

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, September 23, 2020
6PM – Virtual Meeting via: Google Meet
MINUTES**

I. ROUTINE MATTERS

- A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:09PM, followed by the Pledge.

Present: Ronald White, President; Lillian Tyree-Johnson, Vice President; Trustees: Jennifer Vinski, Carla Lillie, Markanthony Verzosa; Robert Hauser, Superintendent; Michael Miller, Principal; Michael Cox, Assistant Principal; Jennifer Coggin, School Business Administrator; Sean Sharp, Director of Technology; Tammy A Cavanaugh, District Clerk

Absent: Doug DeGroot, Trustee

Counsel: Michael Vigliotta, Esq.

Guests: Robert Caliendo and Chuck Quinn of School Construction Consultants; Jill Sanders of Cullen & Danowski; Paul Eglevsky, Internal Claims Auditor; Dr. Angela Austin, Special Education Consultant

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated September 23, 2020.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the September 9, 2020 Special Meeting of the Board.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 31, 2020 Special Meeting of the Board.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- E) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the August 26, 2020 Business Meeting of the Board.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 5-0

- 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 (As needed, copies will be mailed/emailed to Board members)

***6:09PM Kathleen McClelland, Trustee arrived**

- I) Board of Education Discussion Items
 - 1) Bob Caliendo, School Construction Consultants
 - 2) Paul Eglevsky, Internal Auditor
 - 3) Jill Sanders, Cullen & Danowski
- J) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

- (a) September 28 Yom Kippur – No Classes; District Open
- (b) October 12 Columbus Day – District Closed
- (c) October 28 Board of Education Meeting – 6PM

III. REPORTS

A) Superintendent Report

First, I would like to acknowledge our former physical education teacher and athletic director, Mary Ann Jules, as she recovers from injuries sustained from an accident. As of last week, she was continuing to improve and may be transferred to a rehabilitation facility shortly.

Today we completed the eighth day of school. Our in-person K-6 grade students are adapting well and I must say it is a wonderful feeling to have students and staff back at school. We have approximately 24% of grades K-6 on remote instruction and 100% of the Pre K as well as grades 7-12. Our primary goal continues to be the health, safety, and education of our students and staff. We acknowledge the complexities of remote instruction and learning for both our staff, students, and their families even though we had a three and a half-month trial period last Spring. Mr. Miller will address our plan to properly train and utilize substitutes for remote instruction when existing staff are absent. Our reopening plan addresses (13) areas which we continue to monitor on a daily basis.

- 1. Health & Safety of our students and staff as well as all other stakeholders.
- 2. School Facilities
- 3. Child Nutrition
- 4. Transportation
- 5. Social-Emotional Well Being of our Students and Staff
- 6. School Schedules
- 7. Budget and Fiscal Matters and Economic Overview
- 8. Attendance and Chronic Absenteeism
- 9. Technology and Connectivity
- 10. Teaching and Learning including career and technical education, extracurricular activities, and athletics
- 11. Special Education
- 12. Bilingual Education and World Languages
- 13. Staffing and Human Resources

Our curriculum committee will resume the undertaking of individual class overviews that was paused in the Spring. We are also continuing to achieve our four Middle States

Accreditation goals of: internal communication, new facilities, student achievement & college and career readiness, and curriculum alignment. In addition, we are continuing our efforts to focus on our two-year District Comprehensive Improvement Plan (DCIP).

As indicated in the Construction Manager's presentation, we are working closely with the architect and construction manager to determine when the new building and renovated existing main building will be available.

B) Principal Report

1. Reopening Committee
 - a. Thank you
 - b. Success
 - c. Meeting next week
2. Conference Days
 - a. Reopening Plan
 - b. DCIP
 - c. Google Training-Calendar
3. Sports update- cancelled until January 2021
4. Distance Learning Elementary Update
 - a. Evaluation of cohorts to ensure appropriate numbers.
5. Building- Floor spots/One direction stairways/Thank you
6. Entering the building temperatures
7. Virtual Substitutes
8. Morning Announcements
9. Student Health Questionnaire
10. New Teacher Orientation
11. Distance Learning Procedures/Secondary Assembly

C) Director of Special Education (Consultant) Report

The special education needs are being addressed on a daily basis as needed

- IEP / Special Education timelines are being monitored and followed
- Support and collaboration has been provided to both administrators, staff and families as needed.
- State forms have been submitted
- IDEA Grants have been updated and approved by the state.

