

**Shelter Island School Board of Education**  
**Monday, November 9, 2020**  
**Regular Meeting at 6:00 pm, Gymnasium**

Kathleen M. Lynch, President \* Margaret Colligan, Vice President

Dawn Hedberg    Tracy McCarthy    Karina Montalvo    Katherine Rossi-Snook    Robert Strauss

**1. Call to Order**

**2. Pledge of Allegiance led**

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

**5. Oath of Office to Student Liaison Administered by Board of Education President**

**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. Regular Meeting of October 13, 2020

**7. Correspondence - None**

**8. Presentations**

- 8.1 Presentations Not Requiring Board Approval
  - a. Todd Gulluscio – Mascot Committee Report
  - b. Danielle Spears & Michele Albano – Behavior Intervention Monitoring Assessment System 2 (BIMAS-2) Questionnaire Results
- 8.2 Presentations Requiring Board Approval
  - a. Christopher Angotta of Nawrocki Smith – Audit Report Year End June 30, 2020

MOTION: The Board President requests a motion to accept and approve the audit reports for the fiscal year ending June 30, 2020.

**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 – 9.4**

- 9.1 Extra Teaching Periods
  - a. Maggie Manarel, Literacy Teacher, to teach five (5) extra periods on a bi-weekly basis retroactive to October 19, 2020 through December 1, 2020, at a rate of \$922.72.
  - b. James Bocca, English 7-12 Teacher, to teach five (5) extra periods on a bi-weekly basis retroactive to October 19, 2020 through December 1, 2020, at a rate of \$1,338.88.
  - c. Jennifer Gulluscio, Reading Teacher, to teach ten (10) extra periods on a bi-weekly basis retroactive to October 19, 2020 through December 1, 2020, at a rate of \$3,320.96.
  - d. Bryan Knipfing, ESL Teacher, to teach ten (10) extra periods on a bi-weekly basis retroactive to October 19, 2020 through December 1, 2020, at a rate of \$2,576.00.
- 9.2 Amend Motion
  - a. Amend the motion of September 14, 2020 from:  
Mentor/Mentee for the 2020-2021 School Year, at a Rate of \$1,500 per the Shelter Island Faculty Association Contract  
Cheryl Woods/Andrew BeltCappellino  
to:  
Mentor/Mentee for the 2020-2021 School Year, at a Rate of \$1,500 per the Shelter Island Faculty Association Contract
    - a. Cheryl Woods/Andrew BeltCappellino **from September 2, 2020 through October 9, 2020**
    - b. Cheryl Woods/Lorraine Hayden **from October 12, 2020 through June 25, 2021**

- 9.3 Home Instruction
- a. Approve Michelle Corbett for Home Instruction, effective retroactively to October 21, 2020, at a rate of \$71.44/hour, not to exceed 8 hours.
  - b. Approve Debra Sears for Home Instruction, effective retroactively to October 28, 2020, at a rate of \$71.44/hour, not to exceed 5 hours, 50 minutes.
  - c. Approve Devon Treharne for Home Instruction, effective retroactively to October 28, 2020, at a rate of \$71.44/hour, not to exceed 18 hours.
- 9.4 Additional Substitute Teacher for the 2020-2021 School Year at a rate of \$110/day (certified or 4-year degree); pending clearance for employment by NYS Department of Education (fingerprint initiative)
- a. Erin Colligan

**10. Program** - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 10.1 – 10.7

- 10.1 CSE Recommendations for the 2020-2021 School Year
- a. Committee on Special Education
- 10.2 New Policy – First Reading & Special Adoption
- a. Policy 5413 – Procurement: Uniform Grant Guidance for Federal Awards
- 10.3 New Policy – Second Reading & Adoption
- a. Policy #7440 – Student Voter Registration & Pre-Registration
- 10.4 Revised Policy – Second Reading
- a. Policy #8241 – Patriotism, Citizenship, and Human Rights Education
- 10.5 Adoption of Revised School Emergency Response Plan
- a. School Emergency Response Plan -- October 2020
- 10.6 Rural/Single Building District Independent Evaluator Hardship Waiver
- a. WHEREAS, the Shelter Island Union Free School District has an approved Annual Professional Performance Review (“APPR”) Plan in place, effective for the 2020-2021 school year;
- WHEREAS, the District seeks to submit a Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department since compliance with the independent evaluator requirement would create an undue burden on the District;
- NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department;
- BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of to execute such application on behalf of the District.
- 10.7 2021-2022 Budget Calendar
- a. Approve the 2021-2022 Budget Calendar

**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 – September 2020
  - b. Extra Class Report – September 2020
  - c. Appropriations Status Report
  - d. Revenue Status Report
  - e. Claims Audit Report – October 2020
  - f. Payroll Audit Report – October 2020
- 11.2 Budget Transfers & Journal Entries
- a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of October 2, 2020 through October 30, 2020, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

**12. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Action: 12.1 – 12.4

12.1 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 October 14, 2020 through June 30, 2021; and authorize the Board President to execute said agreement.

