

Shelter Island School Board of Education
Monday, November 15, 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. 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 October 18, 2021
 - b. Library Budget Vote of October 30, 2021

6. Correspondence - None

7. Presentations

- 7.1 Presentation Requiring Board Approval
 - a. Ms. Ramona Orgass & Members of the Class of 2023 re: Prom 2022
The Board President may request a motion to approve the following action: 7.1
 - 7.1 Prom 2022
 - a. Approve Prom 2022 to be held on Saturday, May 14, 2022 at Gardiner’s Bay Country Club

8. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Actions: 8.1 – 8.6

- 8.1 Leave of Absence
 - a. Approve a contractual childcare leave of absence for Patricia Goff, Mathematics 7-12 Teacher, to commence on or about February 14, 2022 through on or about March 28, 2022; with said period credited towards the employee’s FMLA leave of absence.
- 8.2 Leave of Absence
 - a. Approve a contractual childcare leave of absence for Lauren Farkas, Music K-12 Teacher, to commence on or about February 28, 2022 through on or about April 11, 2022; with said period credited towards the employee’s FMLA leave of absence.
- 8.3 Additional Substitute Teacher for the 2021-2022 School Year at a rate of \$110/day (certified or 4-year degree)
 - a. Anne Danforth
- 8.4 Additional Substitute Aide for the 2021-2022 School Year at \$95 per day; pending fingerprint clearance
 - a. Taylor Gabrovic
- 8.5 Additional Substitute Monitor and Cafeteria Worker for the 2021-2022 School Year at \$14 per hour; pending fingerprint clearance
 - a. Taylor Gabrovic

8.6 Employment Agreement

a. WHEREAS, for reasons of economy, efficiency, and reorganization, the Board of Education (hereinafter "Board") has received from the Superintendent of Schools a recommendation for the abolition of the position of Director of Pupil Personnel, Data & Instruction, the incumbent of which is Jennifer Rylott; and

WHEREAS, as part of the proposed reorganization, the Superintendent of Schools has made a recommendation for the creation of a new job title, to wit, Assistant Superintendent; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to effectuate the recommendation of the Superintendent of Schools;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board herewith abolishes the position of Director of Pupil Personnel, Data & Instruction, effective November 16, 2021.
2. The incumbent of the position of Director of Pupil Personnel, Data & Instruction, Ms. Rylott shall be, and hereby is, appointed to the position of Assistant Superintendent, effective November 16, 2021. In connection with the foregoing, the Board of Education has determined that fifty percent (50%) or more of the duties of Ms. Rylott's current position of Director of Pupil Personnel, Data & Instruction are included within the job duties of the position of Assistant Superintendent. Therefore, based upon the Education Law of the State of New York, the incumbent of the position of Director of Pupil Personnel, Data & Instruction, Ms. Rylott, is entitled to the appointment, effective November 16, 2021, to the Assistant Superintendent. Further, based upon past meritorious service of Ms. Rylott, she shall be appointed with tenure to the position of Assistant Superintendent and shall carry all of the seniority and fringe benefits accumulated in the position of Director of Pupil Personnel, Data & Instruction.
3. The Board President has been authorized to execute said agreement.

9. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 9.1 – 9.5

9.1 CSE/CPSE/504 Recommendations for the 2021-2022 School Year

- a. Committee on Special Education
- b. Committee on Preschool Special Education
- c. 504 Committee

9.2 Second Reading & Anticipated Adoption of Policy

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

9.3 Rural/Single Building District Independent Evaluator Hardship Waiver

a. WHEREAS, the Shelter Island Union Free School District has an approved Annual Professional Performance Review ("APPR") Plan in place, effective for the 2021-2022 school year;

WHEREAS, the District seeks to submit a Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department since compliance with the independent evaluator requirement would create an undue burden on the District;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department;

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of to execute such application on behalf of the District.

9.4 2022-2023 Budget Calendar

- a. Approve the 2022-2023 Budget Calendar

9.5 Book Donation

- a. Accept the donation of a class set (20) of the book Night by Elie Wiesel from community member, Amy Adkison.

