

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, December 13, 2023
6:00PM - Auditorium
MINUTES**

I. ROUTINE MATTERS

A) Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:21PM, followed by the Pledge of Allegiance.

Present: Jennifer Vinski, President; Jo Ann Comfort, Vice President; Trustees: Markanthony Verzosa, Carla Lille, Angela Chmielewski; Dr. Mary T. Kelly, Superintendent of Schools; Michael Cox, Principal; Peter Daly, School Business Consultant; Michael Mack, Director for PPS; Tammy A Cavanaugh, District Clerk

Excused: Kathleen McClelland, Trustee; Kristopher Oliva, School Business Administrator

Counsel: Joshua Shteierman, Esq., Volz & Viigliotta, LLC

B) Resolved that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated December 13, 2023.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

C) Resolved that the Board of Education of the Bridgehampton UFSD approves the minutes of the November 15, 2023 Business Meeting of the Board of Education.

Motion: J. Comfort Second: C. Lillie 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

G) Board of Education Discussion Items

II. ANNOUNCEMENTS

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|-----------------|--|
| (a) December 16 | Bee Club Meeting – Grades K-2 – 9:00AM – 9:45AM
Bee Club Meeting – Grades 3-6 – 10:00AM – 10:45AM
Bee Club Meeting – Grades 7-12 – 11:00AM – 11:45AM |
| (b) December 16 | Little Bees Basketball Clinics 11:00AM |
| (c) December 17 | Pickle Ball Sundays 10:30AM |
| (d) December 19 | Winter Concert – 5:30PM |
| (e) December 20 | Field Trip – VEI – East End Networking Event/Trade Show, LI Aquarium – Grades 10 & 11; 8:30AM – 2:30PM |
| (f) December 21 | Student Athlete Leadership Conference – Center Moriches HS
Grades 9-12; 7:45AM- 2:15PM |
| (g) December 22 | Holiday Feast – 11:00AM – Gymnasium |

- (h) December 24 Pickle Ball Sundays 10:30AM
- (i) December 25 & 26 Winter Recess; No Classes; District Closed
- (j) December 27 & 28 Winter Recess; No Classes; District Open
- (k) December 29 Winter Recess: No Classes; District Closed
- (l) December 31 Pickle Ball Sundays 10:30AM
- (m) January 1 New Year's Day Observed; District Closed
- (n) January 6 Bee Club Meeting – Grades K-2 – 9:00AM – 9:45AM
Bee Club Meeting – Grades 3-6 – 10:00AM – 10:45AM
Bee Club Meeting – Grades 7-12 – 11:00AM – 11:45AM
- (o) January 6 Hampton Music Educators Assoc – Middle School Festival Rehearsal, Westhampton Beach HS – 9AM – 2PM
- (p) January 6 Little Bees Basketball Clinics 11:00AM
- (q) January 7 Pickle Ball Sundays 10:30AM
- (r) January 12 HMEA MS Music Festival – Rehearsal Westhampton Beach HS 1PM – 6PM
- (s) January 13 HMEA High School Music Festival Rehearsal, Eastport South Manor HS, 9AM – 2PM; Concerts 5:30PM – 9:00PM
- (t) January 14 Pickle Ball Sundays 10:30AM
- (u) January 15 Martin Luther King, Jr. Day – District Closed
- (v) January 20 Little Bees Basketball Clinics – 11:00AM
- (w) January 20 HMEA HS Music Festival Rehearsal, Eastport-South Manor HS, 9AM – 2PM
- (x) January 20 Bee Club Meeting – Grades K-2 – 9:00AM – 9:45AM
Bee Club Meeting – Grades 3-6 – 10:00AM – 10:45AM
Bee Club Meeting – Grades 7-12 – 11:00AM – 11:45AM
- (y) January 21 Pickle Ball Sundays – 10:30AM
- (z) January 17 Board of Education Meeting – 6PM – Auditorium

III. REPORT

A) Superintendent of Schools

Town of Southampton Youth Bureau Teen Assessment Project: In early January, 2024, we will be sending home information to our families regarding our District's participation in the Teen Assessment Project (TAP), a quadrennial survey sponsored by the Town of Southampton Youth Bureau, with technical assistance provided by Dr. Robert Marmo and the Stony Brook University School of Social

Welfare Graduate Research Methods classes. The anonymous survey focuses on young people in grades 8, 10 and 12 in Southampton Town and contains specific questions about their quality of life and their sense of the community in which they live, and also includes questions pertaining to risk behaviors, recreational and work activities, parental involvement, and protective factors that affect their lives. The data from this report will be used for the planning and support of programs that address the needs of youth and families in the Town of Southampton and to improve out-of-school resources and supervision. In addition, data pertaining to our students will be provided to the District so that we can address our students' needs.

