

**Bridgehampton Union Free School District
Board of Education Business Meeting
Wednesday, October 25, 2023
6:00PM – Gymnasium
DRAFT MINUTES**

I. ROUTINE MATTERS

- A)** Upon having ascertained the presence of a Quorum and Roll Call, the President called the meeting to order at 6:06PM, followed by the Pledge of Allegiance.

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

Excused: Michael Mack, Director for PPS

Counsel: Sarah Gyimah, Esq. of Volz & Vigliotta, PLLC

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

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

- C) Resolved** that the Board of Education of the Bridgehampton UFSD approves the minutes of the September 27, 2023 Business Meeting of the Board of Education.

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

- 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

- 1)** Jill Sanders/Cullen & Danowski, LLP – 22/23 Audit Report

II. ANNOUNCEMENTS

- | | |
|----------------|---|
| (a) October 26 | Field Trip – Corwith's Farms – Grades 7-12 |
| (b) October 26 | Field Trip – Stakey's Pumpkin Farm – Grades 3-5 |
| (c) October 27 | Field Trip – VE Leadership & Networking Event – Grades 10-12 |
| (d) October 27 | Field Trip – Gateway Haunted Playhouse 5:30-10:30PM |
| (e) October 29 | Pickle Ball Sundays |
| (f) October 30 | Field Trip – Suffolk County Correctional Facility – Grades 9-12 |
| (g) October 31 | Halloween Parade on Main Street - 12:30pm start from school |
| (h) November 3 | Field Trip – Corwith's Farms – Grades K-2 |
| (i) November 3 | Field Trip – STEAM Team to Stony Brook University |
| (j) November 5 | Pickle Ball Sundays |

(k) November 7	Election Day; Superintendent's Conference Day; No Classes, District Open
(l) November 8	Picture Retake Day – Grades PK – 11
(m) November 10	Veteran's Day – District Closed
(n) November 12	Pickle Ball Sundays
(o) November 15	BOE Meeting – 6PM – Gymnasium
(p) November 15-17	College Tour Field Trip

III. REPORT

A) Superintendent of Schools

Superintendent's Conference Day: With input from the Leadership Team and Curriculum Committee, we are finalizing our plans for our next Superintendent's Conference Day, which will be held on November 7, 2023. The focus for this day will be on curriculum.

Student Council Meeting: I met with the Student Council this month, and will be continuing to do so on a regular basis to discuss their concerns and ideas.

Security Guard Update: We have interviewed security guard candidates and we are now just waiting for East Coast Security to create a schedule so that they can start working. We are hoping that they will be working in the District by next week.

Fall Festival: As part of our 21st Century Community Learning Centers grant, and in partnership with our Parent Teacher Organization, we will be holding a Fall Family Festival on October 28, 2023, from 11 AM to 2 PM on the back lawn. This is a free event which will feature delicious food, opportunities for family portraits, a 360 degree photo booth, corn hole competitions, face painting, pumpkin decorating, a bounce house and obstacle course, "trunk or treat" activities, and representatives from local community organizations.

College Tour: As part of our 21st Century Community Learning Centers grant, we are implementing college tours for our students. The first college tour will take place for juniors and seniors on November 16 and 17, 2023, with students visiting Binghamton, Cornell, Oneonta, and Cortland, which are all in close proximity to each other. They will have the opportunity to meet with admissions counselors, tour campuses, attend classes, enjoy lunch on campus, and interact with college students. There is a lot of student interest and we will be planning another tour in the spring for sophomores and juniors, as well as some day trips for eighth graders and freshmen.

Committee Meetings: Committee meetings have begun for the 2023-2024 school year. Please see the summary for each committee that is meeting this month:

Curriculum:

A. Initiatives Already in Progress

1. Google Classroom Curriculum Mapping Initiative - Update on Progress, Needs
2. Curriculum Overviews - Status Update
3. Next Generation Learning Standards Alignment - Update on Progress, Needs

