

Shelter Island School Board of Education
Monday, July 8, 2019
Re-Organizational Meeting at 6:00 pm, Conference Room

Margaret Colligan Linda C. Eklund
John W. Klupka, Sr. Jason Lones Kathleen M. Lynch
Tracy McCarthy 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 New Board of Education Members by District Clerk

(NOTE: All new members were sworn in at a special meeting on July 1, 2019)

5. Election of Board of Education President, 2019-2020

6. Oath of Office to President by District Clerk

7. Election of Board of Education Vice President, 2019-2020

8. Appointment of Officers – The Board President will seek a motion to appoint the following officers to the Board of Education for the 2019-2020 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 2019-2020 school year:

- a. Attendance Supervisor: Todd Gulluscio
- b. Accountants: Cullen & Danowski, LLP - \$45,000
- c. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$37,350. Other services as required at \$260 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. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$43,054.00
- e. School Student Accident Insurance Broker: J. J. Stanis and Company, Inc. - \$33.32/student
- f. Dentist: Dr. Frank Kestler
- g. Elementary School Physician: Dr. Nathanael Desire - \$850.00
- h. Secondary School Physician: Dr. Peter Kelt - \$850.00
- i. 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
- k. Official Newspaper: Shelter Island Reporter
- l. Chief Faculty Advisor: Superintendent
- 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 May 30, 2019)
- s. Financial Advisor: Munistat (fees as indicated in their agreement dated March 15, 2019)
- t. Asbestos Designee: Michael Dunning
- u. Purchasing Agent: Superintendent
- v. Records Management Officer: Linda Haas
- 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 2019-2020 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 \$44.58 per hour; Home Instruction at \$70.04 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, 2019 (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, 2019.)

12. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2019-2020 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, 2019 through June 30, 2020.
- 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, 2019 through June 30, 2020.

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 2019-2020 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: 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)

b. 504 Committee (504)

Chairperson: Jennifer Rylott

Alternate Chairperson: Danielle Spears

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: Danielle Spears

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 2019-2020 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. Lois Corbett
5. Alternate: Jean Dickerson
6. Alternate: Betti-Ann Morrirt
7. Alternate: Lew Corbett
8. Alternate: Allison Binder
9. Alternate: Jane Ritzler

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 2019-2020 (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 2019-2020 school year

August 12, 2019	November 18, 2019	February 10, 2020	May 11, 2020
September 16, 2019	December 9, 2019	March 16, 2020	May 19, 2020
October 15, 2019	January 21, 2020	April 20, 2020	June 15, 2020

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

* * * * *

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 17, 2019
 2. Special Meeting of June 19, 2019
 3. Special Meeting of June 22, 2019
 4. Special Meeting of June 23, 2019
 5. Special Meeting of July 1, 2019

17. Correspondence - None

18. Presentation

Presentation Requiring Board Approval

- a. Jennifer Gulluscio re: 8th Grade Disney Youth Education Field Trip
- b. Sean Brennan, Peter Miedema & James Theinert re: 11th Grade Washington DC Field Trip

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 – 19.15

19.1 New Hire

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Catherine Brigham, as PK-12 Art Teacher, effective September 1, 2019, at \$65,275.00, Step 1 MA of the 2019-2020 teacher salary scale, with a four (4) year probationary period through September 1, 2023, in the tenure are of Art.

BE IT FURTHER RESOLVED THAT: Ms. Brigham must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of her probationary appointment to be granted or considered for tenure.

19.2 Resignation

- a. Erica Mailand, .5 FTE Elementary Teacher and .5 FTE Teacher Assistant, effective June 30, 2019

19.3 Change in Full Time Equivalent

- a. Michele Albano, School Social Worker, from .80 FTE to 1.0 FTE, effective September 1, 2019, with a 4-year probationary period through September 1, 2023, in the tenure area of School Social Worker.

19.4 Childcare Leave

- a. Approve a contractual childcare leave of absence for Brittney Russo, Science 7-12 Teacher, to commence on or about October 7, 2019 through on or about January 27, 2020; with said period credited towards the employee's FMLA leave of absence

19.5 Rescind Motions

- a. Rescind the motion of June 17, 2019:

Appoint the following personnel for the Specialized Reading Summer School Program, effective July 1, 2019 through August 9, 2019, at her individual hourly rate:

1. Jessica Nardi, 24 hours

- b. Rescind the motion of May 13, 2019:

Appoint Jessica Nardi, teacher, for the Leap Into Learning Summer School Program, effective July 1, 2019 through July 25, 2019, for 20 hours, at her individual hourly rate

