

Shelter Island School Board of Education
Monday, August 31, 2020
Special Meeting at 6:00 pm
Field Adjacent to School Playground Structure (Rain Location: 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

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. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items:
5.1

- 5.1 Approval of Minutes
 - a. Regular Meeting of August 17, 2020

6. Correspondence

- a. August 17, 2020: Email from Member of Shinnecock Tribe
- b. August 18, 2020: Email from community member
- c. August 19, 2020: Email from community member
- d. August 22, 2020: Email from community member
- e. August 23, 2020: Email from community member
- f. August 24, 2020: Email from R. Eurich of Endicott, NY
- g. August 25, 2020: Email from community member
- h. August 27, 2020: Email from community member
- i. August 28, 2020: Email from community member

7. Presentations - None

8. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Action: 8.1 – 8.19

- 8.1 New Hire
BE IT RESOLVED THAT; The Board of Education hereby approves Kristin Andrejack, as .60 FTE Physical Education Teacher, K-12 and .40 FTE Teacher Aide effective September 2, 2020, prorated at \$48,898, Step 1 MA of the 2020-2021 teacher salary scale and Step 1 of the 2020-2021 teacher aide salary scale.
- 8.2 New Hire
Appoint Matthew Dunning, as a 1.0 FTE Teacher Aide, effective September 2, 2020, at a salary of \$22,372.00, Step 1 of the 2020-2021 teacher aide salary scale.
- 8.3 Create Position
Approval to create one (1) Office Assistant (Spanish Speaking) position, effective September 1, 2020, at a salary of \$40,879.00, prorated to \$34,118.00 and appoint Ramona Miranda to said position.
- 8.4 Extra Compensation
Approve the following teachers for professional development, for the period of August 24, 2020 – September 1, 2020, at their individual hourly rate, not to exceed 3 hours person
 - 1. Janine Mahoney
 - 2. Michelle Corbett
 - 3. Debra Sears
 - 4. Michelle Weir
 - 5. Jennifer Gulluscio
 - 6. Mia DiOrio
 - 7. Maggie Manarel

