

Shelter Island School Board of Education
Monday, July 9, 2018
Re-Organizational Meeting at 6:00 pm, Conference Room

Margaret Colligan **Linda C. Eklund**
Thomas V. Graffagnino **Mark A. Kanarvogel**
Kathleen M. Lynch **Tracy McCarthy** **Elizabeth Melichar**

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 New Board of Education Members by District Clerk

- a. Margaret Colligan
- b. Kathleen Lynch

5. Election of Board of Education President, 2018-2019

6. Oath of Office to President by District Clerk

7. Election of Board of Education Vice President, 2018-2019

8. Appointment of Officers – The Board President will seek a motion to appoint the following officers to the Board of Education for the 2018-2019 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

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

10. Consent Agenda – The Board President may seek a motion to appoint and/or approve the following agenda items for the 2018-2019 school year:

- a. Attendance Supervisor: Todd Gulluscio
- b. Auditors: Nawrocki Smith, LLP - \$28,500
- c. Accountants: Cullen & Danowski, LLP - \$45,000
- d. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$36,620. Other services as required at \$255 per hour, plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- e. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$41,448.00
- f. School Student Accident Insurance Broker: Bollinger Specialty Group/NYBEST - \$550.00
- g. Dentist: Dr. Frank Kestler
- h. Elementary School Physician: Dr. Nathanael Desire - \$850.00
- i. Secondary School Physician: Dr. Peter Kelt - \$850.00
- j. Official Depositories:
 1. JPMorgan Chase Bank:
 - i. Extra Class Account
 - ii. Scholarship Fund
 - iii. Trust & Agency
 - iv. General Fund Account
 - v. Money Market 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. School Lunch Checking Account
- vii. 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
- k. Official Newspaper: Shelter Island Reporter
- l. Chief Faculty Advisor: Christine Finn
- m. Title IX Compliance Officer: Todd Gulluscio
- n. Title VII Compliance Officer: Todd Gulluscio
- o. ADA Compliance Officer: Jennifer Rylott
- p. Liaison for Homeless Children and Youth: Jennifer Rylott
- q. Extra Class Treasurer: Deborah Vecchio
- r. Bond Counsel: Hawkins, Delafield & Wood, LLP (fees indicated in their engagement letter dated April 26, 2018)
- s. Financial Advisor: Munistat (fees as indicated in their agreement dated March 5, 2018)
- t. Asbestos Designee: Michael Dunning
- u. Purchasing Agent: Christine Finn
- v. Records Management Officer: Business Official
- w. Records Access Officer: Jacqueline Dunning
- x. Right to Know Officer: Michael Dunning

11. Consent Agenda – The Board President may seek a motion to authorize the following agenda items for the 2018-2019 school year:

- a. Superintendent
 - 1. Payroll Certification Officer
 - 2. Approval of payment of salaries, wages and contractual obligations
 - 3. Authorization of Budget Transfers (in accordance with Board Policy)
 - 4. Signatory for State & Federal Grant Applications
 - 5. Approval for Travel, Conferences and Workshops
 - 6. Mileage Reimbursement (rate according to IRS regulations)
 - 7. Approval of Overtime; Tutoring at \$43.71 per hour; Home Instruction at \$68.69 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, 2018 (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, 2018.)

12. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2018-2019 school year: 12.1 – 12.3

12.1 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, 2018 through June 30, 2019.
- 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, 2018 through June 30, 2019.

12.2 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

12.3 457(b) Plan for Employees

- a. New York State Deferred Compensation Plan

13. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2018-2019 school year: 13.1 – 13.2

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

a. Committee on Special Education (CSE)

- Chairperson: Jennifer Rylott
- Alternate Chairperson: Dr. James Dibble
- School Psychologist: Dr. James Dibble
- 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)

b. 504 Committee (504)

- Chairperson: Jennifer Rylott
- Alternate Chairperson: Dr. James Dibble
- School Physician
- Student's Teacher
- Speech/Language Pathologist: Michelle Weir
- Guidance Counselor: Martha Tuthill
- School Nurse: Mary Kanarvogel

c. Committee on Pre-School Special Education (CPSE)

- Chairperson: Jennifer Rylott
- Alternate Chairperson: Michelle Weir
- General Education Teacher
- Special Education Teacher
- Parent Member (Only at parent's request. Parent member list available in Academic Office)
- A professional who participated in the evaluation of the child

d. Sub-Committee on Special Education (Sub CSE)

- Chairperson: Jennifer Rylott
- Alternate Chairperson: Dr. James Dibble
- Speech/Language Pathologist: Michelle Weir
- Student's Teacher
- Student's Special Education Teacher

e. Language Proficiency Team

- Chairperson: Jennifer Rylott
- Bryan Knipfing
- Laura Mayo

f. Audit Committee

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

13.2 504 Grievance Officer

- a. Superintendent

14. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2018-2019 school year: 14.1 – 14.6