D) School Business Administrator Report

- Status of 20% State Aid Cut – to date we have lost \$26,234
- Status of the 2019/20 Financial Audit
- Transportation – first day with Montauk bus went as smooth as we could have hoped for. Mark was on site, and Bob and I rode the busses in the morning and the afternoon. Resolution #22 you will see 2 new contracts for transportation to be approved. We have had to contract for an additional minibus and monitor for two students who live in an area where a larger school bus cannot go down the road.
- Tax Anticipation Note – we received 4.7 million with an additional \$30,832 premium at a 1.25% interest rate. This was received on 9/17/2020.

- Summer food service program has been extended to the students of 7-12 graders who are remote learning. Dan and Faye are staying later on Wednesdays to hand out packages. For the school day, teachers are entering in the orders through Powerschool, thanks to Mr. Cox, and it is working well.
- Our Final Assessment Roll came in from the Town of Southampton. For September 2020 the taxable assessment is \$8,943,591,192. Last year it was \$8,782,201,141. This is an increase of \$161,390,011. This is under resolution #19
- Resolution #21 is a request for a transfer from the unreserved-undesignated fund balance for the amount of \$286,555.24
- Annual State Financial Reporting (i.e. ST-3) process has begun and all reports due by BEDs day in October. Working on the different aspects of the state reports now.
- The tax levy has been completed and is addressed in item #20. Final Tax Levy Due to the Town by October 1.

IV. NEW BUSINESS

*CONSENT AGENDA, ITEMS 1-7

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 1) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Sean Sharp on September 4, 2020.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Michael Miller on September 18, 2020.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 3) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Tammy Cavanaugh on September 22, 2020.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 4) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Surplus List submitted by Michael Sherman on September 22, 2020.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 5) Resolved** that the Board of Education of the Bridgehampton UFSD appoints Elizabeth W. Kotz as the Audit Committee Chairperson for the 2020-2021 school year as outlined in the Board of Education policy #6690.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

- 6) Resolved** that the Board of Education of the Bridgehampton UFSD appoints Jennifer Vinski as the Audit Committee Secretary for the 2020-2021 school year as outline in the Board of Education policy #6690.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the External Audit Report for the fiscal year ending June 30, 2020 from Cullen & Danowski, LLP.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

V. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

*CONSENT AGENDA, ITEMS A1-A23

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2020-2021 registration of the following non-resident student and authorizes the Superintendent to advise families of acceptance and, set up billing as per Board policy.

Student's ID	Gr (20-21)	Fee (20-21)
10659	8th	\$8,000

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreements with the following software programs for the 2020-2021 school year and authorizes the Superintendent to execute the individual agreements on behalf of the District, pending Counsel's review:

Screenastify.com
Desmos.com
Snap.com
OnShape

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for August 31, 2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/20- 08/31/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/20 – 08/31/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/20 – 07/31/2020.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund A with 42 Claims in the amount of \$233,370.44.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund C with 4 Claims in the amount of \$1,801.80.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund F with 2 Claims in the amount of \$16,262.27.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund H with 8 Claims in the amount of \$1,029,619.06.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

11) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #4 Fund T with 8 Claims in the amount of \$21,635.54.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

12) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund A with 63 Claims in the amount of \$129,063.59.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

13) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund C with 6 Claims in the amount of \$6,478.80.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

14) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund H with 12 Claims in the amount of \$1,794,311.33.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

15) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #8 Fund H with 2 Claims in the amount of \$7,254.75.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

16)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund F with 1 Claim in the amount of \$750.00.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

17)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund T with 17 Claims in the amount of \$104,069.71.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

18)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund T with 6 Claims in the amount of \$19,789.05.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

19)Whereas the voters of the Bridgehampton UFSD approved the proposed General Fund budget of \$18,986,122 for the fiscal year 2020/2021 at the Annual District meeting held on June 9, 2020 ; Therefore, be it resolved that the Board of Education authorizes a tax levy including STAR reimbursements on a STAR assessment value of \$8,954,543,012 in the amount of \$16,423,632 for school purposes; And be it further resolved that the Board of Education authorizes a tax levy in the amount of \$902,000 to be raised for the Hampton Library Operating Fund. And be it further resolved that the total amount of taxes for these purposes be \$17,325,632.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

