

Bridgehampton Union Free School District

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Robert Hauser
Superintendent

Michael Miller
Principal

Jennifer Coggin
School Business Administrator

Meeting Minutes

Date:	Wednesday, October 7, 2020	Time:	4:30pm
Location:	Virtual Google Meet	Facilitator:	Michael Miller
Committee:	Policy Review Committee: Robert Hauser, Ronald White, Lillian Tyree-Johnson, Doug DeGroot, Tammy A. Cavanaugh, Michael Miller		
Attendees:	Lillian Tyree-Johnson, Robert Hauser, Tammy Cavanaugh, Michael Miller		

Upon discussion and consideration of Counsel's recommendations, the following policies were updated/edited and prepared for first and second readings at the October 28 and November 18, 2020 meetings of the Board of Education. After the second readings it is anticipated that all will be approved and become Bridgehampton UFSD policies of record.

Review the following, with Counsel's Recommendations:

- As a result of the adoption of the resolution regarding the new Retention & Disposition Schedule for New York Local Government Records at our August 26, 2020 Board of Education meeting, it is necessary that we update the following policies to reflect that Schedule ED-1 has been replaced by Schedule LGS-1. Changes are indicated in red on these policies which are included in the policy packet:

Policy 0115-R – Student Harassment and Bullying Prevention and Intervention Regulation

Policy 1120 – School District Records

Policy 5500 – Student Records & 5500-R – Student Records Regulation

- With regard to COVID-19 Reopening Plans, NYSSBA has suggested that we Board approve the following resolution, which will temporarily suspend those portions of our policies that are inconsistent with our reopening plans, current Executive Orders, and guidance and directives from state officials:

“Due to the threat to public health caused by the Covid-19 pandemic, while the district is complying with Executive Orders from the Governor and directives from the state departments of Health and Education, some district policies and administration regulations will be superseded by these Orders and directives. During this time, the district will be operating under those Orders and directives, as well as its own required reopening plan. Where any provisions of district policies and administrative regulations conflict with the Orders, directives, and reopening plan, they are temporarily suspended to the extent necessary to comply with the Orders, directives and reopening plan.”

With the approval of the Committee, it is our intent to include this resolution on the October 28, 2020 Board agenda.

Policy 5100 – Student Attendance - The NYSSBA Sample Policy is legally sufficient and recommended. I would like to make the District aware of a few particular items within the Sample Policy:

- In the section entitled “Notice” on page 1 – the first two bullets of the Sample Policy differ from the District's practice. I do not have any concerns with the District's practice, but the bullets in the Sample Policy should be altered as appropriate.

2. In the section entitled “General Procedures/Data Collection” – the District should review the last two bullet points in the Sample Policy and adjust as necessary to the practices of the District as the District’s current policy differs from the Sample Policy on those points. For example, one bullet point states teachers will detain students in the hall without a pass and report them to the principal; if this is not the District’s policy, it should not be included.
3. In the section entitled “Online/Distance/Remote Learning” – the District should review this paragraph and customize as appropriate.
4. In the section entitled “Attendance Incentives” – the District does not include (and is not required to include) the second bullet point in the Sample Policy. Additionally, the District has slightly different third bullet point than the Sample Policy.
5. In the section entitled “Consequences of Excessive ATEDs” – be aware that the Sample Policy’s first paragraph does not contain the definition of excessive ATEDs (18; 9, 19 minutes late = absence). Additionally, the last sentence of the first paragraph of the Sample Policy is currently not included in the District’s policy and should remain excluded if the District has no such mentoring program.

Previous recommendations from Counsel for Policy 5100 Student Attendance (May 13, 2020 Policy Mtg.):

1. *In the section entitled “General Procedures/Data Collection” – the District should review the bullet points and adjust as necessary to the practices of the District. For example, one bullet point states attendance will be taken at the start of the class period, not school day; if the District’s procedure is to take attendance at the start of a school day and not class period, this language should be appropriately modified.*
2. *In the section entitled “Attendance Incentives” – the District’s current policy addresses attendance incentives and the language in the sample policy should be reviewed and adjusted as necessary to the practices of the District/the attendance incentives in the District’s current policy.*

A copy of the current Bridgehampton form as well as the NYSSBA form is attached.

Policy 5151 – Homeless Children – Per Counsel: The NYSSBA Sample Policy is legally sufficient and recommended. **Copy of the current Bridgehampton & NYSSBA recommended sample is attached.**

Policy 5151-R – Homeless Children Regulation – Per Counsel: The NYSSBA Sample Policy is legally sufficient and recommended, however I offer the following comments:

1. Page 2, in the Section entitled “Unaccompanied Youth and Parent/Guardian Signatures,” the last sentence in the first paragraph states: “Where parent/guardian consent, permission or signatures cannot be obtained for unaccompanied youth, the district will accept signatures from the following.” We recommend editing the sentence as follows “Where parent/guardian consent, permission or signatures cannot be obtained for unaccompanied youth, the district **may** accept signatures from the following.” (change marked in **bold**).
2. Page 2, in the Section entitled “Unaccompanied Youth and Parent/Guardian Signatures,” we recommend deleting the last sentence in the last paragraph which states: “The district grants unaccompanied youth under age 18 the rights under FERPA for eligible students and parents/guardians.” This can be handled on a case-by-case basis and does not need to be memorialized in this policy.

Copy of the current Bridgehampton & NYSSBA recommended sample is attached.

Policy #5405 – Student Wellness Policy – was reviewed at the District Wellness Committee meeting and deemed sufficient.

Policy 5420 - Student Health Services - Per Counsel: The NYSSBA Sample Policy is legally sufficient and recommended. The District should be aware that the sentence regarding providing additional protections to medically vulnerable students (first paragraph on page 3) is optional but is in line with COVID-19 pandemic state guidance and should only be added if that is the District’s intent. **Copy of the current Bridgehampton Parents’ Bill of Rights & NYSSBA recommended sample is attached.**

Policy 5420-R - Student Health Services Regulation – Per Counsel: The NYSSBA Sample Policy is recommended, however:

1. To conform to the Public Health Law effective June 30, 2020, the third paragraph on the second page should be amended as follows:

The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation, ~~or the child has received at least the first dose in an immunization series and has scheduled appointments to complete the series according to the recommended age schedules.~~ (So that it states only: The Building Principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.).

2. The District should be aware that the second to last sentence in the second to last paragraph on the second page regarding providing additional protections to medically vulnerable students is optional but is in line with COVID-19 pandemic state guidance and should only be added if that is the District's intent.

Policy 6150 Budget Transfers – Updated to reflect a transfer of over \$20,000 requires Board approval.

Policy 8131 - Pandemic Planning – Per Counsel: The NYSSBA Sample Policy update is legally sufficient and recommended; however, I would not recommend including paragraph (3) of the Sample Policy as the District may be required to bargain with unions over sick time, quarantine, etc. but there is no need to memorialize this in policy.

Policy 9700 – Professional Learning and Staff Development – Per Counsel: The NYSSBA sample policy is legally sufficient and recommended.

Distance Learning Procedure: See attached. This is not a policy, but an in-school procedure allowing for its fluidity without necessitating Board approval, etc. Copy of the NYSSBA recommended sample is attached.

	Action Item	Responsible	Due Date	Status
1.	Upon review, add final policies to the October 28, 2020 and November 18, 2020 BOE Agendas for first and second readings.	Tammy Cavanaugh	Oct.28, 2020	

Date of Next Meeting: November 4, 2020 (subject to change)

Completed by: Tammy A. Cavanaugh

Date: Wednesday, October 7, 2020