

**Shelter Island School Board of Education**  
**Tuesday, October 13, 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**

**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 Approval of Minutes

- a. Regular Meeting of September 14, 2020

**6. Correspondence**

- a. September 17, 2020 - Thank You Card from Class of 2020 Graduate  
b. October 5, 2020 - Thank You Card from Class of 2020 Graduate

**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 Actions: 8.1 - 8.13**

8.1 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2020

1. Lauren Farkas	Step 1 MA to Step 1 MA+15
2. Kerri Knipfing	Step 8 MA+30 to Step 8 MA+45
3. Lynne Colligan	Step 14 MA+60 to Step 14 MA+75
4. Natalie Regan	Step 4 MA+45 to Step 4 MA+60
5. Sean Brennan	Step 5 MA+60 to Step 5 MA+75
6. Bryan Knipfing	Step 7 MA+45 to Step 7 MA+60
7. Carolyn Taylor	Step 2 MA+45 to Step 2 MA+60
8. Danielle Spears	Step 1 MA to Step 1 MA+15
9. Maggie Manarel	Step 1 MA to Step 1 MA+15
10. James Bocca	Step 9 MA+30 to Step 9 MA+45
11. Christopher Conrardy	Step 4 BA to Step 4 BA+15
12. Michele Yirce	Step 5 MA+30 to Step 5 MA+45
13. Martha Tuthill	Step 6 MA+45 to Step 6 MA+60
14. Elizabeth Eklund	Step 6 MA+45 to Step 6 MA+60

8.2 Rescind Motion

- a. Rescind the motion of August 31, 2020:

Appoint Substitute Teachers for the 2020-2021 School Year at \$110 per day (certified or 4-year degree)

- a. Sara Grammatica  
b. Lillian Klupka

8.3 Specialized Math Summer School Program

- a. Approve Janine Mahoney to teach the Specialized Math Summer School Program, effective retroactively to September 29, 2020, not to exceed two (2) hours, at her individual hourly rate.

- 8.4 Lead Evaluators of Teachers and Principals for the 2020-2021 School Year
- a. BE IT RESOLVED, that Brian Doelger and Allan Gerstenlauer are hereby certified as a Qualified Lead Evaluator of teachers and building principals, by successfully demonstrating the skills prescribed in 8 NYCRR §30-2.9(b), including:
1. The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
  2. Evidence-based observation techniques that are grounded in research;
  3. Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
  4. Application and use of the state-approved principal rubric selected by the Shelter Island Union Free School District for use in the evaluations of teachers and building principals, including training on the effective application of such rubrics to observe a teacher's and building principal's practice;
  5. Application and use of the assessment tools that the Shelter Island Union Free School District utilizes to evaluate its teachers and building principals;
  6. Application and use of the state-approved locally selected measures of student achievement used by Shelter Island Union Free School District to evaluate its principals;
  7. The scoring methodology utilized by the State Education Department and Shelter Island Union Free School District to evaluate teachers and building principals under 8 NYCRR Subpart 30-2, including:
    - a. How scores are generated for each subcomponent and the composite effectiveness score of teachers and building principals, and
    - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of teachers and principals and their subcomponent ratings; and
    - c. Specific considerations in evaluating teachers and building principals of English language learners and students with disabilities.
- 8.5 Principal Evaluator
- a. Appoint Allan Gerstenlauer as Principal Evaluator for the 2020-2021 school year, at a rate of \$400 per day, effective retroactively to September 24, 2020 through June 30, 2021, not to exceed ten (10) days.
- 8.6 Amend Motion
- a. Amend the motion of August 31, 2020 from:
- Appoint Michelle Corbett as Substitute Dispatcher for the 2020-2021 school year, at \$3,053.89
- to:
- Appoint Michelle Corbett as Substitute Dispatcher, for the period of **September 1, 2020 – September 25, 2020, prorated at \$259.38.**
- 8.7 Additional Co-Curricular Positions
- a. Appoint Jasmine Frasco, Substitute Dispatcher effective September 28, 2020 – June 25, 2021, prorated at \$2,794.51.
- b. Appoint Catherine Brigham, 11<sup>th</sup> Grade Advisor for the 2020-2021 school year, at a rate of \$2,037.54.
- c. Appoint Ramona Miranda, 10<sup>th</sup> Grade Advisor for the 2020-2021 school year, at a rate of \$809.95.
- 8.8 Resignations
- a. Accept the resignation of Andrew BeltCappellino, Permanent Substitute Teacher, effective October 9, 2020
- b. Accept the resignation of Marina Katolis, Permanent Substitute Teacher, effective October 13, 2020
- 8.9 Additional Substitute Teachers for the 2020-2021 School Year at \$110 per day (certified or 4-year degree) pending clearance for employment by NYS Department of Education (fingerprint initiative)
- a. Judith Christ
- b. Connor Rice
- c. Tristan Wissemann
- 8.10 Additional Permanent Substitute Teacher for the 2020-2021 School Year
- a. Appoint Lorraine Hayden, 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 retroactively to October 7, 2020 – June 25, 2021

