

**Shelter Island School Board of Education**  
**Monday, July 12, 2021**  
**Re-Organizational Meeting at 6:00 pm, Gymnasium**

**Margaret Colligan**  
**Tracy McCarthy**

**Dawn Hedberg**  
**Karina Montalvo**  
**Robert Strauss**

**Kathleen M. Lynch**  
**Katherine Rossi Snook**

**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. Oath of Office to Newly Elected Board of Education Members by District Clerk**

(NOTE: All newly elected members were sworn-in prior to this evening's meeting)

**5. Election of Board of Education President, 2021-2022**

**6. Oath of Office to President by District Clerk**

**7. Election of Board of Education Vice President, 2021-2022**

**8. Oath of Office to Vice-President by Board President**

**9. Appointment of Officers – The Board President will seek a motion to appoint the following officers to the Board of Education for the 2021-2022 school year:**

- a. District Clerk – Jacqueline Dunning
- b. District Treasurer – Deborah Vecchio
- c. Claims Auditor – Carol Euring at an annual rate of \$55 per hour

**10. Board President Administers Oath of Office to District Clerk, District Treasurer, and Superintendent** (Note: The District Clerk will administer the Oath of Office to the Claims Auditor at a later date.)

**11. Consent Agenda – The Board President may seek a motion to appoint and/or approve the following agenda items for the 2021-2022 school year – 11.1:**

11.1 Appointments

- a. Attendance Supervisor: Todd Gulluscio
- b. Accountants: Cullen & Danowski, LLP - \$45,500
- c. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$38,860. Other services as required at \$270 per hour, plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- d. External Auditors: Nawrocki Smith - \$29,500 (fees indicated in their engagement letter dated June 22, 2021)
- e. Architects/Engineers: BBS Architects, Landscape Architects & Engineers, PC – Fees indicated in their engagement letter dated June 17, 2021.
- f. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$48,662.00, plus \$20 MVR Fees
- g. School Student Accident Insurance Broker: J. J. Stanis and Company, Inc. - \$28.79/student
- h. Official Depositories:
  1. JPMorgan Chase Bank:
    - i. Extra Class Account
    - ii. Scholarship Fund

- iii. Trust & Agency
- iv. General Fund Account
- v. Money Market Account
- vi. School Lunch Checking Account
- 2. Capital One Bank
  - i. Capital Checking Account
  - ii. General Fund Checking Account
  - iii. Federal Checking Account
  - iv. Payroll Account
  - v. Money Market Account
  - vi. Capital HVAC Checking Account
- 3. CLASS Cooperative Investment Program
  - i. General Fund
  - ii. Health Insurance Reserve
  - iii. Risk Retention Reserve
  - iv. F.I.T. Reserve
- 4. Bridgehampton National Bank
  - i. Payroll
- h. Official Newspaper: Shelter Island Reporter
- i. Chief Faculty Advisor: Brian Doelger
- j. Title IX Compliance Officer: Todd Gulluscio
- k. Title VII Compliance Officer: Todd Gulluscio
- l. ADA Compliance Officer: Jennifer Rylott
- m. Liaison for Homeless Children and Youth: Jennifer Rylott
- n. Extra Class Treasurer: Deborah Vecchio
- o. Bond Counsel: Hawkins, Delafield & Wood, LLP (fees indicated in their engagement letter dated March 2, 2021)
- p. Financial Advisor: Munistat (fees as indicated in their agreement dated March 1, 2021)
- q. Asbestos Designee: Michael Dunning
- r. Purchasing Agent: Brian Doelger
- s. Records Management Officer: Deborah Vecchio
- t. Records Access Officer: Jacqueline Dunning
- u. Right to Know Officer: Michael Dunning
- v. Data Privacy Officer: Walter Brigham

**12. Consent Agenda – The Board President may seek a motion to authorize the following agenda items for the 2021-2022 school year – 12.1:**

12.1 Financial Authorization

- a. Superintendent
  - Payroll Certification Officer
  - Approval of payment of salaries, wages and contractual obligations
  - Authorization of Budget Transfers (in accordance with Board Policy)
  - Signatory for State & Federal Grant Applications
  - Approval for Travel, Conferences and Workshops
  - Mileage Reimbursement (rate according to IRS regulations)
  - Approval of Overtime; Tutoring at \$45.93 per hour; Home Instruction at \$72.16 per hour; Temporary Employees, and Substitute Teachers Salary: Uncertified - \$95/day, Certified - \$110/day
- b. Signature required on Checks: Deborah Vecchio and/or Jennifer Rylott
- c. Petty Cash: Cafeteria: Helene Starzee - \$50
- d. Investment of District Money – in accordance with Board Policy
- e. Publishing of Annual Financial Report prior to August 31, 2021 (It is agreed that in conformance with Education Law, the Annual Financial Report shall be published once in the official newspaper of the District prior to August 31, 2021.)