B. New Areas of Focus

1. Student engagement, project based learning - professional development

2. Increased participation in acceleration opportunities and AP and college courses - focus on maintenance criteria, not gatekeeping criteria.
3. Implementation of new courses in 24-25:
AP Capstone
AP French
CTE Technology
AP/College Psychology
Pre-AP English and Pre-AP Social Studies
Acceleration for all in World Languages, beginning in 6th grade
4. Increased meaningful opportunities for college and career exploration
5. Evaluation of grading policies, by department, including weighting of final exams, Regents exams, etc., as part of final course grade.
6. Evaluate departmental quarterly, midterm, and final exams developed by department; these must mirror state assessments, Regents exams, AP exams, etc.
7. Improve student performance: Elementary and Middle Level - develop and implement a plan to move students from 1 to 2, from 2 to 3, and from 3 to 4 on the New York State 3 -8 Testing Program assessments; also increase ENL student proficiency - moving toward Commanding.
8. Improve Student Performance - High School - develop and implement a plan to move students to mastery 85+ on Regents exams, increase numbers of students who graduate with Regents diplomas with advanced designation, also increase ENL student proficiency - moving toward Commanding.
9. Eliminate honors and create a pre-AP pathway to AP courses.
10. Curriculum Writing Needs - AP, pre-AP, CTE, etc.

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 will be meeting to discuss these policies shortly.

Wellness: At its next meeting, the committee will discuss possible goals for the 2023-2024 school year.

Audit: Jill Sanders, CPA, from Cullen and Danowski, the District's external auditors, will present the annual audit report to the committee. After review and discussion, the committee will make a decision as to whether it will recommend the report be sent to the Board of Education for approval. Ms. Sanders will then present the audit findings to the Board of Education at its October, 2023, meeting.

Health, Safety, and Facilities: The committee was provided with an update regarding the annual Building Safety and Emergency Plans for the 2023-2024 school year. In addition, the committee was provided with an update on the following:

1. A/C Unit in Fitness Center
2. Fitness Center Mirrors
3. Baseball Field - Landtek
4. Gym Floor Repair, Pickleball and Volleyball lines - Veterans Day Weekend
5. Main Office Renovation
6. Building Condition Survey
7. Energy Performance Contract
8. NYSIR Safety Report

21st Century Advisory Board:

1. Review AER 2022-23 - Luciana
2. QSA Elements 1 & 2 - Progress from year 1
3. Field Trips
4. Parent Activities
5. Site Visit Preparation

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:

Board Agenda Preparation, Items - October 25, 2023

CTE in Technology Presentation - October Board Meeting

Data Presentation, 3-8 ELA and Math - October Board Meeting

Audit Presentation - October Board Meeting

College Tour Opportunities - 21st Century Grant - November, 2023

Student-Related Issues/Needs/Concerns

Off-site Evacuation Drills, Planning and Preparation, Review - Staff and Students

Course Catalog, Course Offerings 2024-2025 Student Profile

Superintendent's Conference Day, November 7, 2023

Curriculum Committee, Agenda Review

Committee Meetings Schedules, Agendas

Robotics

Tenure Candidates, 2024

First, Second, and Third Year Teachers

Observation Schedule, 2023-2024

Study Skills, Academic Support

Shakespeare in American Communities - Bridgehampton Partnership -NEA Grant - Kate Mueth

Five Towns College Long Island Superintendents' Scholarship

Fall Family Festival - October 28, 2023

Creation of World Languages Honor Society

High School Field Trip - Gateway Haunted House

Amber Waves Farm

iMac purchase

ST-3/Form A

Security Update

Safety and Facilities Meeting Agenda Review

Gym Floor Update

Fitness Center - A/C Update

Fields Update

ACCES VR Orientation and Intake

Indicator 13 - SED Reporting

Wellness Committee Agenda Review

School Counseling - Restructure

College Tour

AIS/RTI Child Study Update

MTSS

IV. SUPERINTENDENT'S RECOMMENDATIONS

A) FINANCIAL MATTERS

*CONSENT AGENDA, ITEMS A1-A16

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Elizabeth W. Kotz as the Audit Committee Chairperson for the 2023/2024 school year as outlined in the Board of Education policy #6690.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD appoints Jennifer L Vinski as the Audit Committee Secretary for the 2023/2024 school year as outlined in the Board of Education policy #6690.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the External Audit Report for the fiscal year ending June 30, 2023 from Cullen & Danowski, LLP.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

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

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Appropriation Status Report for the period of 07/01/2023 – 09/30/2023.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 6) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Revenue Status Report for the period of 07/01/2023 – 09/30/2023.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts the Treasurer's Report for the period of 07/01/2023 – 09/30/2023.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #12 Fund A with 55 Claims in the amount of \$248,510.91.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD accepts Warrant #3 Fund C with 7 Claims in the amount of \$8,138.00.