14.1 Budget Vote

- a. Board of Registration at \$125 per day:

1. Angela Corbett
2. Shirley Ferrer
3. Phyllis Wallace
4. Alternate: Lois Corbett
5. Alternate: Jean Dickerson
6. Alternate: Betti-Ann Morrirt
7. Alternate: Lew Corbett
8. Alternate: Allison Binder

b. Four (4) Poll Workers at \$125 per day

c. Voting Hours: 12:00 pm to 9:00 pm

14.2 Impartial Hearing Officer List for 2018-2019 (as set forth by the NYS Education Department)

14.3 Monthly Board Meeting Schedule

a. The Board of Education will meet on the following dates for the 2018-2019 school year

August 13, 2018	November 13, 2018	February 11, 2019	May 6, 2019
September 17, 2018	December 10, 2018	March 18, 2019	May 21, 2019
October 15, 2018	January 14, 2019	April 16, 2019	June 17, 2019

14.4 Policy Manual

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

14.5 Shelter Island School Emergency Response Plan

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

14.6 Shared Decision Making Plan

a. Re-adoption of the Shared Decision Making Plan

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REGULAR MEETING AGENDA

15. Visitor Questions (Specific to the agenda)

16. 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 11, 2018

17. Correspondence

- a. Thank you note from staff member
- b. Letter of resignation from Board Trustee

18. Presentation - None

19. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Action: 19.1 – 19.6

19.1 Resignation

- a. Accept the resignation of Jessica Bosak, Music K-12 Teacher, effective August 31, 2018
- b. Accept the resignation of Idowu Ogundipe, School District Business Leader, effective July 31, 2018

19.2 Additional Personnel for Summer School 2018

- a. Appoint Libby Liszanckie as Leap Into Learning Summer School Teacher Substitute (as needed), retroactive to July 2, 2018 through July 26, 2018, at \$15.83 per hour
- b. Appoint Libby Liszanckie as Leap Into Learning Summer School Aide Substitute (as needed), retroactive to July 2, 2018 through July 26, 2018, at \$15.83 per hour

19.3 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 2018-2019 school year.
- b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2018-2019 school year.

- 19.4 Standard Work Day and Reporting Resolution for Appointed Officials
a. Approval to establish standard work days for elected and appointed officials, per the Standard Work Day and Reporting Resolution form that will be made part of the minutes of the district
- 19.5 Non-Contractual Personnel Salaries
a. Approval of the following salaries for non-contractual personnel for the 2018-2019 school year:
1. Lisa Goody, at \$19.89 per hour
- 19.6 Schedule C Positions
a. Approve the creation of Junior High National Honor Society, at a salary of \$1,575.56, Level II of salary Schedule C – Non Athletics.
b. Approve the creation of Unity Club, at a salary of \$778.50, Level I of salary Schedule C – Non Athletics.
c. Approve the creation of Grades 6-8 Drama Club, at a salary of \$778.50, Level I
d. Approve the level increase for DECA Club from \$778.50, Level I to \$1,575.56, Level II of salary Schedule C – Non Athletics.
e. Approve the level decrease for Debate Club from \$2,935.31, Level IV to \$778.50, Level I of salary Schedule C – Non Athletics.
f. Approve the level increase for Honor Society from \$1,575.56, Level II to \$1,958.42, Level III of salary Schedule C – Non Athletics.
g. Approve decreasing the Cheerleading coach stipend by \$400.00 to return it to the non-competitive salary of Schedule C – Athletics.

20. Program – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Action: 20.1 – 20.4

- 20.1 CPSE Recommendations for the 2017-2018 School Year
a. Committee on Preschool Special Education
- 20.2 CPSE Recommendations for Summer 2018
a. Committee on Preschool Special Education
- 20.3 CSE/CPSE/504 Recommendations for the 2018-2019 School Year
a. Committee on Special Education
b. Committee on Pre-School Special Education
c. 504 Committee
- 20.4 Post Season Sports for 2018-2019 School Year
a. Authorization to approve Shelter Island School sports teams to travel to and participate in post season tournament play

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

- 21.1 Financial Reports
a. Treasurer's Report – May 2018
b. Extra Class Report – May 2018
c. Payroll Audit Report – June 2018
d. Appropriation Status Report
e. Revenue Status Report
- 21.2 Budget Transfers & Journal Entries
a. Accept and approve the Budget Transfers and Journal Entries, for the period of May 30, 2018 – June 30, 2018, in accordance with Board Policy that the Superintendent has approved, as well as any transfers that need Board specific approval.
- 21.3 District Credit Cards for the 2018-2019 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, 2017 through June 30, 2018. The individual card numbers are as follows: Maryann Impastato (xxx-xxxx5-11063) and Helene Starzee (xxx-xxxx5-11071).