**13. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2021-2022 school year: 13.1 – 13.3**

13.1 Bonding

- a. Blanket Position Bond in the amount of \$100,000 covering the services of all employees of SIUFSD who handle monies issued by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2021 through June 30, 2022.
- b. Excess Indemnity on the District Treasurer and Extra-Classroom Treasurer a bond in the amount of \$150,000 covering the services of Deborah Vecchio as the District Treasurer and Extra-Classroom Treasurer of the SIUFSD, as written by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2021 through June 30, 2022.
- c. Northern Insuring Agency - \$1,899.00

13.2 Third Party Administrator for the following plans:

- a. Disability: Unum Provident
- b. Section 125 Benefit Plan: Preferred Group Plans, Incorporated
- c. Health Reimbursement Arrangement (HRA) Plan: Preferred Group Plans, Incorporated
- d. Transportation Fringe Benefit Plan: Preferred Group Plans, Incorporated
- e. 403(b) Plan: Omni Financial Group, Incorporated (fees as indicated in their agreement dated May 19, 2021)

13.3 457(b) Plan for Employees

- a. New York State Deferred Compensation Plan

**14. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2021-2022 school year: 14.1 – 14.2**

14.1 Committee Appointments (Mandated members will be present at Committee Meetings.)

- a. Committee on Special Education (CSE)
  - Chairperson: Jennifer Rylott
  - Alternate Chairperson: Danielle Spears
  - School Psychologist: Danielle Spears
  - School Physician
  - Student’s Teacher
  - Student’s Special Education Teacher
  - Speech/Language Pathologist: Michelle Weir
  - Guidance Counselor: Martha Tuthill
  - School Nurse: Mary Kanarvogel
  - Parent Member (Only at parent’s request. Parent member list available in Academic Office)
  - Additional Service Providers as needed
- b. 504 Committee (504)
  - Chairperson: Jennifer Rylott
  - Alternate Chairperson: Danielle Spears
  - School Physician (as needed)
  - Student’s Teacher
  - Speech/Language Pathologist: Michelle Weir
  - Guidance Counselor: Martha Tuthill
  - School Nurse: Mary Kanarvogel
  - Additional Service Providers as needed
- c. Committee on Pre-School Special Education (CPSE)
  - Chairperson: Jennifer Rylott
  - Alternate Chairperson: Michelle Weir / Danielle Spears
  - School Physician (as needed)
  - General Education Teacher and/or Special Education Teacher (depending upon the placement of the child)
  - Parent Member (Only at parent’s request. Parent member list available in Academic Office)
  - A professional who participated in the evaluation of the child
  - Additional Service Providers as needed
- d. Sub-Committee on Special Education (Sub CSE)
  - Chairperson: Jennifer Rylott
  - Alternate Chairperson: Danielle Spears
  - School Physician
  - Student’s Teacher
  - Student’s Special Education Teacher
  - Speech/Language Pathologist: Michelle Weir

- Guidance Counselor: Martha Tuthill
- School Nurse: Mary Kanarvogel
- Parent Member (Only a parent’s request. Parent member list available in Academic Office)
- Additional Service Providers as needed

e. Language Proficiency Team

Chairperson: Jennifer Rylott  
 Bryan Knipfing  
 Laura Mayo or Additional ENL Teacher TBD  
 Michelle Weir, as needed  
 Parent Member

f. Audit Committee

Chairperson: Superintendent  
 School District Business Personnel  
 Auditors  
 Two (2) Board Members