- 8.5 Curriculum Planning
Approve Kristin Andrejack for curriculum planning, retroactive to August 27, 2020 at a rate of \$45.00, not to exceed 3 hours.
- 8.6 Permanent Substitute Teachers for the 2020-2021 School Year
- Appoint Jasmine Bielic-Frasco, as Permanent Substitute Teacher, at a rate of \$175 per day, and grant five (5) sick days, effective September 2, 2020 – June 25, 2021
 - Appoint Andrew BeltCappellino, as Permanent Substitute Teacher, not to exceed 4 days per week, at a rate of \$175 per day, and grant four (4) sick days, effective September 2, 2020 – June 25, 2021
 - Appoint Marina Katolis, as Permanent Substitute Teacher, not to exceed 4 days per day per week, at a rate of \$175 per day, and grant four (4) sick days, effective September 2, 2020 – June 25, 2021
- 8.7 Permanent Substitute Custodians for the 2020-2021 School Year
- Appoint Julieta Sugeidi Santos, as Permanent Substitute Custodian, for the 10:00 am – 2:00 pm shift, at a rate of \$20, per hour effective September 1, 2020 through June 30, 2021, pending clearance for employment by the New York State Department of Education fingerprint initiative.
 - Appoint Jacqueline Suriel, as Permanent Substitute Custodian, for the 2:00 pm – 6:00 pm shift, at a rate of \$20, per hour effective September 1, 2020 through June 30, 2021, pending clearance for employment by the New York State Department of Education fingerprint initiative.
- 8.8 Detention Monitors for the 2020-2021 School Year at \$60/period
- James Bocca
 - Deborah Brewer
 - Lynne Colligan
 - Jasmine Frasco
 - Mary Kanarvogel
 - Janine Mahoney
 - Helene Starzee
 - James Theinert
 - Martha Tuthill
- 8.9 Appointment of Co-Curricular Positions for the 2020-2021 School Year
- Martha Tuthill, DECA Club Co-Advisor, at \$819.60
 - James Theinert, DECA Club Co-Advisor, at \$819.60
 - Janine Mahoney, National Honor Society, at \$2,037.54
 - Janine Mahoney, Landmark Books (Book Craft Club), at \$1,639.20
 - Jennifer Gulluscio, 7th Grade Co-Advisor, at \$404.97
 - James Bocca, 7th Grade Co-Advisor, at \$404.97
 - Patricia Kreppein, 6th Grade Advisor, at \$809.95
 - Peter Miedema, 9th Grade Advisor, at \$809.95
 - Devon Treharne, Unity Club Advisor, at \$809.95
 - Jeremy Stanzione, Video Game Development/Club Programming, \$809.95
 - Keith Brace, Sound Equipment Technician/Trainer, at \$1,639.20
 - Jennifer Gulluscio, 8th Grade Advisor/Disney Trip Coordinator, at \$2,037.54
 - Michelle Corbett, 12th Grade Advisor, at \$2,037.54
 - Keith Brace, School Play Instrumental Music Director, at \$2,037.54
 - Devon Treharne, School Newspaper, at \$5,306.32
 - Michelle Corbett, Student Council, at \$3,053.89
 - Patricia Kreppein, Yearbook Joint-Advisor, at \$1,768.77
 - Jasimine Frasco, Yearbook Joint-Advisor, at \$1,768.77
 - Debra Sears, Yearbook Joint-Advisor, at \$1,768.77
 - Debra Sears, Junior National Honor Society, at \$1,639.20
 - Lauren Farkas, Elementary Play Director, at \$809.95
 - Daniel Williams, Science Club, at \$1,639.20
 - Lauren Farkas, School Play Pianist/Accompanist/Vocal Director, \$3,053.89
 - John Kaasik, Play Director/Producer, \$5,306.32
 - Michelle Corbett, Substitute Dispatcher, \$3,053.89
- 8.10 Appointment of Coaches for the 2020-2021 School Year
- Brian Springer, Varsity Girls Basketball Coach, \$6,698.07
 - Robert DeStefano, Varsity Golf Coach, \$3,953.18
 - Joshua Green, Varsity Girls Cross Country Coach, \$3,953.18
 - Jason Green, Varsity Boys Cross Country Coach, \$3,953.18
 - Cynthia Belt, Varsity Volleyball Coach, \$6096.95
 - Kevin Barry, Varsity Winter Track Coach, \$3,953.18

- g. Jason Green, Varsity Winter Track Coach, \$3,953.18
 - h. Joshua Green, Varsity Spring Track Coach, \$3,953.18
 - i. Jason Green, Varsity Spring Track Coach, \$3,953.18
 - j. Michael Z. Mundy, JV Boys Basketball Coach, \$5,669.63
 - k. Laura Mayo, JV Volleyball Coach, \$5,153.00
 - l. Peter Miedema, Varsity Baseball Coach, \$6,182.63
 - m. Brian Springer, Varsity Softball Coach, \$6,182.63
 - n. Laura Mayo, Junior High Girls Volleyball Coach, \$2,833.02
 - o. Peter Miedema, Junior High Boys Basketball Coach, \$3,093.75
 - p. Claire Read, Junior High Girls Basketball Coach, \$3,093.75
 - q. Michelle Corbett, Cheerleading Coach, \$3,537.02
- 8.11 Athletic Chaperones for the 2020-2021 School Year (one game per night at \$103.83, two games per night at \$159.35, Clock Keeper at Chaperone Rate plus \$10)
- a. Kristin Andrejack
 - b. Brian Becker
 - c. James Bocca
 - d. Keith Brace
 - e. Deborah Brewer
 - f. Mary Kanarvogel
 - g. Janine Mahoney
 - h. Laura Mayo
 - i. Peter Miedema
 - j. Claire Read
 - k. James Theinert
 - l. Martha Tuthill
- 8.12 Non-Aligned Personnel Employment Agreements
 BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island School District and non-aligned personnel; and
 BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.
- 8.13 Substitute Teachers for the 2020-2021 School Year at \$110 per day (certified or 4-year degree)
- a. Jenifer Corwin
 - b. Frank Emmett
 - c. Sara Grammatica
 - d. Susan Kaufman
 - e. Chrystyna Kestler
 - f. Lillian Klupka
 - g. Lee Yuen Lew
 - h. Marion McEnroe
 - i. Kathleen Springer
- 8.14 Substitute Nurse for the 2020-2021 School Year at \$110 per day (RN)
- a. Chrystyna Kestler
- 8.15 Substitute Aide for the 2020-2021 School Year at \$95 per day
- a. Mary Boeklen
- 8.16 Substitute Monitor for the 2020-2021 School Year at \$13 per hour
- a. Mary Boeklen
- 8.17 Substitute Cafeteria Worker for the 2020-2021 School Year at \$13 per hour
- a. Mary Boeklen
- 8.18 Volunteer Assistant Coaches for the 2020-2021 School Year
- a. Father Peter DeSanctis – Varsity Golf
 - b. Michael Dunning – Varsity Baseball
- 8.19 CPR Training
 Approve Mary Kanarvogel to provide Adult, Child, Infant CPR/AED Certification, Healthcare Provider and First Aid Training for the 2020-2021 school year, with compensation as follows.
- Adult, Child, Infant CPR/AED Certification at \$45 per coach/employee
 - Healthcare Provider and First Aid Training at \$60 per person

