

Bridgehampton Union Free School District

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Robert Hauser
Superintendent

Michael Miller
Principal

Melisa Stiles
School Business Administrator

Meeting Minutes

Date:	Thursday, April 16, 2020	Time:	1:30pm
Location:	Virtual Meeting through Google Meet	Facilitator:	Robert Hauser
Committee:	Policy Review Committee: Robert Hauser, Ronald White, Lillian Tyree-Johnson, Doug DeGroot, Tammy A. Cavanaugh, Michael Miller		
Attendees:	Robert Hauser, Michael Miller, Ronald White, Lillian Tyree-Johnson, Tammy A Cavanaugh		

Agenda Items

Upon recommendations by Counsel, the Committee approved proceeding with the following revisions to existing and the proposed adoption of new policies as follows:

Policy 6700 Purchasing & 6700-R Purchasing Regulation: It is required of school districts to adopt federal Uniform Grant Guidance (UGG) regulations for all federal grant awards, including the IDEA Grant Program. The new UGG requires LEA's (Local Education Agency) to have certain mandatory written policies and procedures. Counsel has provided us with the necessary language to be added to the policy: *"Contracts which implicate federal funds shall be procured in accordance with Federal law and as detailed in Exhibit A to the District's purchasing regulation #6700-R."*

This new lengthy document is entitled "Exhibit A" and has been included as an Exhibit to the purchasing regulation, #6700-R.

Policy 5150 – School Admissions – Reviewed and deemed sufficient.

Policy Regulation 5162-R – Student Dismissal Precautions Regulations – Deletion of the language requiring notarizing of parent/guardian signature, but signature remains required for the list of individuals authorized to pick up someone's child. Additional language of an amendment to this list is acceptable in written format, email or telephone call has been added.

New Policy: Business Associate Privacy Policy - Newly required policy with regard to the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic & Clinical Health Act (HITECH) (together referred to as the "HIPAA Rules") and their definition of the term "business associate" to include employers involved in administering health and dental insurance plans as our District does. Business associates are directly responsible for compliance with the safeguard requirements related to PHI (Protected Health Information). In addition, business associates are required to report a security breach to a covered entity in accordance with the HITECH notification requirements amending HIPAA. *(Please see the memo from Anthony DeLuca, Counsel with Thomas M. Volz, PLLC for further clarification.)* In short, because we are deemed a Business Associate with one of our insurance providers, Brown & Brown, it is to our benefit to ensure we have a policy in place that complies with HIPAA Rules regarding privacy since we as a District provide the data to Brown & Brown and therefore, indicates we have met the obligation to implement appropriate safeguards to prevent unauthorized disclosure of PHI.

Note: per Counsel's recommendation, the term "Privacy Officer" has been changed to reflect our term of Data Protection Officer, as per our Reorg meeting resolution appointing of the Superintendent in this role.

	Action Item	Responsible	Due Date	Status
1.	As all of the above was approved by the committee, the final policies will be added to the April 22, 2020 and May 27, 2020 BOE Agendas for first and second readings.	Tammy Cavanaugh	April 22, 2020	

Date of Next Meeting: May 13, 2020 (subject to change)
Completed by: Tammy A. Cavanaugh
Date: Monday, April 13, 2020