14.2 504 Grievance Officer

- a. Superintendent

**15. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2021-2022 school year: 15.1 – 15.6**

15.1 Budget Vote

- a. Board of Registration at \$142.50 per day:
- Angela Corbett
  - Shirley Ferrer
  - Phyllis Wallace
  - Lois Corbett
  - Lew Corbett
  - Alternate: Betty Ann Morrirt
  - Alternate: Lew Corbett
  - Alternate: Jean Dickerson
  - Alternate: Allison Binder
  - Alternate: Jane Ritzler
  - Alternate: Annamarie Rampmaier
  - Alternate: Janet Jernick
- b. Two (2) Poll Workers at \$142.50 per day
- c. Voting Hours: 12:00 pm to 9:00 pm

15.2 Impartial Hearing Officer List for 2021-2022 (as set forth by the NYS Education Department)

15.3 Monthly Board Meeting Schedule

- a. The Board of Education will meet on the following dates for the 2021-2022 school year

August 30, 2021	November 15, 2021	February 15, 2022	May 9, 2022
September 27, 2021	December 13, 2021	March 14, 2022	May 17, 2022
October 18, 2021	January 18, 2022	April 11, 2022	June 13, 2022

15.4 Policy Manual

- a. Re-adoption of all policies and code of ethics in the Policy Manual

15.5 Shelter Island School Emergency Response Plan

- a. Re-adoption of the Shelter Island School Emergency Response Plan

15.6 Shared Decision Making Plan

- a. Re-adoption of the Shared Decision Making Plan

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**REGULAR MEETING AGENDA**

**16. Visitor Questions (Specific to the agenda)**

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

- a. Approval of Minutes
  1. Regular Meeting of June 14, 2021
  2. Special Meeting of June 23, 2021

**18. Correspondence - None**

**19. Presentation**

**Presentation Requiring Board Approval**

- a. Jennifer Gulluscio re: Disney Youth Education Field Trip (NOTE: The Board of Education will vote on this trip at the August 30, 2021 Board of Education Meeting.)

**20. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Action: 20.1 – 20.7**

20.1 Special Class Math/ELA

- a. Appoint Valerie Grosso as the Special Class Math/ELA Teacher, effective retroactively to July 5, 2021 through August 13, 2021, at \$67,246, Step 1 MA of the 2021-2022 teacher salary scale, prorated to \$2,694.84, not to exceed 51 hours.

20.2 Extra Compensation

- a. Michele Albano to provide student services for the period of June 28, 2021 through August 31, 2021, at her daily rate, not to exceed 2 hours.
- b. Mary Kanarvogel to provide health services for the period of June 28, 2021 through August 31, 2021, at her daily rate, not to exceed 10 hours.

20.3 Childcare Leave

- a. Approve a contractual childcare leave of absence for Brittney Russo, Science 7-12 Teacher, to commence on or about November 5, 2021 through June 24, 2022; with said period credited towards the employee's FMLA leave of absence.

20.4 Non-Aligned Personnel Employment Agreements

- a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island Union Free School District and non-aligned personnel; and  
  
BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.

20.5 Settlement Agreement

- a. BE IT RESOLVED, that the Board of Education of Shelter Island Union Free School District, having received and reviewed a Settlement Agreement and General Release concerning an instructional employee known to the Board, hereby approves such Settlement Agreement and General Release and authorizes and directs the Superintendent of Schools and Board of Education President to execute such Settlement Agreement on behalf of the Board.

20.6 CPR Training

- a. Approve Mary Kanarvogel to provide Adult, Child, Infant CPR/AED Certification, Healthcare Provider and First Aid Training for the 2021-2022 school year, with compensation as follows.
  - Adult, Child, Infant CPR/AED Certification at \$45 per coach/employee
  - Healthcare Provider and First Aid Training at \$60 per person

20.7 District Clerk Pro Tem

- a. Appoint Deborah Vecchio, as District Clerk Pro Tem, at a rate of \$30 per hour, to serve in the absence of the District Clerk, when necessary, for the 2021-2022 school year.
- b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2021-2022 school year.