- 9. Program** The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Action: 9.1
- 9.1 Second Reading and Adoption of Policy
Policy #7110 – Comprehensive Student Attendance Policy
- 10. Finance** – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 10.1 – 10.2
- 10.1 Financial Reports
- Treasurer's Report – July 2020
 - Extra Class Report – July 2020
 - Appropriations Status Report
 - Revenue Status Report
- 10.2 Budget Transfers and Journal Entries
Accept and approve Budget Transfer Reports and Journal Entries for the period of August 8, 2020 through August 26, 2020, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 11. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 11.1 – 11.2
- 11.1 Contracts
- Approve the final Eastern Suffolk BOCES contract for services in the 2019-2020 school year, at a final cost of \$258,501.69, which includes all services that were necessary to meet the needs of the District, and authorize the Board President to execute said agreement.
 - Authorize the extension of the following transportation contracts with Sunrise Bus, Incorporated, for the 2020-2021 school year; and authorize the Board President and Superintendent to execute said agreements.
 - Contract #415503 – Occupational Education Transportation - \$43,605.93
 - Contract #415502 – Athletics - \$80.66/ hour for large bus, \$65.86/hour for small bus, with a yearly estimate of \$53,539.50
 - Contract #415506 – Off Island Routes Private Schools - \$109,353.66
 - Contract #415505 – On Island Home to School - \$59,844.56
 - Contract #415504 – Cutchogue East Route - \$69,413.39, with a monitor for the year
- 11.2 Additional Private School Transportation
Approval to transport one (1) additional student to Hayground School, Bridgehampton, NY, for the 2020-2021 school year.
- 12. Facility – None**
- 13. Items for Consideration - None**
- 14. Old Business**
- School Mascot: Discussion of Suggestion for Formation of a Committee
- 15. Director of Athletics, Physical Education, Health, Wellness & Personnel Report**
- 16. Director of Pupil Personnel, Date & Instruction Report**
- 17. Superintendent Report**
- 18. Board Member Reports**
- 19. Visitor Comments**
- 20. Executive Session** - *It is anticipated that the Board of Education may enter Executive Session, to discuss collective bargaining negotiations involving the Shelter Island Faculty Association (SIFA), pursuant to article 14 of the Civil Service Law.*
- 21. Adjournment**

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to reduce the current level of unexcused absences, tardiness, and early departures (referred to in this policy as "ATEDs"), encourage full attendance by all students, maintain an adequate attendance recordkeeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purposes, procedures and the consequences of non-compliance. To ensure that all students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented:

- a) The attendance policy will be included in the student handbook and will be reviewed with students at the start of each school year;
- b) Parents will receive a plain language summary of the attendance policy by mail at the start of each school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy;
- c) When a student is absent, tardy, or leaves early from class or school without an excuse, designated staff member(s) will notify the student's parent(s) by the student management system;
- d) A back to school event will be held in the beginning of each school year to explain this policy and stress the parents/guardians responsibility for ensuring their children's attendance;
- e) School newsletters, publications and the District Web site will include components of this policy;
- f) The District will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment;
- g) All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation; and
- h) Copies of this policy will also be made available to any community member, upon request.
- i) Parents will be notified in writing at appropriate benchmarks.

