

Shelter Island School Board of Education
Monday, October 18, 2021
Regular Meeting at 6:00 pm
New Conference Room / Old Band Room (Room #32)

Margaret Colligan, President * Katherine Rossi-Snook, Vice President
Dawn Hedberg Kathleen Lynch Tracy McCarthy Karina Montalvo Robert Strauss

1. Call to Order

2. Pledge of Allegiance

3. Shelter Island School Mission Statement – Engage, Explore, Empower

The following statement will be read:

We want our students to cherish our small Island community while applying and expanding their learning about, understanding of, and engagement with the wider world. To do this they must be: ethical and moral individuals; respectful and responsible communicators; creative and analytical thinkers; knowledgeable and literate readers, writers, mathematicians and scientists; participants in and audiences for art, drama, music, athletics, and other artistic, cultural, and social activities; skilled and successful workers and consumers; and committed and active citizens.

4. Visitor Questions (Specific to the agenda)

5. Oath of Office to Student Liaison Administered by Board of Education President

6. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items:

- 5.1 Approval of Minutes
a. Regular Meeting of September 27, 2021

7. Correspondence - None

8. Presentations

- 8.1 Presentation Requiring Board Approval
a. Michael Nawrocki of Nawrocki Smith – Audit Report Year End June 30, 2021

MOTION: The Board President requests a motion to accept and approve the audit reports for the fiscal year ending June 30, 2021.

9. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Actions: 9.1 - 9.9

- 9.1 Step Movement
a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2021

1. Lauren Farkas	Step 3 MA+15 to Step 3 MA+30
2. Natalie Regan	Step 6 MA+60 to Step 6 MA+75
3. Bryan Knipfing	Step 9 MA+60 to Step 9 MA+75
4. Danielle Spears	Step 3 MA+15 to Step 3 MA +30
5. Maggie Manarel	Step 3 MA+15 to Step 3 MA+30
6. Christopher Conrardy	Step 6 BA+15 to Step 6 MA
7. Martha Tuthill	Step 8 MA+60 to Step 8 MA +75

- 9.2 Additional Substitute Teachers for the 2021-2022 School Year at \$110 per day (certified or 4-year degree)
a. Melissa Frasco

- 9.3 Additional Substitute Aide for the 2021-2022 School Year at \$95 per day
a. Francesca Frasco

- 9.4 School Physician
a. Appoint Dr. Joshua Potter as School Physician for the 2021-2022 school year, at \$5,000.

- 9.5 Memorandum of Agreement
a. Approve the Memorandum of Agreement (MOA) between the Shelter Island Faculty Association and the Shelter Island School District, granting extra compensation to Mary Kanarvogel, School Nurse Teacher,

as the COVID-19 Coordinator for the 2021-2022 school year; and authorize the Board President and Superintendent to execute said agreement.

9.6 Lead Evaluators of Teachers and Principals for the 2021-2022 School Year

- a. BE IT RESOLVED, that Brian Doelger, Jennifer Rylott, Todd Gulluscio, and Allan Gerstenlauer are hereby certified as a Qualified Lead Evaluator of teachers and building principals, by successfully demonstrating the skills prescribed in 8 NYCRR §30-2.9(b), including:
1. The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
 2. Evidence-based observation techniques that are grounded in research;
 3. Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
 4. Application and use of the state-approved principal rubric selected by the Shelter Island Union Free School District for use in the evaluations of teachers and building principals, including training on the effective application of such rubrics to observe a teacher's and building principal's practice;
 5. Application and use of the assessment tools that the Shelter Island Union Free School District utilizes to evaluate its teachers and building principals;
 6. Application and use of the state-approved locally selected measures of student achievement used by Shelter Island Union Free School District to evaluate its principals;
 7. The scoring methodology utilized by the State Education Department and Shelter Island Union Free School District to evaluate teachers and building principals under 8 NYCRR Subpart 30-2, including:
 - a. How scores are generated for each subcomponent and the composite effectiveness score of teachers and building principals, and
 - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of teachers and principals and their subcomponent ratings; and
 - c. Specific considerations in evaluating teachers and building principals of English language learners and students with disabilities.

9.7 Leave of Absence

- a. Approve a contractual childcare leave of absence for Kerri Knipfing, Elementary Education, K-6 Teacher, to commence on or about January 12, 2022 through on or about April 14, 2022; with said period credited towards the employee's FMLA leave of absence.

9.8 Additional Schedule C Appointments for the 2021-2022 School Year

- a. Ramona Orgass, Yearbook Advisor, \$5,359.39

9.9 Amend Motion

- a. Amend the motion of August 30, 2021 from:

BE IT RESOLVED THAT: The Board of Education hereby approves Erin Mulrain, as .50 FTE Physical Education Teacher, K-12 effective September 1, 2021, prorated at \$33,623, Step 1 MA of the 2021-2022 teacher salary scale.

to:

BE IT RESOLVED THAT: The Board of Education hereby approves Erin Mulrain, as .50 FTE Physical Education Teacher, K-12 effective September 1, 2021 at \$33,623, Step 1 MA of the 2021 2022 teacher salary scale and .50 FTE ENL Teacher effective retroactively to October 12, 2021, at \$33,623, prorated to \$29,661, Step 1 MA of the 2021-2022 teacher salary scale.