East End Partnerships - Hamptons International Film Festival (HIFF), LongHouse:

This month, our students in grades 6 through 12 will be participating in the sharing of global youth films through HIFF's United Nations Plural Plus partnership. They will have the opportunity to view and discuss short videos created by students from around the world on issues pertaining to diversity, migration, inclusion, and human rights. Later this year, our students will be creating a

video for submission to this program for inclusion in next year's program; the deadline for submission is June 30, 2024.

As part of our 21st Century grant program, students will be attending the LongHouse Illuminated holiday event. Bob Tymann also met with representatives from LongHouse to discuss their involvement in the grant program.

Classroom Observations: Throughout the month, I conducted classroom visits and observations in order to observe students, teachers, and the instructional program. I will also be shadowing students for the day in January, 2024, starting with the middle school program.

Committee Meetings: Please see the summary for each committee that is meeting this month:

Audit: The committee reviewed the District's Corrective Action Plan which is the District's response to our external auditors' Management Letter.

Health/Safety/Facilities: The committee will be provided with updates regarding any facilities or safety issues or concerns, as well as work that is presently being conducted.

Social/Emotional and Equity: This month, the committee continued its work in unpacking the New York State DEI Framework.

21CCLC Advisory Board: The committee will be reviewing elements three and four of the quality self-assessment tool, seeking input regarding the summer program for 2024, and discussing parent activities.

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. The committee met this month to discuss these policies. The committee also discussed the cell phone policy and would like to update it so that it reflects greater restrictions on cell phone use for younger students and greater flexibility for appropriate use of cell phones for middle school and high school students. The Leadership Team is continuing to study this and will have recommendations to share with the policy committee next month.

Meetings With Student Council: Throughout the month, I have participated in meetings of the Student Council to discuss their concerns and ideas. This month, we discussed the cell phone policy, the incorporation of Middle School students as part of the Student Council, fundraising activities, and our holiday feast.

Corrective Action Plan: Dr. Peter Daly and I collaborated on the Corrective Action Plan, which is the District's response to our external auditors' Management Letter. Once reviewed and approved by the Audit Committee, the plan will be submitted to the Board for approval at its December meeting.

District Leadership Team Meetings: The District Leadership Team includes the Superintendent, Principal, School Business Administrator, Director for PPS, 21CCLC Director, Director for Guidance, and Dean of Students/Athletic Director. 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: student achievement; teaching and learning initiatives; 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:

Agenda Items - December 13, 2023

Course Catalog for Review and then Approval by BOE - January, 2024

Parent Square Website Hayground - Shakespeare Personnel Matters

Hamptons International Film Festival UN Global Youth Film Project LongHouse Illuminated

Grading Policies, Syllabi - Secondary Courses Student Handbook

Staff Handbook

Memorial for Nancy Bagshaw Robotics

Tenure Candidates, 2024

First, Second, and Third Year Teachers

Spotlight on LI Schools Radio Show/LI News Radio Timesheet Procedures for Athletic Event

Supervisors SCOPE Nominations - Due January 19, 2024 21CCLC Advisory Board Meeting

Schedule 21CCLC Data

21CCLC Faculty meeting 12/22

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 regarding personnel issues and 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 – 4**

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of the following policies, regulations and exhibits: 2210 - Board Organizational Meeting; 4321 – Programs for Students with Disabilities Under the IDEA and New York's Education Law Article 89; 4321.12 – Use of Time Out Rooms; 4321.12-R – Use of Time Out Rooms Regulation; 4772 – Graduation Ceremonies; 5300.55 – Corporal Punishment; 5605 – Voter Registration for Students; 6710 – Purchasing Authority; 8414.5 – Alcohol & Drug Testing of Drivers; 8414.5-R – Alcohol & Drug Testing of Drivers Regulation; 9520.6 – Nursing Mothers in the Workplace.

