

Shelter Island School Board of Education
Tuesday, February 15, 2022
Budget Presentation / 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. Budget Presentation

- 4.1 2022-2023 Budget Presentation
 - a. Facilities & Capital

5. Visitor Questions (Specific to the agenda)

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

- 6.1 Approval of Minutes
 - a. Budget/Regular Meeting of January 18, 2022
 - b. Budget Meeting of January 31, 2022

7. Correspondence - None

8. Presentations - None

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 – 9.5

- 9.1 Childcare Leave of Absence
 - a. Approve a contractual childcare leave of absence for Claire Geehreg, Elementary Education K-6 Teacher, to commence on or about April 25, 2022 through on or about May 31, 2022; with said period credited towards the employee's FMLA leave of absence.
- 9.2 Additional Substitute Teacher for the 2021-2022 School Year at \$110 per day (certified or 4-year degree)
 - a. Shyane Jones
- 9.3 Additional Schedule C for the 2021-2022 School Year
 - a. Appoint Veronica Stelzer, Grades 4-6 Soccer Intramural Coach, at \$798.54, effective March 10, 2022.
- 9.4 Amend Motion
 - a. Amend the motion of October 18, 2021 from:
 - 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.
 - to:
 - Approve a contractual childcare leave of absence for Kerri Knipfing, Elementary Education, K-6 Teacher, to commence on or about January 12, 2022 through **June 24, 2022**; with said period credited towards the employee's FMLA leave of absence.

9.5 Home Instruction

- a. Approve Claire Geehreg for Home Instruction, effective retroactively to January 21, 2022, at a rate of \$72.16 per hour, not to exceed 3hours.

10. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 10.1 – 10.4

10.1 CSE Recommendation for the 2021-2022 School Year

- a. Committee on Special Education

10.2 Field Trip

- a. Approve the Class of 2022 to attend the Senior Trip to Charleston, South Carolina, on April 8, 2022 to April 11, 2022.

10.3 First Reading of Policy

- a. Policy #7223 – Class Rankings
- b. Policy #8460 – Field Trips and Excursions

10.4 School Calendar – 2022-2023

- a. Approval of the Shelter Island School District Calendar for the 2022-2023 School Year

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 – 11.2

11.1 Financial Reports

- a. Treasurer’s Report – December 2021
- b. Extra Class Report – December 2021
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor’s Report – January 2022
- f. Payroll Audit Report – January 2022

11.2 Tax Cap Calculations

- a. WHEREAS, on January 18, 2022, the Board of Education of the Shelter Island Union Free School District began the 2022-2023 budget formation process which included discussion of the goal to, “design and adopt a budget that stays within the Tax Cap limitations”; and

WHEREAS, the property tax cap law and associated regulations require school districts in New York State to notify the Office of the New York State Comptroller not later than March 1 of each year a report showing the anticipated property tax cap calculations for the coming fiscal year; and

WHEREAS, the property tax calculations have been presented to the Board on February 15, 2022 and are as follows:

Prior school year tax levy	\$11,016,571.00
Tax Base Growth Factor	1.0015
Product	\$11,033,095.86
Capital Tax Levy in Prior Year	\$429,921.00
Difference	\$10,603,174.86
Allowable Levy Growth Factor	1.02
Product	\$10,815,238.35
Tax Levy Limit	\$10,815,238.35
Capital Tax Levy in Coming Year	\$363,124.15
Tax Levy Plus Exclusions	\$11,178,362.50

and

WHEREAS, the Board of Education intends to design a budget that complies with the property tax cap limitations;

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes the administration to file the property tax cap calculations with the Office of the New York State Comptroller and further authorizes the administration to notify the Office of the New York State Comptroller that the District intends to stay within the property tax cap limitations.

AND BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby directs the administration of the district to adjust the above calculation for the inclusion of any pilot payments received by the district.

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

12.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Southampton Union Free School District, for student services. The term of said agreement shall be retroactive to September 1, 2021 through June 24, 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 Toshiba Business Solutions (USA), Incorporated for the lease of five (5) copy machines. The term of said agreement shall be July 1, 2022 through June 30, 2026; 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 Pitney Bowes Sourcewell State & Local Term Rental for the lease of one (1) postage machine. The term of said agreement shall be June 15, 2022 – June 14, 2027; authorize the Board President to execute said agreement.