22. Business – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 22.1 – 22.2

- 22.1 2018-2019 Contracts

- a. Approve the contract between the Board of Education of the Shelter Island School District and Eastern Suffolk BOCES, for services in the 2018-2019 school year, at a cost of approximately \$239,332.70, subject to such additions or subtractions in services that may be necessary to meet the needs of the district; 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 Bridgehampton Union Free School District, for student services. The term of said agreement shall be retroactive to September 6, 2017 through June 22, 2018; 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 Shelter Island Environmental, for garbage disposal servicing, in the amount of \$583.00 per month. The term of said agreement shall be July 1, 2018 through June 30, 2019; 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 Tele-Verse Communications of Holtsville, NY, for maintenance of the phone system in the amount of \$3,244.00. The term of said agreement shall be July 1, 2018 – June 30, 2019.
- e. Approve the agreement between the Board of Education of the Shelter Island School District and Toshiba Business Solutions (USA), Incorporated for the lease of four (4) copy machines. The term of said agreement shall be July 1, 2018 through June 30, 2022; and authorize Board President to execute said agreement.
- f. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cummins, Incorporated, of Bronx, NY for generator maintenance, in the amount of \$2,266.36. The term of said agreement shall be July 1, 2018 through June 30, 2019.
- g. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Liberty Lawn and Landscape, LLC, of Shelter Island, NY, for snow removal services, in the amount of \$6,750.00. The term of said agreement shall be November 1, 2018 through April 30, 2019; 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 John Scaramucci/Harry Goldman Water Testing, certified water system operator and water tester, of Mattituck, NY. The term of said agreement shall be July 1, 2018 through June 30, 2019; 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 Eclipse Elevator Company, LLC, of Patchogue, NY; for annual maintenance, at a cost of \$1,320.00. The term of said agreement shall be July 1, 2018 through June 30, 2019; and authorize the Board President to execute said agreement.
- j. 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, in the amount of \$3,000.00. The term of said agreement shall be July 1, 2018 through June 30, 2019; and authorize the Board President to execute said agreement.
- k. 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 the 2018-2019 annual kitchen exhaust duct cleaning, in the amount of \$910.00; and authorize the Board President to execute said agreement.
- l. Approve the agreement between the Board of Education of the Shelter Island School District and C-BIZ Valuation group, LLC of Lawrenceville, New Jersey, for property valuation services, including an electronic annual update service option, in the amount of \$1,050.00, for the 2018-2019 school year; and authorize the Board President to execute said agreement.
- m. Authorize the contract between the Board of Education of the Shelter Island Union Free School District and Sunrise Bus Incorporated, of Greenport, NY for transportation services to Our Lady of the Hamptons Regional Catholic School (Route 2B), for the 2018-2019 school year, in the amount of \$48,103.98; and authorize the Superintendent to execute said agreement.
- n. Authorize the extension of Transportation Contract #273706 with Sunrise Bus Incorporated, for summer transportation services to Cutchogue East retroactive to the period of July 2, 2018 through August 10, 2018 in the amount of \$11,044.16 with a monitor; and authorize the Superintendent to execute said agreement.
- o. Authorize the extension of the following transportation contracts with Sunrise Bus, Incorporated, for the 2018-2019 school year; and authorize the Superintendent to execute said agreements.

1. Contract #415503 – Occupational Education Transportation - \$30,456.39
2. Contract #415502 – Athletics - \$69.71/ hour for large bus, \$63.99/hour for small bus, with a yearly estimate of \$52,020.00
3. Contract #415506 – Off Island Route #2C Private Schools - \$48,103.98
4. Contract #415505 – On Island Home to School - \$59,018.04
5. Contract #415504 – Cutchogue East Route - \$67,720.29, with a monitor for the year

22.2 Taping of Board of Education Meetings

- a. Authorization of the taping of up to seven (7) Board of Education Budget Meetings during the 2018-2019 school year, at a cost of \$250 per taping. (Exact dates to be determined at a future meeting.)

23. Facility– None

24. Items for Consideration

- a. Committees for 2018-2019 School Year
 - Buildings & Grounds/Health & Safety
 - Policy
 - Academic
 - Wellness
 - Audit
 - Joint Professional Practices

25. Old Business - None

26. School District Business Leader Report - None

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

- a. Athletics Update
- b. Driver's Education

28. Academic Administrator's Report

- a. Summer School Enrollment

29. Superintendent's Report

- a. Graduation

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