of retirement, effective end of day on June 30, 2023, pursuant to the incentive MOA with the BTA.

Motion: R. White Second: K. McClelland Vote: 7-0

10) Resolved that the Board of Education of the Bridgehampton UFSD accepts the letter of resignation from David Holmes for the purpose of retirement, effective end of day on June 30, 2023, pursuant to the incentive MOA with the BTA.

Motion: R. White Second: J. Comfort Vote: 7-0

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 Students #10607 and #10566 and authorizes the District to arrange for appropriate services.

Motion: K. McClelland Second: C. Lillie Vote: 7-0

D) BUILDING USE REQUESTS

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Building Use Request form submitted by Sara Jo Strickland on behalf of the Hampton ballet Theatre School for use of the auditorium for Rehearsals and Ballet Production as follows: May 8-14, 2023, from 3:30PM – 8:30PM.

Motion: C. Lillie Second: J. Comfort 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 6:16PM to Executive Session to discuss personnel matters with counsel.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

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

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

IX. MOTION TO ADJOURN at 8:29PM.

Motion: J. Vinski

Second: J. Comfort

Vote: 7-0

Respectfully submitted,

Michael Cipriani

Michael Cipriani
Clerk Pro Tem