10. Finance – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 10.1 – 10.3

10.1 Financial Reports

- a. Treasurer's Report – September 2021
- b. Extra Class Report – September 2021

- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claims Audit Report – September 2021
- f. Claims Audit Report – October 2021
- g. Payroll Audit Report – September 2021
- h. Payroll Audit Report – October 2021

10.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of October 8, 2021 through November 8, 2021, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

10.3 Repair Reserve Expenditure

- a. BE IT RESOLVED THAT THE Board of Education of the Shelter Island Union Free School District be authorized to expend a sum not to exceed \$800,000 from the Repair Reserve Fund as established on May 19, 2020 for the purpose of funding major repairs to District buildings and facilities and the sites thereof.

Since the funds to be expended hereunder are from the 2020 Repair Reserve Funds, approval of this proposition will not require a tax levy upon the real property of the district.

11. Business – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Action: 11.1 – 11.2

11.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Alexis Grodski, of New Suffolk, NY, for student services. The term of said agreement shall be retroactive to July 1, 2021 – June 30, 2022; and authorize the Board President to execute said agreement.
- b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and A+ Technology & Security Solutions, Incorporated, of Bay Shore, NY, for ongoing maintenance, service and support of the cameras and video monitoring system. The term of said agreement shall be retroactive to October 1, 2021 through September 30, 2022; and authorize the Board President to execute said agreement.
- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School and Mesiano Consulting, Incorporated of Setauket, NY, for grant services. The term of said agreement shall be retroactive to November 1, 2021 – June 30, 2022; and authorize the Board President to execute said agreement.

11.2 Membership for New York State School Boards Association (NYSSBA)

- a. Approve the 2022 membership for the New York State Boards Association, at a cost of \$4,554.00

12. Facility – None

13. Items for Consideration - None

14. Old Business – None

15. Director of Athletics, Physical Education, Health, Wellness & Personnel

16. Director of Pupil Personnel, Data & Instruction Report

17. Superintendent Report

18. Board Member Reports

19. Student Liaison Report

20. Visitor Comments

21. 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.*

22. 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.

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- 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:

POLICY

2021 8260
1 of 5

Instruction

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:

2022-2023 Budget Calendar

(for BOE review/approval at November 15, 2021 Meeting)

January 18, 2022	→ Budget Presentation: Administration (at Regular Board Meeting, 6 pm)
January 31, 2022	→ Budget Presentation: Educational (at Special Board Meeting, 6 pm)
February 15, 2022	→ Budget Presentation: Facilities & Capital (at Regular Board Meeting, 6 pm)
February 28, 2022	→ Budget Workshop, 6 pm
March 14, 2022	→ Budget Overview (at Regular Board Meeting, 6 pm)
March 1, 2022	→ Calculation Information for Tax Levy Limit (The date has to be set on or before March 1)
March 17, 2022	→ Petitions for Proposition/Question for Ballot must be filed by 5:00 pm, in the District Clerk's Office → Petitions for Board of Education candidate available from District Clerk in the District Clerk's Office/Front Desk in School Lobby/School Website
March 31, 2022	→ First Publication of Legal Notice
April 4, 2022	→ Liability Insurance Certificate Mailed to Suffolk County Board of Elections
April 11, 2022	→ Board adopts Budget/Property Tax Report Card, 6 pm — with Regular Board Meeting immediately following
April 12, 2022	→ Property Tax Report Card—Submitted to SED
April 14, 2022	→ Second Publication of Legal Notice
April 18, 2022	→ Petitions for Board of Education candidate must be filed with District Clerk by 5:00 pm in the District Clerk's Office
April 28, 2022	→ Third Publication of Legal Notice
May 2, 2022	→ Budget available to the residents in the School Business Office → Mail School Budget Newsletter
May 5, 2022	→ Voter Registration, 2:00 pm—6:00 pm, School Lobby
May 9, 2022	→ Public Budget Hearing, 6:00 pm — with Regular Board Meeting immediately following
May 10, 2022	→ Mail School Budget Notice
May 12, 2022	→ Fourth Publication of Legal Notice
May 17, 2022	→ Budget Vote—Annual Meeting, 12:00 pm—9:00 pm, School Gym