

**Bridgehampton Union Free School District  
Board of Education Business Meeting  
Wednesday, January 26, 2022  
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: Kathleen McClelland, Markanthony Verzosa, Carla Lillie, Angela Chmielewski, Jo Ann Comfort; Dr. Mary T. Kelly, Superintendent of Schools; Michael Miller, Principal; Michael Cox, Assistant Principal; Dr. Ann M. Macaluso, Interim School Business Administrator; Tammy Cavanaugh, District Clerk

**Counsel:** Michael G. Vigliotta, Esq.

**Press:** Christine Sampson, *The East Hampton Star*, Cailin Riley, *The Southampton Press*

- B) Resolved** that the Board of Education of the Bridgehampton UFSD approves the Proposed Board of Education Agenda, dated January 26, 2022.

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

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the January 4, 2022 Special Meeting of the Board.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

- D) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the December 30, 2021 Special Meeting of the Board.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

- E) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the December 17, 2021 Special Meeting of the Board.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

- F) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes from the December 15, 2021 Meeting of the Board.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

- G) Invitation to the Public:** The public at this time is cordially invited to bring before the Board any comments, questions or concerns.

- H) Invitation to visitors to address the Board of Education on agenda items.**

I) Communications

- 1) ESBOCES Dialogue Newsletter – 2021-22 Issue 1
- 2) SCOPE Forum – Fall 2021

J) Board of Education Discussion Items

- 1) Barbara Graziano, WSBOCES – Long Range Planning Study (copy in folders)

*Due to technical difficulties, Ms. Graziano was unable to present her report and will be rescheduled for the February 16, 2022 agenda.*

K) Consideration of additional items for the Agenda

II. ANNOUNCEMENTS

- |                    |  |
|--------------------|--|
| (a) January 27     | Report cards are mailed home                             |
| (b) February 4     | Field Trip-Marimba Band to Long Island Day of Percussion |
| (c) February 16    | Board of Education Meeting – 6PM – Gymnasium             |
| (d) February 21    | Presidents' Day – District Closed                        |
| (e) February 22-25 | Mid-Winter Break – No classes; District Open             |

III. REPORTS

A) Superintendent Report

**Budget Development, 2022-2023 School Year:** Throughout the month, Dr. Macaluso and I have been reviewing information pertaining to the District's anticipated revenues for the 2022-2023 budget, including State Aid allocations as determined by Governor Hochul's recently released proposed budget, and calculations pertaining to the District's allowable tax levy cap. An update will be provided to the Board of Education and the Budget Advisory Committee at their next scheduled meetings on January 26, 2022.

**Lead in Drinking Water Sampling and Remediation Plan Test Results:** The District conducted water testing in accordance with New York State Department of Health regulations; please see the attached report from Enviroscience Consultants, Inc., which we received earlier in the month. The District did not have any samples in which lead exceeded the limit of 15 parts per billion; any fixtures from which some lead was detected, such as bathroom sinks, are in the process of being labeled as non-potable.

**Enrollment Study:** The District conducted an enrollment study, through the Western Suffolk BOCES Office of School Planning and Research, to evaluate recent demographic influences and enrollment trends in order to prepare projections through the year 2031. Please see the attached report, which will be presented to the Board at its meeting on January 26, 2022. The District's enrollment is projected to remain stable, overall, during the next ten years.

**Capture-Aid High Cost Aid Recovery:** Capture Aid is an organization that specializes in the maximization of High-Cost Special Education Aid, which is provided by the State of New York on an individual student basis. The cost for utilizing the company's services is a flat rate, 12%, of the State Aid that the organization is able to recover for the District. A proposal to enter into a contract

with Capture-Aid to recover aid and train staff on the reporting of this information is on the agenda for the Board to consider at its meeting on January 26, 2022.

**External Audit Corrective Action Plan:** I submitted the District’s External Audit, Extraclassroom Audit, Management Letter, and Corrective Action Plan to the State Education Department (SED) in December, 2021. This month, I was notified by the State Education Department that the Corrective Action Plan needed to be modified to include a proposed completion date for the items addressed in the Corrective Action Plan. The necessary adjustments were made to include a completion date of June 30, 2022; the plan was then resubmitted to the Audit Committee for review, and was approved. The revised plans are on the Board’s agenda for its review and approval at its meeting on January 26, 2022.

**Fiscal Stress and Environmental Stress Monitoring System Designations:** This month, the District received notification from the New York State Comptroller’s Office regarding the District’s Fiscal Stress and Environmental Stress Monitoring System designations, which are summarized in the chart below. In addition, please see the attached documents, which provide detailed information pertaining to the District’s fiscal stress scores. As you review the attached documents, you will see that the District was placed in the “Susceptible to Environmental Stress” category because it earned 38.3 points towards that designation in the following categories: Percentage of Economically Disadvantaged Students: 8.33 points; Budget Vote Approval Percent Below 60%: 15 points; and Percentage of English Language Learners: 15 points. In order to receive a “No Designation” finding, the District had to score 29.9 points or below.

	Fiscal Stress		Environmental Stress	
FYE	Score	Designation	Score	Designation
2019	6.7	No Designation	41.7	Susceptible to Environmental Stress
2020	0.0	No Designation	15.5	No Designation
2021	0.0	No Designation	38.3	Susceptible to Environmental Stress

**Strategic Education Analytics - Review of Business Office Operations:** Mr. Richard Daddio and Dr. Anthony Annunziatio continued their work, which began in November, 2021, to assess our business office operations. I will keep you apprised of their recommendations.

**Capital Projects/Facilities Update:** There has been continued progress throughout the month regarding the major facilities areas that require attention, which include the auditorium, the Building Management System, the Heating, Ventilation, and Air Conditioning system, and the punch list items. Throughout the month, the District administrative staff, custodial staff, and I met with representatives from Grillo Architects, School Construction Consultants, and Stalco to keep apprised of the status of the capital projects and to address issues.

This month, the District conducted interviews of prospective candidates for the Mechanic III position, which has been identified as necessary for the operation and maintenance of the Building Management System and the Heating, Ventilation, and Air Conditioning system, in addition to providing for the other general maintenance needs of the District. There were five candidates who applied; four met the selection criteria and were interviewed. A highly qualified candidate is on the Board’s agenda for its review and approval at its meeting on January 26, 2022.

**Committee Meetings Update:** Please see the summaries below for the committees that are meeting this month:

**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. Based on this information and additional discussion, the committee has made recommendations to the BOE regarding policy updates, which the BOE will act on at its next meeting on January 26, 2022.

**Wellness:** The Wellness Committee was scheduled to meet this month, but was canceled, along with other after-school and evening activities, because of the forecast for inclement weather. The meeting will be rescheduled for the end of this month or at the beginning of February, 2022.

**Curriculum:** The committee will be provided with an update regarding the status of the curriculum overviews and the status of the Google Classroom pilot to warehouse our curriculum, which will include standards, overviews, scope and sequence, pacing calendars, lesson plans, resources, and assessments, for collaboration, access, and review.

**Instructional Technology Committee:** The District's Technology Plan expires this year and must be renewed and submitted to SED. We are in the process of establishing a committee to review the existing plan and make recommendations for the new plan. Additional information will be forthcoming shortly.

**Professional Development Committee:** We are in the process of establishing a professional development committee to assist in assessing the district's professional development needs and assist in the development of a Professional Development Plan for the District. Additional information will be forthcoming shortly.

**Professional Development, Curriculum Development - Digital Age Learning:** This month, Maria Fico and John Ellrodt of Digital Age Learning continued their professional development work with our elementary teachers to support the integration of STREAM (Science, Technology, Reading, Engineering, the Arts, and Mathematics) throughout the curriculum, K-12. This plan incorporates job-embedded professional development for our staff to integrate technology through the implementation of interdisciplinary, project-based learning plans. Next month, professional development work will begin with the secondary teachers.

**District Leadership Team Meetings:** The District Leadership Team includes the Superintendent, Interim School Business Administrator, Principal, Assistant Principal, and Interim 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:

- Budget Development, 2022-2023
- Google Classroom Curriculum Pilot - Next Steps
- Capital Projects - Auditorium, First Grade Classroom Bathroom, Outstanding Issues

- Maintenance Mechanic III
- Instructional Technology Plan - Committee
- Professional Development Plan - Committee
- Robotics
- Secondary Schedule
- Course Catalog, High School/Middle School Student Schedules-Programs/CTE Program Renewal
- Digital Age Learning 1/19-1/20 - Secondary Transition in Feb.
- COVID-19 Protocols
- SCOPE Nominees
- LGBT Youth Conference
- 22/23 School Calendar
- Personnel
- Secondary School Schedule
- Policy Committee
- PD Reporting Deadline
- Fitness Center
- Security Codes
- Vaccination Audit Response
- Winter Benchmarking - Preparing Materials/Scheduling
- RRT Dashboard Training/Data Meetings
- Guided Reading PD Session 2 - February
- WSBOCES Long Term Planning Presentation 1/26
- CRDC Reporting
- SIG Grant - Approved
- Right Reason Tech - 1/5 informational meeting
- PLC and Associates Schedule
- Review non-Resident Enrollment
- PD Reporting
- CSE Annual Reviews - Schedule
- CSE Recommendations → Master Schedule
- IEP Writing Workshops
- KidOYO
- 611/619 Grants

**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 Superintendents Association (SCSSA) SCOPE, East End Superintendents:** I represent Bridgehampton at all monthly regional meetings of Chief School Officers, and at the regional Curriculum Council meetings. I have been in communication with SCSSA, ESBOCES, and the East End Superintendents throughout the month regarding regional issues and concerns.

#### **IV. NEW BUSINESS**

##### **\*CONSENT AGENDA, ITEMS 1-3**

**Motion: J. Vinski**

**Second: C. Lillie**

**Vote: 7-0**

- 1) Resolved** that the Board of Education of the Bridgehampton UFSD approves the second reading of the following policies, regulations and exhibits: 8115 Pesticides and Pest Management; 8123 Hygiene Precautions & Procedures; 8123.1 Contagious Diseases; 8334 Use of Credit Cards; 8410 Student Transportation; 8520 Free & Reduced Meal Services.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

- 2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the first reading of the following policies, regulations and exhibits: 8130 School Safety Plan & Teams; 8240 Traffic & Parking on School Property – Policy & Regulation; 8220 Authorized Use of District Owned Materials & Equipment; 8630 Computer Resources & Data Management – Policy & Regulation; 8650 School District Compliance with Copyright Law – Policy & Regulation; 8700 Insurance; 5695 Students & Personal Electronic Devices; 5100 Student Attendance.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

- 3) Resolved** that the Board of Education of the Bridgehampton UFSD approves rescinding the following policies after one reading due to being outdated and/or addressed within other policies: 8130-R – Emergency Plan Regulation.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

#### **V. SUPERINTENDENT'S RECOMMENDATIONS**

##### **A) FINANCIAL MATTERS**

##### **\*CONSENT AGENDA, ITEMS A1-A19**

**Motion: J. Vinski**

**Second: C. Lillie**

**Vote: 7-0**



1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the District Audit Committee's revised response to the District Management Letter, based on the 2020-2021 Auditor's recommendations and authorizes the Superintendent to sign and send the District Corrective Action Plan to NYSED.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

2) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Claims Auditor Report for December 31, 2021.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Reports for the period of 07/01/21-12/31/2021.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

4) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/21 – 12/31/2021.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/21 – 12/31/2021.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund A with 39 Claims in the amount of \$613,267.44.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #10 Fund C with 8 Claims in the amount of \$4,337.58.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #13 Fund H with 2 Claims in the amount of \$18,622.36.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #11 Fund CM with 17 Claims in the amount of \$132,389.78.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

10) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund CM with 14 Claims in the amount of \$139,309.91.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**11)Resolved** that the Board of Education of the Bridgehampton UFSD accepts the following budget transfer:

From Acct.	Amount	To Acct.	Amount	Reason
A2250.152  DIRECTOR OF SPECIAL EDUCATION SALARY	\$79,000.00	A2020.152  DIRECTOR OF SPECIAL EDUCATION SALARY	\$79,000.00	To cover negative account balance DUE to the reclassification of salaries to the correct account code
2110.160  TEACHER AIDES	\$246,020.47	A2250.160  NONINSTRUCTIONAL SALARIES	\$246,020.47	To cover negative account balance DUE to the reclassification of salaries to the correct account code
A2110.130- 7-12 Teacher Salaries	\$100,000.00	A2010.400- Contractual Expense	\$100,000.00	To process the Digital Age Learning requisition.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**12)Resolved** that the Board of Education of the Bridgehampton UFSD approves the Consultant Agreement with Capture Aid LLC for the 2021/2022 school year and authorizes the Superintendent to execute the agreement, subject to review by Counsel.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**13)Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2021/2022 Business Associate Agreement with Brown & Brown of Garden City, Inc. and authorizes the Superintendent of Schools to sign the agreement.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**14)Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with the Hampton Collegiate Baseball Association for use of the baseball fields in June and July 2022, and authorizes the Superintendent of Schools to sign the agreement.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**15)Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Frost Valley YMCA for the February 16-18, 2022 4<sup>th</sup> & 5<sup>th</sup> Grade field trip and authorizes the Superintendent of Schools to sign the agreement.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**16)Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Paragon Compliance LLC for the 2021/2022 school year and authorizes the Superintendent of Schools to sign the agreement, subject to review by Counsel.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0