- 8.11 Leave of Absence
- a. Approve a contractual paid medical leave of absence for Mia DiOrio, Special Education Teacher, to commence retroactively on September 2, 2020 through October 27, 2020; and an unpaid medical leave from October 28, 2020 through on or about December 1, 2020; with said periods credited towards the employee's FMLA leave of absence.
- 8.12 Ratify Memorandum of Agreement
- a. Approval to ratify the Memorandum of Agreement (MOA) between the negotiating representatives of the Shelter Island Faculty Association (SIFA) and the Shelter Island Union Free School District.
- 8.13 English Language Learner Translator for the 2020-2021 School Year
- a. Appoint Laura Mayo, ESL Teacher, as English Language Learner Translator for the 2020-2021 school year, as prescribed in the August 12, 2019 English Language Learner Translator agreement between the Shelter Island Union Free School District and the Shelter Island Faculty Association
  - b. Approve Laura Mayo, English Language Learner Translator, to be compensated for one additional period on a daily basis, to provide translating services, retroactive to September 1, 2020 through June 25, 2021, at a rate of \$13,303.00

**9. Program** - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Actions: 9.1 – 9.3

- 9.1 Obsolete Policy
- a. Delete obsolete policy #7440 – Musical Instruments from the Shelter Island Union Free School District Policy Manual
- 9.2 New Policy – First Reading
- a. Policy #7440 – Student Voter Registration & Pre-Registration
- 9.3 Revised Policy – First Reading
- a. Policy #8241 – Patriotism, Citizenship, and Human Rights Education

**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 – 10.3

- 10.1 Financial Reports
- a. Treasurer's Report – August 2020
  - b. Extra Class Report – August 2020
  - c. Appropriations Status Report
  - d. Revenue Status Report
  - e. Claim Auditor's Report – September 2020
  - f. Payroll Audit Report – September 2020
- 10.2 Budget Transfers & Journal Entries
- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of September 9, 2020 through October 1, 2020, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 10.3 Tax Levy
- a. Approval to set the tax levy for the 2020-2021 school year in the amount of \$10,777,960.

**11. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 11.1 – 11.3

- 11.1 Contracts
- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Sag Harbor Union Free School District, in the amount of \$24,055, for shared student services. The term of said contract is retroactive to September 8, 2020 through June 30, 2021; 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 Alexis Grodski, of New Suffolk, NY, for student services. The term of said agreement shall be retroactive to July 1, 2020 – June 30, 2021; and authorize the Board President to execute said agreement.

### 11.2 Termination of Contract

- a. Approve the termination of the contract between the Shelter Island Union Free School District and D&B Engineers and Architects, P.C., of Woodbury, NY, effective retroactively to October 8, 2020.