19.6 Additional Personnel for Summer School 2019

- a. Appoint Lillian Klupka, teacher, for the Leap Into Learning Summer School Program, effective retroactively to July 1, 2019 through July 25, 2019, for 34 hours, at a rate of \$44.38

19.7 Amend Motion

- a. Amend the motion of June 17, 2019 from:

Appoint the following personnel for the Specialized Reading Summer School Program, effective July 1, 2019 through August 9, 2019, at her individual hourly rate:

1. Janine Mahoney, 36 hours
2. Rachel Brigham, 24 hours
3. Jessica Nardi, 24 hours

to:

Appoint the following personnel for the Specialized Reading Summer School Program, effective July 1, 2019 through August 9, 2019, at her individual hourly rate:

1. Janine Mahoney, **48 hours**
2. Rachel Brigham, 24 hours

19.8 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 2019-2020 school year.
b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2019-2020 school year.

19.9 Curriculum Planning at a Rate of \$45/hour

- a. Lynne Colligan – New Elective -- Community Service Learning, not to exceed 10 hours
b. Devon Treharne – Summer Reading Program for grades 8-12, not to exceed 10 hours
c. James Bocca – 6th Grade English Language Arts Curriculum, not to exceed 10 hours

19.10 Additional Summer School Substitute Teacher

- a. Appoint Sarah Grammatica as Leap Into Learning Summer School Substitute Teacher (as needed), retroactive to July 1, 2019 through July 25, 2019, at a rate of \$16.93 per hour.

19.11 Detention Monitors for the 2019-2020 School Year at \$60/period

- a. Brian Becker
- b. James Bocca
- c. Sean Brennan
- d. Deborah Brewer
- e. Lynne Colligan
- f. Michelle Corbett
- g. Jasmine Frasco
- h. Mary Kanarvogel
- i. Peter Miedema

- j. James Theinert
- k. Martha Tuthill

19.12 Appointment of Co-Curricular Positions for the 2019-2020 School Year

- a. Martha Tuthill, DECA Club Co-Advisor, at \$803.54
- b. James Theinert, DECA Club Co-Advisor, at \$803.54
- c. Janine Mahoney, National Honor Society, at \$1,997.59
- d. Janine Mahoney, Landmark Books (Book Craft Club), at \$1,607.08
- e. Jennifer Gulluscio, 7th Grade Co-Advisor, at \$397.04
- f. James Bocca, 7th Grade Co-Advisor, at \$397.04
- g. Patricia Kreppein, 6th Grade Advisor, at \$794.07
- h. Debra Sears, 9th Grade Advisor, at \$794.07
- i. Devon Treharne, Unity Club Co-Advisor, at \$397.04
- j. Mary Kanarvogel, Unity Club Co-Advisor, at \$397.04
- k. Jeremy Stanzone, Video Game Development/Club Programming, \$794.07
- l. James Bocca, Debate Team Coordinator, \$794.07
- m. Jasmine Frasco, 10th Grade Advisor, at \$794.07
- n. Michelle Corbett, 11th Grade Advisor, at \$1,997.59
- o. Keith Brace, Sound Equipment Technician/Trainer, at \$1,607.08
- p. Keith Brace, Jazz Band, at \$1,997.59
- q. Jennifer Gulluscio, 8th Grade Advisor/Disney Trip Coordinator, at \$1,997.59
- r. Peter Miedema, 12th Grade Co-Advisor, at \$998.80
- s. Sean Brennan, 12th Grade Co-Advisor, at \$998.80
- t. Keith Brace, School Play Instrumental Music Director, at \$1,997.59
- u. Devon Treharne, School Newspaper, at \$1,997.59
- v. Michelle Corbett, Student Council, at \$2,994.02
- w. Patricia Kreppein, Yearbook Co-Advisor, at \$2,601.13
- x. Jasmine Frasco, Yearbook Co-Advisor, at \$2,601.13
- y. Debra Sears, Junior National Honor Society, at \$1,607.08
- z. Debra Sears, Substitute Dispatcher, \$5,202.26