**17) Resolved** that the Board of Education of the Bridgehampton UFSD approves the settlement agreement with regard to Student #10618 and authorizes the Board President to execute the agreement.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

**18) Resolved** that the Board of Education of the Bridgehampton UFSD approves the agreement with Caryl Oris, MD for the 2021/2022 school year and authorizes the Superintendent of Schools to sign the agreement, subject to review by Counsel.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

**19) Resolved** that the Board of Education of the Bridgehampton UFSD approves the 2021-22 registration of the following non-resident student and authorizes the Superintendent to advise family of acceptance, and set up billing as per Board policy.

Temp ID	Student's ID	Grade (21-22)	Fee (21-22)
90904	TBD	12 <sup>th</sup>	\$10,000 (prorated)

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

## B) PERSONNEL

### \*CONSENT AGENDA, ITEMS B1-5

**Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0**

**1) Resolved** that the Board of Education of the Bridgehampton UFSD approves Kathryn Odell-Hamilton as a Teacher Aide/Teacher Assistant Substitute for the 2021/2022 school year at the respective daily rate of \$105 and \$150.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

**2) Resolved** that the Board of Education of the Bridgehampton UFSD approves Jessica Perez as a Teacher Aide/Teacher Substitute for the 2021/2022 school year at the respective daily rate of \$105 and \$150.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

**3) Resolved** that the Board of Education of the Bridgehampton UFSD approves Ryan Barker and Jen Suarez to provide livestreaming of varsity basketball games for the 2021/2022 season, to be capped at 3.5 hours for each away game at the non-instructional duties hourly rate per the BTA contract.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

**4) Resolved** that the Board of Education of the Bridgehampton UFSD approves the placement of Allyson R. Greenstein, as per the BTA contract definition of long term permanent substitutes in vacant but encumbered positions after 30 days, at .6 BA Step 1 per the BTA contract, prorated to the effective start date, February 8, 2022 or later.

Motion: J. Vinski                      Second: C. Lillie                      Vote: 7-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves all staff as chaperones for administration approved field trips that fall outside of the contractual day during the 2021/2022 school year to be paid at the chaperone rate per the BTA contract.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Anthony DeFino as a full-time Maintenance Mechanic III, effective February 14, 2022 at an annual salary of \$90,000, prorated to the start date, pending completion of HR paperwork.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints the following individual to serve as facilitator for the District Budget Advisory Committee for the 2021-2022 school year:

Dr. Ann M. Macaluso, Interim School Business Administrator

Motion: J. Vinski

Second: K. McClelland

Vote: 7-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints the following individual to serve as facilitator for the Audit Committee for the 2021-2022 school year:

Dr. Ann M. Macaluso, Interim School Business Administrator

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

### C) COMMITTEE ON SPECIAL EDUCATION

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the recommendations of the Committee for Special Education for Students #10725, #10478, #000000976, #10676 and authorizes the Superintendent of Schools to arrange for appropriate services.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

### D) BUILDING USE REQUESTS

#### \*CONSENT AGENDA, ITEMS D1 & D2

**Motion: J. Vinski**

**Second: C. Lillie**

**Vote: 7-0**

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the building use request submitted by the French Football Academy for use of the soccer fields from 9am to 3pm, August 1-5; August 8-12 and August 15-19, 2022.

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**2) Resolved** that the Board of Education of the Bridgehampton UFSD approves the building use request submitted by the Hampton Collegiate Baseball League for use of the baseball fields from 4pm – 7pm in June and July of 2022, dates to be determined as available.

Motion: J. Vinski

Second: C. Lillie

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 6:39PM** 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 8:52PM.**

Motion: J. Vinski

Second: C. Lillie

Vote: 7-0

**IX. MOTION TO ADJOURN at 8:53PM.**

Motion: J. Vinski

Second: K. McClelland

Vote: 7-0

Respectfully submitted,



Tammy A. Cavanaugh  
District Clerk