Motion: J. Comfort

Second: M. Verzosa

Vote: 6-0

10)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #5 Fund F with 4 Claims in the amount of \$6,513.23.

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

11)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund CM with 15 Claims in the amount of \$126,193.23.

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

12)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #7 Fund CM with 14 Claims in the amount of \$123,527.23.

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

13)Resolved that the Board of Education of the Bridgehampton UFSD accepts Warrant #6 Fund CM with 14 Claims in the amount of \$124,992.86.

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

14)Resolved that the Board of Education of the Bridgehampton UFSD hereby approves rescission of the previous approval of the following non-resident students from the August 23, 2023 meeting agenda and approves the amended 2023/2024 registration for said non-resident students as indicated below, honoring the grandfathered rate of 2020/21, and authorizes the District to advise families of acceptance and set up corrected billing as per Board policy.

Student ID	23-24 Grade	Fee 23-24
10686	8 th	\$8,000
10561	8 th	\$8,000
10762	11 th	\$8,000

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

15)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
10826	1 st	\$8,500

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

16)Resolved that the Board of Education of the Bridgehampton UFSD hereby approves the Snow and Ice Control agreement with Jackson Dodds & Company, Inc. for the 2023/2024 school year and authorizes the Superintendent of Schools to execute the contract, subject to review by Counsel.

Motion: J. Comfort Second: M. Verzosa Vote: 6-0

B. PERSONNEL

*CONSENT AGENDA, ITEMS B1-B12

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Amendment #1 to the Contract with the Superintendent of Schools, effective July 1, 2023 and authorizes the Board President to sign the agreement.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 2) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the appointment of Peter R. Daly, dba SDBL, Inc. as the Deputy Purchasing Agent for the 2023/2024 school year, at no additional compensation.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 3) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the appointment of Erin N Albanese as a Certified Substitute Teacher for the 2023/2024 school year at the daily rate of \$175, effective October 18, 2023

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 4) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the appointment of Kimberly Gonzalez as a Certified Substitute Teacher for the 2023/2024 school year at the daily rate of \$175, effective October 20, 2023.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 5) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Hailee Carman to serve on the District Curriculum Committee for the 2023/2024 school year.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 6) **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.: Alyssa Peterson, Elizabeth Martin-Kirwan, Jen Suarez

CSEA – Substitute Teacher Aide - \$43.00/hr.: Janet Conde Mancino

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 7) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Gilda Rojas-Munguia to work on translation of forms as needed for the 2023/2024 school year to be paid at her individual overtime hourly rate, per the CSEA contract, for hours worked outside of her contractual day during the school year.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 8) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the appointment of Davin Johnson for the Assistant Varsity Basketball Coach stipend to be paid as per the BTA contract, pending fingerprint clearance and completion of HR paperwork.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 9) **Resolved** that the Board of Education of the Bridgehampton UFSD approves 2023/2024 stipends as per the attached list.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

- 10) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Rosanne Bradley 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: A Chmielewski

Vote: 6-0

- 11) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Joan Cohen-Gold 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: A Chmielewski

Vote: 6-0

- 12) **Resolved** that the Board of Education of the Bridgehampton UFSD approves Annette Rivera as a Certified Teacher Substitute for the 2023/2024 school year at the daily rate of \$175.

Motion: J. Comfort

Second: A Chmielewski

Vote: 6-0

C. COMMITTEE ON SPECIAL EDUCATION

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the recommendation of the Special Education Committee for Student #10682 and authorizes the District to arrange for appropriate services.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

D. BUILDING USE REQUESTS

- 1) **Resolved** that the Board of Education of the Bridgehampton UFSD approves the Building Use Request from Maria Bouzos Reilly on behalf of Bridgehampton National Honor Society for use of the gymnasium for a blood drive on October 25, 2023 from 8AM to 3PM.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

- V. **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 6:47PM to Executive Session to discuss personnel matters with counsel.

Motion: J. Comfort

Second: C. Lillie

Vote: 6-0

VII. MOTION TO RETURN TO Public Session at 8:18PM.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

VIII. MOTION TO ADJOURN at 8:19PM.

Motion: J. Comfort

Second: K. McClelland

Vote: 6-0

Respectfully submitted,

A handwritten signature in black ink, reading "Tammy A. Cavanaugh". The signature is written in a cursive, flowing style.

Tammy A Cavanaugh
District Clerk