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**General Procedures/Data Collection**

- a) Attendance will be taken during each class period, grades Pre-K through 12;
- b) At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance;
- c) The nature of the ATED shall be coded on a student's record;
- d) Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner;
- e) Where additional information is received (home instruction, suspension, field trips, appeal granted and school sponsored events) that requires corrections to be made to a student's attendance record, such correction will be made expeditiously. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules;
- f) Attendance data will be analyzed monthly to identify patterns or trends in student absences;
- g) Where consistent with other school practices, teachers and staff shall detain students outside of a traditional classroom who are absent from a class period without excuse and refer students to the building administrator;
- h) Continuous monitoring by the administration/attendance officer will be conducted to identify students who are absent, tardy, or leave class or school early;
- i) Change coding of all classes in which satisfactory documentation was presented.

Tardiness and Early Departure Equate to Absence

If a student misses twenty (20) or more minutes of a class period they are considered absent.

Absences

All absences require a written note within twenty-four (24) hours of the return to school.

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd)**Other Regulations**

- a) If student is eligible to take a Regents Competency Test (RCT) or Regents examination, pursuant to the Commissioner's Regulations, the score will be noted on the student's permanent record.
- b) Summer School Eligibility Requirement: any student who fails to continue to attend classes on a regular basis will not be eligible to attend summer school.
- c) The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

Excused Absences

Possible excused absences include:

- a) College interviews/college visitations
- b) Court appearances
- c) School-sponsored activities
- d) Military obligations
- e) School to Work Program
- f) School authorized situations (i.e., field trips, testing, music lessons, counseling, athletic events, physical therapy, occupational therapy, speech session)
- g) Death in the family
- h) Illness (doctor's note required)
- i) Impassible weather
- j) Religious observance
- k) Medical/Dental appointments with written note from provider
- l) Road test
- m) Special Education evaluations authorized by the School District
- n) In School Suspension/Out of School Suspension

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)

In the event that a student has medical documentation and receives approved home instruction for a duration of time, those absences will not be counted for purposes of the minimum attendance requirements.

Unexcused Absences

- a) Family vacation/traveling
- b) Haircut
- c) Hunting/fishing
- d) Oversleeping/tired
- e) Went on a field trip the day before
- f) Working
- g) Babysitting
- h) Needed at home
- i) Missing the bus
- j) Play rehearsal ran late
- k) Working on a school project
- l) Needed to do homework
- m) Or any reason that is not on the ATED excused list

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**Policy Review**

Each building level administrator will provide the Superintendent and the Board of Education with annual evaluation data and statistics on the implementation of this policy. The Board will review this data to determine the effectiveness and value of the policy for improving student attendance.

Disciplinary Consequences of Excessive Absences

When the administration deems appropriate, it may use the following list of sanctions to discourage poor attendance.

- a) Loss of the right to play sports.
- b) Loss of the right to participate in extracurricular activities.
- c) Loss of the right to attend school-related activities.
- d) Attendance at meeting with parents/guardians, administration, and counselor to discuss impact of excessive absences.
- e) Repetition of course or grade level due to excessive absence

Additional Consequences of Excessive Absences

- a) Referral to the Instructional Support Team to review the student profile and develop specific interventions.
- b) When appropriate, referrals will be made to outside agencies for additional support towards the attendance problem.

Education Law Sections 3024, 3025, 3202, 3205, 3206, 3210, 3211 and 3213
8 New York Code of Rules and Regulations (NYCRR) Sections 104.1, 109.2 and 175.6

Adopted: 8/25/08
Revised: 8/17/09, 6/13/11

1st Reading: 08/17/20
2nd Reading & Anticipated Adoption: 08/31/20