12.2 Suffolk County School Bus Stop Arm Enforcement Program

- a. WHEREAS, the Shelter Island Union Free School District intends to participate in the County of Suffolk School Bus Stop Arm Enforcement Program (hereinafter the "Stop Arm Program").

WHEREAS, the Stop Arm Program is authorized under New York State Vehicle and Traffic Law §1174-a;

WHEREAS, pursuant to NYS VTL §1174-a, in order to participate in the Program, the School District must enter into an agreement with the County.

WHEREAS, the Shelter Island Union Free School District intends to execute the School Bus Stop Arm Enforcement Program Opt-in Agreement and enter into the Stop Arm Program.

RESOLVED, the Board of Education of the Shelter Island Union Free School District hereby acknowledges and approves the Suffolk County School Bus Stop Arm Enforcement Program Opt-in Agreement made between the County of Suffolk, Shelter Island Union Free School District, Bus Patrol America, LLC, and Sunrise Bus Company, of Greenport, agrees to be bound by its terms; and authorizes the Board President to execute said agreement.

12.3 Monetary Donations & Budget Increases

- a. Authorize the Shelter Island Union Free School District to accept a donation of \$100.00 from Our Lady of the Isle R.C. Church in memory of Mr. James F. Gibbs, to be used towards the school's athletic program; and authorize an increase to the budget line of Athletics Materials & Supplies, A.2855.450.00.2855, in the amount of \$100.00, to be offset by said donation.
- b. Authorize the Shelter Island Union Free School District to accept a donation of \$50.00 from Gail Tarkan Shube & Eric Shube in memory of Mr. James F. Gibbs, to be used towards the school's athletic program; and authorize an increase to the budget line of Athletics Materials & Supplies, A.2855.450.00.2855, in the amount of \$50.00, to be offset by said donation.
- c. Authorize the Shelter Island Union Free School District to accept a donation of \$50.00 from Bruce & Janet Jernick in memory of Mr. James F. Gibbs, to be used towards the school's athletic program; and authorize an increase to the budget line of Athletics Materials & Supplies, A.2855.450.00.2855, in the amount of \$50.00, to be offset by said donation.
- d. Authorize the Shelter Island Union Free School District to accept a donation of \$10.00 from Jane Babinski, in memory of James F. Gibbs, to be used towards the school's athletic program; and authorize an increase to the budget line of Athletics Materials & Supplies, A.2855.450.00.2855, in the amount of \$10.00, to be offset by said donation.

12.4 Membership for New York State School Boards Association (NYSSBA)

- a. Approve the 2021 membership for the New York State Boards Association, at a cost of \$4,554.00

**13. Facility –** The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Facility Action: 13.1

13.1 Equipment Donation

- a. Accept a pitching machine and batting cage net system, donated by Julie O'Shea.

**14. Items for Consideration - None**

**15. Old Business – None**

**16. Director of Pupil Personnel, Data & Instruction Report**

**17. Superintendent Report**

**18. Board Member Reports**

**19. Student Liaison Report**

**20. Visitor Comments**

**21. Adjournment**

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS**

The District will follow all applicable requirements in the Uniform Grant Guidance (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

**Uniform Grant Guidance Requirements**

Under the Uniform Grant Guidance, the District will, among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  1. Effectiveness and efficiency of operations;
  2. Reliability of reporting for internal and external use; and
  3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
  - 1. Rationale for the method of procurement;
  - 2. Selection of contract type;
  - 3. Contractor selection or rejection; and
  - 4. The basis for the contract price.
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
  - 1. Micro-purchases;
  - 2. Small purchase procedures;
  - 3. Sealed bids;
  - 4. Competitive proposals; and
  - 5. Noncompetitive proposals.
- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

2 CFR §§ 200.61, 200.303, 200.318, 200.319, 200.320, 200.321, 200.323, and 200.326  
2 CFR Part 200, App. II

(Continued)

# POLICY

2018

5413  
4 of 4

Non-Instructional/Business  
Operations

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

NOTE: Refer also to Policies #5410 -- Purchasing: Competitive Bidding and Offering  
#5411 -- Procurement of Goods and Services  
#5570 -- Financial Accountability  
#5670 -- Records Management  
#6110 -- Code of Ethics for Board Members and All  
District Personnel  
#6161 -- Conference/Travel Expense Reimbursement

Adoption Date

# POLICY

2020

7440

Students

## **SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION**

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least sixteen years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.