### 11.3 Monetary Donations & Budget Increases

- a. Authorize the Shelter Island Union Free School District to accept a donation of \$150.00 from Ernesto & Monica Camargo 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 \$150.00, to be offset by said donation.
- b. Authorize the Shelter Island Union Free School District to accept a donation of \$100.00 from Stephen & Maureen Corkery 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.
- c. Authorize the Shelter Island Union Free School District to accept a donation of \$100.00 from Allan & Barbara Goldsmith 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.
- d. Authorize the Shelter Island Union Free School District to accept a donation of \$50.00 from Marianne & Richard Jackson 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.
- e. Authorize the Shelter Island Union Free School District to accept a donation of \$50.00 from John & Martha Tuthill 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.
- f. Authorize the Shelter Island Union Free School District to accept a donation of \$30.00 from Roger & Sharon Bales 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 \$30.00, to be offset by said donation.
- g. Authorize the Shelter Island Union Free School District to accept a donation of \$200.00 from Joseph & Barbara D'Orio 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 \$200.00, to be offset by said donation.
- h. Authorize the Shelter Island Union Free School District to accept a donation of \$100.00 from Georgiana Ketcham 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.
- i. Authorize the Shelter Island Union Free School District to accept a donation of \$100.00 from Michael & Gillian Johnson 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.
- j. Authorize the Shelter Island Union Free School District to accept a donation of \$250.00 from Dale Ponikvar 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 \$250.00, to be offset by said donation.
- k. Authorize the Shelter Island Union Free School District to accept a donation of \$25.00 from Clifford & Carol Springer 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 \$25.00, to be offset by said donation.

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

#### 12.1 Equipment Donations

- a. Accept a 1976, 20' Grady White Hatteras Overnighter Boat, Vin #NTL0L688M76H, donated by Colleen Mooney Brickman of Jamesport, NY to be used solely as a project for Mr. Conrardy's Transportation & Power class.
- b. Accept a LOB-STER Tennis Tournament Pneumatic Ball Machine, Model #401, donated by Donald H. Regan of Shelter Island.

### 13. **Items for Consideration - None**

**14. Old Business**

a. Acknowledgement of Committee Members for the 2020-2021 School Year

- Building & Grounds/Health & Safety Committee  
Kathleen Lynch & Robert Strauss
- Audit Committee  
Margaret Colligan & Kathleen Lynch
- Policy Committee  
Margaret Colligan & Tracy McCarthy
- Wellness Committee  
Karina Montalvo & Katherine Rossi-Snook
- Joint Professional Practice Committee (JPPC)  
Margaret Colligan & Dawn Hedberg

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

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

**17. Superintendent Report**

**18. Board Member Reports**

**19. Visitor Comments**

**20. *Executive Session*** – *The Board of Education may enter Executive Session at the end of this scheduled public meeting, to further discuss the employment history of particular individuals in the District, pursuant to Section 105(f) of the Public Officer's Law.*

**21. Adjournment**

**SUBJECT: MUSICAL INSTRUMENTS**

- a) All instrumental music students shall be expected to own or rent their instrument - particularly the common and less expensive instruments (flute, clarinet, trumpet, saxophone, etc.).
- b) Students will not be required to own or rent the less common and more expensive instruments. Instruments in this category are as follows: oboe, bassoon, tuba, French horn, trombone, baritone horn, tenor and baritone saxophones, bass trombone and percussion instruments. School-owned instruments in this classification will be disbursed upon decisions by the instrumental music staff. Decisions will be dependent upon the individual student's talent and merit and the need for a balanced instrumentation at each grade level.
- c) Students and parents/guardians will assume responsibility for proper care of school-owned instruments and will pay for damages to same.
- d) The District will only transport in its vehicles those instruments meeting certain safety standards as indicated in the New York State Department of Transportation Regulations.

17 New York Code of Rules and Regulations (NYCRR) Section 720.22

# 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

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 the inhumanity of genocide, [slavery \(including the Freedom Trail and Underground Railroad\)](#), the Holocaust, and the mass starvation in Ireland from 1845 to 1850.

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