13. Facility - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Facility Actions: 13.1 – 13.4

13.1 Excessing Fifty-Seven (57) Obsolete iPads with the Following Serial Numbers

DMPJ4WV6DFHW	DMQJ90T2DFHW	DMPJ4AH8DFHW	DMPJ4X7WDFHW	DKVJL4GNDFHW	DMQJ9KF0DFHW
DMPJ4X88DFHW	DMQJ924HDFHW	DMPJ4RVCDFHW	DMQJ90QXDFHW	DMQJ9NFVDFHW	DMQJ9KBJDFHW
DMRJ92YLDFFHW	DMPJ9Z64DFHW	DMQJ92FTDFHW	DMPJ48T3DFHW	DMPJ4Y59DFHW	DMQJ95YPDFHW
DMPJ4QAHDFFHW	DMQJ9JEKDFHW	DMRJ91YDDFFHW	DMPJ4ZB4DFHW	DMPJ4X1QDFHW	DMPJ4X85DFHW
DMPJ4X3FDFHW	DMPJ9VH9DFHW	DMPJ4RB5DFHW	DYTJX748DFHW	DYVJWAYZDFHW	DMQGTG7WDFHW
DMQGTAJ4DFHW	DYTJX714DFHW	DYTJX707DFHW	DMQGT5LADFFHW	DYTJX744DFHW	DYVJW177DFHW
DMRGTO2YDFHW	DYVJWA1J0DFHW	DYTJX6Y0DFHW	DYTJX7C8DFHW	DYTJX779DFHW	DYVJWAT4DFHW
DYTJX7EHDFFHW	DYTJX6X8DFHW	DYTJX7EBDFHW	DYVJWAY0DFHW	DYTJX6XHDFFHW	DYTJX6VNDFFHW
DYTJX7BADFFHW	DYTJX77BDFHW	DMQGCEDDFFHW	DYTJX7ETDFHW	DMQGTBCLDFHW	DYTJX76JDFHW
DYTJX738DFHW	DYTJX7CADFFHW	DMQGC3UBDFHW			

13.2 Excessing Eight (8) Obsolete Chromebooks with the Following Serial Numbers

NUSH7AA01332802B893400/SI Serial #20140134	NUSH7AA013328034DC3400/SI Serial #20140142
NUSH7AA01332805D493400/SI Serial #20140143	NUSH7AA012238041DD3400/SI Serial #20140136
NUSH7AA013328034473400	NUSH7AA013328030253400
NUSH7AA013328046AA3400	NXHBRAA0019241BBE87600

13.3 Excessing of Obsolete Classroom Materials

- a. One (1) Lightwriter SL35M/15475 DECTalk, Toby Churchill
- b. One (1) Alpha Smart Key Words Smart Applet
- c. One (1) Write Out Loud Disc, Don Johnston
- d. One (1) Co-Writer 4000 Disc, Don Johnston

13.4 SEQRA RESOLUTION

- a. WHEREAS, the Board of Education of the Shelter Island Union Free School District desires to embark upon the following capital improvements at the District’s facilities: (1) refurbish tennis courts; (2) apply security window film; (3) install new lockers; (4) install ten (10) additional security cameras (hereinafter the “Projects”); and

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility (Section 6 NYCRR 617.5 (c)(1); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2); and

WHEREAS, routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings (Section 6 NYCRR 617.5(c)(10));

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1),(2) and (10) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

14. Item for Consideration - None

15. Old Business

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

17. Assistant Superintendent Report

18. Superintendent Report

19. Board Member Reports

20. Student Liaison Report

21. Visitor Comments

22. 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 in the District.*

23. Adjournment

Students

SUBJECT: CLASS RANKINGS

The Board of Education has adopted a "no-ranking" policy. Due to the small size of our school, the Board believes that the practice of determining class rank does not give an accurate picture of a student's performance. A profile of the school will accompany each transcript. However, individual requests for scholarship ranking will be calculated as follows:

- a) Computation of cumulative grade point averages will be based on the course credit assigned;
- b) Cumulative grade point averages for college transcripts will be computed at the end of the junior year and updated at the end of the first semester of the senior year;
- c) Credit from other schools will be interpreted and assigned credit by the Principal in conjunction with the Guidance Counselor;
- d) Student Assistant Courses will receive grades of Pass (P) or Fail (F); and
- e) All pass/fail are excluded from GPA. A failed grade is excluded from the GPA if the student retakes the same course for a higher grade. However, the lower grade remains on the transcript.

Study Abroad Students

Shelter Island students will have courses taken in a foreign country evaluated after an official transcript is received. Such courses may be evaluated for credit upon evaluation by the Guidance Counselor and the high school Principal. Grades for such courses will not be considered part of the overall average. Foreign exchange students will be expected to complete all requirements for credit and, therefore, may be expected to double up during one of their years at Shelter Island.

Valedictorian and Salutatorian

Determination of the Valedictorian and Salutatorian will be based on strict numerical computation accurate to the thousandths decimal place from courses taken in grades 9-12 in the District, using weighted GPA.

- a) At the end of the third quarter of ~~the senior~~each school year, the Valedictorian and Salutatorian will be determined for the graduating class. Selection will be made from those students who are candidates for a Regents Diploma with an Advanced Designation ~~Regents Diploma~~. In order to qualify for these honors, a student must have completed at least four (4) semesters in their freshman, sophomore, and junior years, and the first three quarters of ~~senior~~their final year in the Shelter Island High School.
- b) Valedictorian and Salutatorian will have the required Regents courses and exams of an a Regents Diploma with Advanced ~~Regents diploma~~Designation by the ~~end of the first~~beginning of the second semester of the senior year.
- c) Valedictorian and Salutatorian should be enrolled in at least one-half (1/2) of the AP/College level classes offered in the high school.
- d) Valedictorian and Salutatorian must be compliant with the District attendance policy.