20)Resolved that the Board of Education of the Bridgehampton UFSD hereby authorizes the transfer of \$307,000 from the 2019-2020 surplus effective June 30, 2020 in the following manner: \$135,000 shall be allocated to the District's Teachers Retirement Contribution Reserve Fund and \$172,000 shall be allocated to the District's Employee Benefit Accrued Liability Reserve Fund.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

21)Whereas, during the 2019-2020 budgeting process, the financial impact of reopening schools due to the effects of the COVID – 19 pandemic was not anticipated as the State Education Department and Department of Health reopening guidance was not issued at that time; and

Whereas, upon review it has been determined that in order to ensure the health and safety of our students and staff and in order to provide enhanced in-person and remote learning to our students in accordance with the aforementioned reopening guidance, additional funding will be needed to support the unanticipated expenses not included in the 2020-2021 budget.

Now therefore, be it resolved that the Board of Education of the Bridgehampton UFSD hereby approves a budget adjustment for the 2020-21 school year in the amount of \$286,555.24 from the unreserved-undesignated fund balance to be allotted as follows:

A2110.100 – Pre-K Teacher Salaries \$ 22,515.00

A2100.120 – K-6 Teacher Salaries \$261,573.15
A2815.160 – Non-Instructional Salaries \$ 2,467.00

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

22) Resolved that the Board of Education of the Bridgehampton UFSD approves the following 2020/2021 Transportation Contracts with Montauk Bus LLC in accordance with the Request for Proposal issued on August 27, 2020 and awarded to Montauk Bus LLC at the August 31, 2020 Board of Education meeting, and authorizes the Board President and Superintendent to sign the contracts:

BH Regular Day Minibus (including afternoon) \$37,863
BH Regular Day Minibus Monitor (including afternoon) \$26,106

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

23) Resolved that the Board of Education of the Bridgehampton UFSD approves the service agreement with Altice Business to upgrade our internet services from 150 Mbps to 300 Mbps and authorizes the Superintendent to sign the agreement.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

B) PERSONNEL

1) Resolved that the Board of Education of the Bridgehampton UFSD approves the Memorandum of Agreement with the Bridgehampton Teachers' Association concerning the appointment of five Teacher Curricular Chairpersons positions, subject to review by Counsel.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

***CONSENT AGENDA, ITEMS B2-12; PULLING ITEM B9**

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

2) Resolved that the Board of Education of the Bridgehampton UFSD approves the Memorandum of Agreement with the Bridgehampton Teachers' Association, dated September 23, 2020 regarding Jessica Rodgers as the Elementary Instructional Support Team Coordinator and Danielle Doscher as the Secondary Instructional Support Team Coordinator for the 2020-2021 school year and authorizes the Board President to sign the agreement, subject to review by Counsel.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

3) Resolved that the Board of Education of the Bridgehampton UFSD hereby approves a Memorandum of Agreement with the Bridgehampton Teachers Association for the period of July 1, 2020 through June 30, 2025 and authorizes the Superintendent of Schools to execute it on behalf of the District.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

4) Resolved that the Board of Education of the Bridgehampton UFSD approves the following teachers to be paid to teach an “extra class period” as per the BTA Memorandum of Agreement, dated August 18, 2020, prorated to the start date as applicable:

- Nancy Bagshaw – 1 class per week – Elementary Spanish
- Lenore Wright – 1 class every other day – Accelerated English 8
- John Reilly – 1 class every day – Social Studies 6
- Kam Kaiser – 1 class every day – English 10 ICT
- Maria Reilly – 1 class every day – Spanish I
- Laura Keenan – 1 class every day – Academic Support 6th & 7th Grades
- Sue Conklin – 1 class every day – Math 8 ICT
- Jeff Neubauer – 1 class every day – Living Environment ICT
- Jeff Neubauer – 1 class every other day – Living Environment Lab
- Pat Aiello – 1 class every day – Special Class Social Studies
- Pat Aiello – 1 class every day – Self-contained Social Studies
- Joe Pluta – 1 class every day – Earth Science ICT
- Joe Pluta - 1 class every other day – Earth Science ICT Lab
- Christina Grass – 1 class every day – Vocational I
- Jen Suarez – 1 class every day – Elementary Art/Keyboarding
- Hamra Ozsu – 1 class every day – Elementary ENL
- Rosanna Maione – 1 class every day – Elementary ENL