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of the following policies, regulations and exhibits: 5225 – Student Personal Expression; 0100 – Nondiscrimination & Equal Opportunity; 0110.2 – Sexual Harassment of Employees; 0110-2-R – Sexual Harassment of Employees Regulation; 0110.2-E – Sexual Harassment of Employees Exhibit.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the following Club Charters for the 2023-2024 school year:

Varsity Baseball Club

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 4) **RESOLVED** that the Board of Education of the Bridgehampton UFSD approves the amended list of the regular monthly meetings of the Board of Education as per the attached list for the remainder of the 2023/2024 school year.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

V. SUPERINTENDENT’S RECOMMENDATIONS

A. FINANCIAL MATTERS

*CONSENT AGENDA, ITEMS A1 – A18

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 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 2022-2023 Auditor’s recommendations and authorizes the Superintendent to sign and send the District Corrective Action Plan to NYSED.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for November 2023.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2023 – 11/30/2023.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2023 – 11/30/2023.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer’s Report for the period of 07/01/2023 – 11/30/2023.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 6) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #16 Fund A with 54 Claims in the amount of \$800,078.00.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 7) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #15 Fund A with 3 Claims in the amount of \$9,196.00.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 8) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund C with 7 Claims in the amount of \$5,016.85.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 9) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund F with 4 Claims in the amount of \$36,575.77.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 10) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund CM with 29 Claims in the amount of \$272,242.78.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 11) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund CM with 27 Claims in the amount of \$272,242.78.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 12) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund CM with 12 Claims in the amount of \$126,795.86.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 13) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #17 Fund A with 39 Claims in the amount of \$61,094.78.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 14) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund CM with 3 Claims in the amount of \$3,967.93.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 15) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund CM with 1 Claim in the amount of \$3,417.00.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 16) Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund CM with 16 Claims in the amount of \$136,192.84.

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

17) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the 2023/2024 registration of the following non-resident student and authorizes the District to advise families of acceptance and set up billing as per Board policy.

Student ID	23-24 Grade	Fee 23-24
10829	5 th	\$13,000 (Sagaponack)

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

18) Resolved that the Board of Education of the Bridgehampton UFSD approves the 2023/2024 agreement with FoodLab at the Stony Brook University World Food Prize and authorizes the Superintendent of Schools to execute the contract, subject to review by Counsel.

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

B. PERSONNEL

***CONSENT AGENDA, ITEMS B1 – B7**

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the following 2023/2024 stipends to be paid as per the BTA contract:

Sr. Class Advisor (2)	Ryan Barker/Danielle Doscher
New Teacher Mentor	Maria Bouzos-Reilly

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves Ryan Barker to provide livestreaming of varsity and middle school basketball games for the 2023/2024 season for up to 3.5 hours for each home game at the non-instructional duties rate per the BTA contract.

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

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 2023/2024 school year to be paid as per the Grant:

BTA – Teachers - \$62.83/hr.: Nina Merkert, Aleta Parker

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves the following personnel as indicated as substitutes for the 21st Century Community Learning Center Grant After School Program for the 2023/2024 school year to be paid as per the Grant:

BTA – Substitute Teachers - \$62.83/hr.: Robin Gianis

Motion: J. Comfort

Second: C. Lillie

Vote: 5-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Curriculum Writing for the 2023/2024 school year for the following personnel and to be paid per the BTA contract, not to exceed 10 hours each.

Patrick Aiello	Karen Knight
Hailee Carman	Kelly Sharp
Susan Conklin	Nicole Soder
Tom House	Andrea Sullivan

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Laurie DePoto as a Teacher Substitute for the 2023/2024 school year at the daily rate of \$175, not to exceed 90 days.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the letter of resignation from Kristopher Oliva as School Business Administrator, effective end of day on January 19, 2024.

Motion: J. Comfort Second: C. Lillie 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 Students #10731, #10820, #10817, #10764, #10821 and authorizes the District to arrange for appropriate services.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

D. BUILDING USE REQUESTS

*CONSENT AGENDA, ITEMS D1 – D2

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Lou Liberatore, on behalf of the 8th Grade Washington DC Club for use of the gymnasium for a pickle ball fundraising tournament on Sunday, January 21, 2024 from 10AM – 4PM.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Arjun Achuthan on behalf of the Hayground School for use of the auditorium for rehearsals/performance of Shakespeare's *Romeo and Juliet* on December 13, 2023 from 9am – 2:30pm and on December 14, 2023 from 12:30pm – 6:30pm

Motion: J. Comfort Second: C. Lillie Vote: 5-0

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 6:26PM to Executive Session to discuss personnel matters with counsel.

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

VII. MOTION TO RETURN TO Public Session at 8:14PM.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

1) Resolved, that pursuant to §913 of the Education Law, the employee named in executive session and referred to as Employee "A" is hereby directed to appear for a neurological examination in the office of Dr. Edward Weiland, and it is

Further resolved, that Dr. Edward Weiland is hereby appointed school medical inspector pursuant to §913 of the Education Law in order to evaluate said employee's ability to perform her professional duties.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

VIII. MOTION TO ADJOURN at 8:16PM.

Motion: J. Comfort Second: C. Lillie Vote: 5-0

Respectfully submitted,



Tammy A. Cavanaugh
District Clerk