The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law § 5-507

First Reading: 10/13/20  
Second Reading: 11/09/20  
Adoption Date:



## Instruction

**SUBJECT: PATRIOTISM, CITIZENSHIP, AND HUMAN RIGHTS EDUCATION**

In order to promote a spirit of patriotic and civil service and obligation, as well as to foster in students of the District moral and intellectual qualities which are essential in preparing them to meet the obligations of citizenship, the Board requires students attending District schools, over the age of eight years, to attend instructional courses in patriotism, citizenship, civic education and values, our shared history of diversity, the role of religious tolerance in this country, and human rights issues, with particular attention to the study of **person vs. person** (the inhumanity of genocide, slavery including the Freedom Trail and Underground Railroad, and the Holocaust), **person vs. environment** (the mass starvation in Ireland from 1845 to 1850), as well as **person vs. society, person vs. nature, person vs. self, and person vs. machine**.

The Board also directs that all students attending District schools in grades 8 through 12 receive instruction in the history, meaning, significance and effect of the United States Constitution, the New York State Constitution, and the Declaration of Independence.

The curricula for these courses must include the subjects specified by the Board of Regents and be for the period of instruction, as mandated by the Regents, which is necessary in these subjects in each of the appropriate grades.

One week during each school year a uniform course of exercises will be provided to teach students, in an age appropriate manner, the purpose, meaning, and importance of the Bill of Rights Articles in the United States and New York State Constitutions. These exercises will be in addition to the above required courses.

In addition, since the District receives Federal Funds for a fiscal year, it will hold an educational program on the United States Constitution on September 17th of each year for the students in the District to commemorate the September 17, 1787 signing of the Constitution, known as Constitution Day and Citizenship Day. However, when September 17 falls on a Saturday, Sunday, or holiday, this day will be held during the preceding or following week.

The Board directs that the above named subjects, as mandated by law, be addressed in the instructional curricula provided by the District.

Education Law § 801  
36 USC § 106

NOTE: Refer also to Policy #8242 -- Civility, Citizenship, and Character Education/Interpersonal Violence Prevention Education

Adoption Date: 04/11/11  
First Reading: 10/13/20  
Second Reading:  
11/09/20

## 2021-2022 Budget Calendar

Monday	Feb 8, 2021	⇒ Budget Presentation: Administration/Educational/Facilities & Capital / Regular Board Meeting — 6 pm, Conf Room
Wednesday	Feb 24, 2021	⇒ Budget Workshop — 6 pm, Conference Room
Monday	Mar 8, 2021	⇒ Budget Overview / Regular Board Meeting—6 pm, Conference Room
Monday	Mar 1, 2021	⇒ Calculation Information for Tax Levy Limit (The date has to be set on or before March 1)
Thursday	Mar 18, 2021	⇒ Petitions for Proposition/Question for Ballot must be filed by 5:00 pm, in the District Clerk's Office
Friday	Mar 19, 2021	⇒ Petitions for Board of Education candidate available from District Clerk in the District Clerk's Office/Front Desk in School Lobby/School Website
Thursday	Apr 1, 2021	⇒ First Publication of Legal Notice
Monday	Apr 5, 2021	⇒ Liability Insurance Certificate Mailed to Suffolk County Board of Elections
Monday	Apr 12, 2021	⇒ Board adopts Budget/Property Tax Report Card at Special Meeting, 6 pm, Conference Room — with Regular Board Meeting immediately following
Tuesday	Apr 13, 2021	⇒ Property Tax Report Card—Submitted to SED
Thursday	Apr 15, 2021	⇒ Second Publication of Legal Notice
Monday	Apr 19, 2021	⇒ Petitions for Board of Education candidate must be filed with District Clerk by 5:00 pm in the District Clerk's Office
Thursday	Apr 29, 2021	⇒ Third Publication of Legal Notice
Tuesday	May 4, 2021	⇒ Budget available to the residents in the School Business Office  ⇒ Mail School Budget Newsletter
Thursday	May 6, 2021	⇒ Voter Registration, 2:00 pm—6:00 pm, School Lobby
Monday	May 10, 2021	⇒ Public Budget Hearing, 6:00 pm — with Regular Board Meeting immediately following
Tuesday	May 11, 2021	⇒ Mail School Budget Notice
Thursday	May 13, 2021	⇒ Fourth Publication of Legal Notice
Tuesday	May 18, 2021	⇒ Budget Vote—Annual Meeting, 12:00 pm—9:00 pm, School Gym