19.13 Appointment of Coaches for the 2019-2020 School Year

- a. Jay Card, Varsity Boys Basketball Coach, \$6,566.73
- b. Robert DeStefano, Varsity Golf Coach, \$3,875.66
- c. Bryan Gallagher, Varsity Girls Cross Country Coach, \$3,875.66
- d. Jason Green, Varsity Boys Cross Country Coach, \$3,875.66
- e. Cynthia Belt, Varsity Volleyball Coach, \$5,977.40
- f. Bryan Gallagher, Varsity Winter Track Co-Coach, \$3,875.66
- g. Jason Green, Varsity Winter Track Co-Coach, \$3,875.66
- h. Bryan Gallagher, Varsity Spring Track Co-Coach, 3,875.66
- i. Jason Green, Varsity Spring Track Co-Coach, 3,875.66
- j. Michael Z. Mundy, JV Boys Basketball Coach, \$5,558.48
- k. Brian Springer, JV Girls Basketball Coach, \$5,558.48
- l. Laura Mayo, JV Volleyball Coach, \$5,051.96
- m. Peter Miedema, Varsity Baseball Coach, \$6,061.40
- n. Taylor Kelly, JV Softball Coach, \$5,051.96
- o. Taylor Kelly, Junior High Girls Volleyball Coach, \$2,777.47
- p. Peter Miedema, Junior High Boys Basketball Coach, \$3,033.08
- q. Laura Mayo, Junior High Girls Basketball Coach, \$3,033.08
- r. Michelle Corbett, Cheerleading Coach, \$3,467.66
- s. Bryan Knipfing, Intramural: Running Club Coach, \$1,291.89
- t. Taylor Kelly, Intramural: Functional Fitness, \$1,291.89
- u. Christopher Conrardy, Intramural: Tennis Club, \$1,291.89

19.14 Volunteer Assistant Coaches for the 2019-2020 School Year

- a. Father Peter DeSanctis – Varsity Golf
- b. Peter Miedema – Varsity and Junior Varsity Boys Basketball
- c. Laura Mayo – Junior Varsity Girls Basketball
- d. James Theinert – All Levels of Boys Basketball
- e. Michael Dunning – Varsity Baseball

19.15 Athletic Chaperones for the 2019-2020 School Year (one game per night at \$101.79, two games per night at \$156.22, Clock Keeper at Chaperone Rate plus \$10)

- a. Taylor Anderson
- b. Brian Becker

- c. James Bocca
- d. Keith Brace
- e. Deborah Brewer
- f. Michelle Corbett
- g. Jasmine Frasco
- h. Mary Kanarvogel
- i. Janine Mahoney
- j. Laura Mayo
- k. James Theinert
- l. Martha Tuthill

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 – 20.2

20.1 CSE Recommendations for the 2019-2020 School Year

- a. Committee on Special Education

20.2 Post Season Sports for 2019-2020 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 2019
- b. Extra Class Report – May 2019
- c. Appropriation Status Report
- d. Revenue Status Report

21.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entries, for the period of May 15, 2019 – June 30, 2019, 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 2019-2020 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, 2019 through June 30, 2020. 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 2019-2020 Contracts

- a. Approve the contract between the Board of Education of the Shelter Island School District and Consulting That Makes A Difference, Incorporated, of Selden, NY, for educational consulting services. The term of said agreement shall be retroactive to July 1, 2019 through June 30, 2020; 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 Shelter Island Environmental of Shelter Island, NY, for garbage disposal servicing, in the amount of \$589.34 per month. The term of said agreement shall be retroactive to July 1, 2019 through June 30, 2020; 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 Cummins, Incorporated, of Bronx, NY for generator maintenance, in the amount of \$2,334.35. The term of said agreement shall be retroactive to July 1, 2019 through June 30, 2020.
- d. 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 retroactive to July 1, 2019 through June 30, 2020; 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 Eclipse Elevator Company, LLC, of Patchogue, NY; for annual maintenance, at a cost of \$1,386.00. The term of said agreement shall be retroactive to July 1, 2019 through June 30, 2020; 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 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 retroactive to July 1, 2019 through June 30, 2020; and authorize the Board President to execute said agreement.
- g. 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 2019-2020 annual kitchen exhaust duct cleaning, in the amount of \$1,370.00; and authorize the Board President to execute said agreement.
- h. Authorize the extension of the following transportation contracts with Sunrise Bus, Incorporated, for the 2019-2020 school year; and authorize the Board President and Superintendent to execute said agreements.
 - 1. Contract #415503 – Occupational Education Transportation - \$38,728.73
 - 2. Contract #415502 – Athletics - \$70.76/ hour for large bus, \$64.95/hour for small bus, with a yearly estimate of \$52,800.30
 - 3. Contract #415506 – Off Island Routes Private Schools - \$96,693.71
 - 4. Contract #415505 – On Island Home to School - \$59,018.04
 - 5. Contract #415504 – Cutchogue East Route - \$68,736.09, 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 2019-2020 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 - None

25. Old Business - None

26. School District Business Leader Report - None

27. Director of Athletics, Physical Education, Health, Wellness & Personnel Report - None

28. Director of Pupil Personnel, Date & Instruction Report - None

29. Interim 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