

**Shelter Island School Board of Education
Monday, July 13, 2020
Re-Organizational Meeting at 6:00 pm**

**In-Person Meeting on School Field next to Playground Structure (Weather Permitting)
(In the event of rain, meeting will be held virtually. Link will be posted on district website)**

Margaret Colligan	Dawn Hedberg
Kathleen M. Lynch	Tracy McCarthy
Katherine Rossi-Snook	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. Oath of Office to Newly Elected Board of Education Members by District Clerk

(NOTE: All newly elected members were sworn in on July 1, 2020)

5. Election of Board of Education President, 2020-2021

6. Oath of Office to President by District Clerk

7. Election of Board of Education Vice President, 2020-2021

8. Appointment of Officers – The Board President will seek a motion to appoint the following officers to the Board of Education for the 2020-2021 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, 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 2020-2021 school year – 10.1:

10.1 Appointments

- 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 \$38,100. Other services as required at \$265 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 - \$29,000 (fees indicated in their engagement letter dated February 17, 2020)
- e. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$46,372.00
- f. School Student Accident Insurance Broker: J. J. Stanis and Company, Inc. - \$31.99/student
- g. 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: Superintendent
- 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 February 15, 2020)
- p. Financial Advisor: Munistat (fees as indicated in their agreement dated February 27, 2020)
- q. Asbestos Designee: Michael Dunning
- r. Purchasing Agent: Superintendent
- 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

11. Consent Agenda – The Board President may seek a motion to authorize the following agenda items for the 2020-2021 school year – 11.1:

11.1 Financial Authorization

- 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 \$45.47 per hour; Home Instruction at \$71.44 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, 2020 (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, 2020.)

12. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2020-2021 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, 2020 through June 30, 2021.

- 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, 2020 through June 30, 2021.
- c. Northern Insuring Agency - \$1,801.00

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 (fees as indicated in their agreement dated May 24, 2020)

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
 School Physician
 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
 School Physician
 Speech/Language Pathologist: Michelle Weir
 Student's Teacher
 Student's Special Education Teacher

e. Language Proficiency Team

Chairperson: Jennifer Rylott
 Bryan Knipping
 Laura Mayo
 Michelle Weir, as needed

- 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 2020-2021 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: Betti-Ann Morritt
 - 6. Alternate: Lew Corbett
 - 7. Alternate: Jean Dickerson
 - 8. Alternate: Allison Binder
 - 9. Alternate: Jane Ritzler
 - 10. Alternate: Annamarie Rampmaier
 - 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 2020-2021 (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 2020-2021 school year

August 17, 2020	November 9, 2020	February 8, 2021	May 10, 2021
September 14, 2020	December 7, 2020	March 8, 2021	May 18, 2021
October 13, 2020	January 11, 2021	April 12, 2021	June 14, 2021

- 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 15, 2020
 - 2. Annual District Meeting of June 9, 2020

17. Correspondence - None

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 – 19.4
- 19.1 Resignation of Board of Education Member
 - a. Accept the resignation of Jason Lones, Board of Education Member, effective July 1, 2020
 - 19.2 Schedule C Positions
 - a. Approve the level decrease for Substitute Dispatcher from \$5,306.32, Level V to \$3,053.89, Level IV of salary Schedule C – Non Athletics.
 - b. Approve the level increase for School Newspaper from \$2,037.54, Level III to \$5,306.32, Level V of salary Schedule C – Non Athletics.
 - 19.3 Curriculum Planning at a Rate of \$45/hour
 - a. Lynne Colligan – New Class: Creative Writing, not to exceed 3 hours
 - 19.4 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 2020-2021 school year.
 - b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2020-2021 school year.
- 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
- 20.1 Post Season Sports for 2020-2021 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 – 21.6
- 21.1 Financial Reports
 - a. Treasurer’s Report – May 2020
 - b. Extra Class Report – May 2020
 - 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 June 5, 2020 – June 30, 2020, 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 2020-2021 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, 2020 through June 30, 2021. The individual card numbers are as follows: Maryann Impastato (xxx-xxxx5-11063) and Helene Starzee (xxx-xxxx5-11071).
 - 21.4 Establishment of Class of 2020 Scholarship Fund
 - a. Approval to establish the Class of 2020 Perseverance Scholarship in the amount of \$1,000 to be awarded over a 4-year period at \$250 to one graduating senior each year, beginning June 2021.
 - 21.5 Grant Award
 - a. Accept the Slow Food East End Grant Award in the amount of \$1,000.00 to be used for the Edible School Garden
 - 21.6 Tax Deferred Annuity Plan (403(b)) for Employees
 - a. Approval to add Vanguard 403(b) Services Program to OMNI’s approved vendor list
- 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 2020-2021 Contracts
 - a. Authorize the extension of transportation contract #C416602 with Sunrise Bus, Incorporated, for Summer Route, Cutchogue-East, in the amount of \$11,422.75. The term of said contract shall be July 6, 2020 through August 14, 2020; and authorize the Board President and Superintendent to execute said agreement.

- b. Approve the contract between the Board of Education of the Shelter Island Union Free School District and Eastern Suffolk BOCES, for services in the 2020-2021 school year, at a cost of approximately \$289,963.44, 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.
- c. Approve the contract 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, 2020 through June 30, 2020; and authorize the Board President to execute said agreement.
- d. Approve the inter-municipal agreement between the Board of Education of the Shelter Island Union Free School District and Riverhead Central School District, for summer meal services, at no charge to the district, effective July 6, 2020 – September 4, 2020; and authorize the Board President to execute said agreement.

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 2020-2021 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. Director of Athletics, Physical Education, Health, Wellness & Personnel Report

27. Director of Pupil Personnel, Date & Instruction Report

28. Superintendent's Report

29. Board Member Reports

30. Visitor Comments

31. *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.*

32. Adjournment