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

5) Resolved that the Board of Education of the Bridgehampton UFSD appoints Patrick T. Cicalese as a Teacher Aide Substitute for the 2020/2021 school year at the daily rate of \$100, pending completion of HR paperwork.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

6) Resolved that the Board of Education of the Bridgehampton UFSD appoints Cassandra Burini as a Teacher Aide Substitute for the 2020/2021 school year at the daily rate of \$100, pending completion of HR paperwork.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

7) Resolved that the Board of Education of the Bridgehampton UFSD appoints Michelle Passarella as a Substitute Teacher and Teacher Aide Substitute for the 2020/2021 school year at the respective daily rate of \$150 and \$100.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

8) Resolved that the Board of Education of the Bridgehampton UFSD appoints Jessica Perez as a Substitute Teacher and Teacher Aide Substitute for the 2020/2021 school year at the respective daily rate of \$150 and \$100, pending completion of HR paperwork.

Motion: L. Tyree-Johnson Second: M. Verzosa Vote: 6-0

9) Resolved that the Board of Education of the Bridgehampton UFSD approves Ryan Barker for 15 minutes a day at the BTA non-instructional rate for preparation and delivery of the daily announcements.

Motion: L. Tyree-Johnson

Second: M. Verzosa

Vote: *

10) Resolved that the Board of Education of the Bridgehampton UFSD appoints Maxwell Spooner as a Teacher Aide at \$26,750 prorated to the start date of Tuesday, September 29, 2020.

Motion: L. Tyree-Johnson

Second: M. Verzosa

Vote: 6-0

11) Resolved that the Board of Education of the Bridgehampton UFSD approves the following stipends for the 2020/2021 school year to be paid per the BTA Contract or BTA MOA:

- | | |
|-------------------------------|--|
| • Michael DeRosa | Athletic Director |
| • C Guastella/Joe Pluta | PBIS Coordinators |
| • M McArdle/K Sharp/J Rodgers | New Teacher Mentors |
| • M Bouzos-Reilly | National Honor Society Advisor |
| • J Waller | BASS – Elementary |
| • J Neubauer | BASS – Secondary |
| • J Waller | Chairperson of the CPSE (10 mos) |
| • N Boyd | Elem & Second ELL Homework Club |
| • H Ozsu | Student of the Month/Elem. Assembly Coord. |
| • J Rodgers/D Doscher | IST Coordinators (Elem & Secondary) |
| • Joe Pluta | Friends of Rachel |
| • N Merkert | PreK-2 nd Grade Curriculum Chairperson |
| • C Guastella | 3 rd – 5 th Grade Curriculum Chairperson |
| • H Meyer | ELA/Soc.St/For. Lang. Curriculum Chair. |
| • K Sharp | Math/Sci/Tech/Bus Curriculum Chairperson |
| • J Rodgers | Art/Music/PE Curriculum Chairperson |

Motion: L. Tyree-Johnson

Second: M. Verzosa

Vote: 6-0

12) Resolved that the Board of Education of the Bridgehampton UFSD accepts the resignation of Allyssa Ruggiero as School Psychologist, effective end of the business day October 21, 2020.

Motion: L. Tyree-Johnson

Second: M. Verzosa

Vote: 6-0

***Tabled for discussion in Executive Session**

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 7:20PM to Executive Session to discuss personnel matters with counsel.

Motion: L. Tyree-Johnson

Second: K. McClelland

Vote: 6-0

VIII. MOTION TO RETURN TO Public Session at 8:40PM.

Motion: L. Tyree-Johnson Second: J. Vinski Vote: 6-0

1) Resolved that the Board of Education of the Bridgehampton UFSD approves Ryan Barker for 15 minutes a day at the BTA non-instructional rate for preparation and delivery of the daily announcements.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

IX. MOTION TO ADJOURN at 8:41PM.

Motion: L. Tyree-Johnson Second: K. McClelland Vote: 6-0

Sincerely,



Tammy A Cavanaugh
District Clerk