Adopted: 9/14/10

Revised:

Instruction

SUBJECT: FIELD TRIPS AND EXCURSIONS

The Board recognizes the value of a properly organized and conducted field trip as an instructional tool, affording a first-hand educational experience not available in the classroom, and endorses the use of these learning experiences to the degree financial resources and other resources permit.

Definitions

A field trip is defined as any time a teacher is leading a student or students off the immediate school property. Types of field trips are:

- a) Curricular Field Trips – Related directly to classroom instruction. Usually planned by the classroom teacher to promote learning and achieve the instructional objectives of the curriculum.
- b) Extracurricular Field Trips – Related to the Board’s goals and objectives but not necessarily to the classroom instructional programs. Usually planned by coaches and advisors to provide students with worthwhile co-curricular experiences.
- c) Social, Recreational and Reward Field Trips – Trips consistent with the Board’s mission to expand or reinforce student emotional growth.
- d) Extended/Overnight Field Trips – These may include any of the above that are overnight or longer. Subject to Superintendent and Board of Education approval.

Criteria

- 1. Designed to achieve an educational objective
- 2. Principal/Superintendent approval
- 3. BOE presentation and approval for extended/overnight trips
- 4. Participation is dependent upon satisfactory attendance, academic standing and disciplinary status in accordance with school policies and subject to the final approval of the Superintendent.
- 5. Permission slip signed by parent or legal guardian
- 6. Appropriate number of chaperones
- 7. Adherence to Code of Conduct by all students and chaperones
- 8. Students not attending a field trip are not excused from school and additional assignments may be required.

Approval

All field trips require prior approval in accordance with Regulation 8460R.

Extended/Overnight trips require that a ~~written~~ proposal be presented to the BOE outlining the timeline, educational objectives, fundraising plans, chaperones, transportation details, and all related costs.

Field trip permission slips will be sent home with each participating student. A signed permission Slip from the parent or legal guardian must be received before any student may participate in the trip.

(Continued)

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2 of 2

Instruction

SUBJECT: FIELD TRIPS AND EXCURSIONS (Cont'd.)

~~Presentations including related financials, must occur at least one month prior to final Board of Education approval.~~

Funding

Field trips in which students must raise money in order to reduce their out-of-pocket contributions require BOE approval of the fundraising details.

Supervision/Chaperones

The following faculty/staff member chaperone-to-pupil ratio is recommended:

Day Trips – 1:10

Overnight Trips – 1:5

Requests for exceptions to the recommended ratio must be submitted in writing and approved by the Principal/Superintendent prior to the trip. Additional chaperones should be considered depending upon the nature of the trip, and subject to the approval of the Superintendent.

Chaperone Duties/Responsibilities

Chaperone duties/responsibilities are outline in Field Trips and Excursions Regulations #8460R.

Transportation

Transportation for all field trips shall be in legally registered and inspected vehicles, sufficient for the number of participating students and faculty to travel safely. Written permission, in accordance with Regulation 8460R.1, must be obtained to use private transportation.

Safety Considerations

Domestic field trips may only take place when there is no threat alert in place. Under the National Terrorism Advisory System, alerts will be issued under either the category of “elevated” or “imminent.” When the Department of Homeland Security raises the national threat level to either of these categories, all trips off Long Island, including Brooklyn or Queens Counties, will be cancelled. If the trip is underway when the threat level is raised, the lead chaperone will be contacted by the Administration and arrangements will be made for immediate return to Shelter Island.

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5730 -- Transportation of Students
#7310 -- School Conduct and Discipline
District Code of Conduct on School Property

Adopted: 5/13/13

Revised: 1/11/16

First Reading: 02-15-22

DRAFT Shelter Island Union Free School District
Calendar (Submitted for BOE Approval at 02/15/22 Meeting)

2022 – 2023

July 2022						
S	M	T	W	T	F	S
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31						

Aug 2022						
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Sept 2022						
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Oct 2022						
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Nov 2022						
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Dec 2022						
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Jan 2023						
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Feb 2023						
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April 2023						
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May 2023						
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June 2023						
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July 2022	
4	July 4 th Holiday for 12 Month Employees
September 2022	
1	First Day for Faculty/Staff
2	Superintendent's Conference Day – No School for Students
5	Labor Day – School Closed
6	First Day for Students
26-27	Rosh Hashanah – School Closed
October 2022	
5	Yom Kippur – School Closed
10	Columbus Day – School Closed
November 2022	
8	Teacher Workshop Day – No School for Students
11	Veteran's Day – School Closed
23-25	Thanksgiving Recess – School Closed

December 2022	
26-30	Winter Recess – School Closed
January 2023	
2	Winter Recess – School Closed
16	Martin Luther King, Jr. Day – School Closed
February 2023	
20-24	Mid-Winter Recess – School Closed
April 2023	
7-14	Spring Recess – School Closed
May 2023	
26	Reserved as Snow Day (Vacation Day if Snow Day Isn't Used)
29	Memorial Day – School Closed
June 2023	
19	Juneteenth – School Closed
23	Last Day of School / Commencement Ceremony