**21. Program – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Action: 21.1 – 21.3**

21.1 CSE/504 Recommendations for the 2020-2021 School Year

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

- 21.2 CPSE/CSE/504 Recommendations for the 2021-2022 School Year
  - a. Committee on Preschool Special Education
  - b. Committee on Special Education
  - c. 504 Committee
- 21.3 Post Season Sports for 2021-2022 School Year
  - a. Authorization to approve Shelter Island School sports teams to travel to and participate in post season tournament play

**22. Finance** – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 22.1 – 22.3

- 22.1 Financial Reports
  - a. Treasurer’s Report – May 2021
  - b. Extra Class Report – May 2021
  - c. Appropriation Status Report
  - d. Revenue Status Report
- 22.2 Budget Transfers & Journal Entries
  - a. Accept and approve the Budget Transfers and Journal Entries, for the period of June 9, 2021 – June 30, 2021, in accordance with Board Policy that the Superintendent has approved, as well as any transfers that need Board specific approval.
- 22.3 District Credit Cards for the 2021-2022 School Year
  - a. Authorize Maryann Impastato and Helene Starzee, to use the District’s American Express credit cards (account number xxx-xxxx5-11006), for purchases of approved supplies and services, for the period of July 1, 2021 through June 30, 2022. The individual card numbers are as follows: Maryann Impastato (xxx-xxxx5-11063) and Helene Starzee (xxx-xxxx5-11071).

**23. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 23.1 – 23.2

- 23.1 2021-2022 Contracts
  - a. Authorize the extension of transportation contract #C416602 with Sunrise Bus, Incorporated, for Summer Route, Cutchogue-East, in the amount of \$10,999.99. The term of said contract shall be retroactive to July 6, 2021 through August 13, 2021; and authorize the Board President and Superintendent to execute said agreement.
  - b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Mattituck-Cutchogue Union Free School District, for student services. The term of said agreement shall be retroactive to July 1, 2021 through June 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 District and Cunningham Air Duct & Chimney Services, of Bayport, NY, for two annual kitchen exhaust duct cleanings, at a cost of \$1,370.00. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.
  - d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cummins Power Systems, LLC, of Ronkonkoma, NY, for generator maintenance, at a cost of \$2,476.51. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.
  - e. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Shelter Island Environmental, for garbage disposal servicing, in the amount of \$589.34 per month. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.
  - f. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Eclipse Elevator Company, LLC, of Patchogue, NY; for annual maintenance, at a cost of \$1,449.00. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the School Maintenance Crew Leader to execute said agreement.
  - g. Approve the inter-municipal cooperation agreement between the Board of Education of the Shelter Island Union Free School District and the Board of Education of the Oysterponds Union Free School District for a School Guidance Counselor (.2) position for the Elementary School, at a cost of \$15,674.80. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.
  - h. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Tele-Verse Communications of Holtsville, NY, for maintenance of the phone system in the amount of

\$3,244.00. The term of said agreements shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.

- i. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Parkway Pest Services of New Hyde Park, NY, for pest control services, at a cost of \$3,000.00. The term of said agreement shall be retroactive to July 1, 2021 through June 30, 2022; and authorize the Board President to execute said agreement.

**23.2 Taping of Board of Education Meetings**

- a. Authorization of the taping of up to seven (7) Board of Education Budget Meetings during the 2021-2022 school year, at a cost of \$250 per taping. (Exact dates to be determined at a future meeting.)

**24. Facility** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Facility Action: 24.1 – 24.2

**24.1 Excessing of Chromebooks (repair cost exceeds value/replacement cost)**

- a. 12 Chromebooks – Shelter Island Serial #20140123, #20140118, #20140121, #20140120, #20140106, #20140108, #20140107, #20140100, #20110118, #20110119, #20090853, #20090858
- b. 1 Windows Laptop – Shelter Island Serial #20100320

**24.2 Excessing of Textbooks (outdated and will be donated to charity by National Junior Honor Society)**

- a. 13 copies of Campbell Biology, AP Edition, Student Edition
- b. 36 copies of Holt NY Biology the Living Environment, Student Edition
- c. 2 copies of Holt NY Biology the Living Environment, Teacher Edition

**25. Items for Consideration - None**

**26. Old Business - None**

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

**28. Director of Pupil Personnel, Date & Instruction Report**

**29. Superintendent's Report**

**30. Board Member Reports**

**31. Visitor Comments**

**32. *Executive Session*** – *It is expected that the Board of Education will enter Executive Session at the end of this scheduled public meeting to discuss the employment of particular individuals.*

**33. Adjournment**