10. Program - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Actions: 10.1 – 10.2

10.1 504 Recommendations for the 2021-2022 School Year

- a. 504 Committee

10.2 Revised Policy – First Reading

- a. Policy #8260 – Title I Parent & Family Engagement

11. Finance – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 11.1 – 11.4

11.1 Financial Reports

- a. Appropriations Status Report
- b. Revenue Status Report

11.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of August 25, 2021 through October 7, 2021, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Funding Reserves

WHEREAS, the Board of Education is desirous of funding certain reserves allowable by law using fund balance in order to save money and plan for expenses in future fiscal years;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the 2020 Repair Reserve, established pursuant to General Municipal Law Section 6-D by excess fund balance from the 2020-2021 fiscal year in an amount not to exceed \$400,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Riverhead Central School District hereby funds the existing NYSTRS School District Retirement Contribution Reserve Sub-Fund, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2020-2021 fiscal year in an amount not to exceed \$93,862.

11.4 Tax Levy

WHEREAS, the Shelter Island Union Free School District has determined that amount of State aid and other estimated local revenues to be applied toward the 2021-2022 budget; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby sets the total tax levies for the Shelter Island Union Free School District at \$11,016,572.

AND BE IT FURTHER RESOLVED, that because the STAR program will pay portions of the School Tax Levy that normally would be borne by the property tax in the 2021-2022 school year, the School Tax Levy shall be further offset by the actual amount received to STAR.

12. Business – the Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Action: 12.1

12.1 Donation & Budget Transfer

- a. Authorize the Shelter Island School District to accept a donation of \$1,500 from the Shelter Island Presbyterian church for college field trips for students; and authorize an increase to the budget line of Field Trip Transportation, A.5540.400.00.2110.

13. Facility – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Facility Action: 13.1

13.1 District-Wide School Safety/Continuity of Operations Plan

- a. Approve the 2021-2022 Shelter Island School District-Wide School Safety/Continuity of Operations Plan.

14. Items for Consideration - None

15. Old Business

16. Director of Athletics, Physical Education, Health, Wellness & Personnel Report

17. Director of Pupil Personnel, Data & Instruction Report

18. Superintendent Report

19. Board Member Reports

20. Student Liaison Report

21. Visitor Comments

22. Executive Session – *The Board of Education may enter Executive Session at the end of this scheduled public meeting, to further discuss the employment history of a particular individual in the District, pursuant to Section 105(f) of the Public Officer's Law.*

23. Adjournment

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents, family members and children). The Board directs the Superintendent of Schools to develop a home-school communications program in an effort to encourage all forms of parent and family engagement.

Title I Parent and Family Engagement- District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way, and meaningful communication, involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the district and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school; and
- Are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

The federal definition of the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).

District and school level Title I parent and family engagement programs, activities and procedures will provide opportunities for the informed participation of parents and family members, including those who limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.

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As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the district's Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted "support and improvement plan" when the school their child attends is identified by the State as needing this plan.

Parent and Family Member Participation in Development of District Wide Title I Plan

The Board, along with its superintendent of schools and other appropriate district staff will undertake the following actions to ensure parent and family member involvement in the development of the district wide Title I plan:

- Hold meetings in accessible places including the school buildings and public library
- Hold meetings during the day and evening to accommodate different parent and family work schedules.
- Announce meetings via the District's website, the Shelter Island PTSA and social media platforms as well as signage, flyers and announcements in the school buildings.
- Ensure announcements are in English and Spanish and translators are present at all meetings for our Spanish speaking parents and families.

Development of school level parent and family engagement approaches

The superintendent of schools will ensure that the district school receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the superintendent will:

- Hold meetings in accessible places including the school buildings and public library.
- Hold meetings during the day and evening to accommodate different parent and family work schedules.
- Announce meetings via the District's website, the Shelter Island PTSA and social media platforms as well as signage, flyers and announcements in the school buildings.
- Ensure announcements are in English and Spanish and translators are present at all meetings for our Spanish speaking parents and families.

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT

- School faculty and Administration consistently collaborate with the Shelter Island Educational Foundation, Shelter Island Athletic Department, Shelter Island PTSA, Shelter Island Police Department and Town of Shelter Island.

Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the district and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the Shelter Island UFSD district and its Title I schools will provide the following:
 - Student, parent and family orientations
 - Open School Nights
 - Parent-Teacher conferences throughout the school year
 - Information about our programs is available on the district website and is presented at Shelter Island PTSA meetings.
 - All information is available in Spanish and English.
2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology. To achieve this objective, the Shelter Island UFSD district and its Title I schools will:
 - Offer training programs in Spanish and English to access the Parent Portal to monitor student attendance, grades and schedules.
 - Offer training in Spanish and English to access Family ID for student health, athletics and extra-curricular activities.
 - Encourage parents and families to take advantage of the programs and services that the public library offers including Summer Reading Programs, community service & volunteer options and adult classes in ENL.

3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:

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- reach out to, communicate with, and work with parents as equal partners;
- implement and coordinate parent programs; and
- build ties between parents and the schools.

To achieve this objective, the district and its Title I school will:

- Offer all information in the parents and families native language so that they feel welcome, safe and accepted in our school building.
 - Offer childcare onsite with qualified staff so that parent and families can access what the schools have to offer.
4. Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

Coordination of Parental Involvement Strategies

The district will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other Federal, State, and local programs, including public preschool programs. It will do this by:

- Ensuring that the building and district administrators, including the Superintendent, are responsible for coordinating programs and strategies to comply with parental involvement requirements.

Review of District Wide Parent and Family Engagement Policy

The Board, along with its superintendent of schools and other appropriate staff will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the district will conduct the following activities:

The Board may appoint an advisory committee to assist in review of the district wide parent and family engagement policy. The committee will be made up of key stakeholders parents, families, students, teachers and administrators.

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Before adopting any revisions to the policy, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

Cross-ref: 4010, Equivalence in Instruction

Ref: 20 USC §§6318(a)(2); 7801(38),
§1116 of the Elementary and Secondary Education Act)
U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*,
April 23, 2004

Adoption Date: 04/11/2011

Revised: