

Shelter Island School Board of Education
Monday, August 17, 2020
Regular Meeting at 6:00 pm
Field Adjacent to School Playground / Gymnasium in the event of rain

Kathleen M. Lynch, President * Margaret Colligan, Vice President
Dawn Hedberg 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. Appointment of New Board Trustee - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Board Action:

New Board Trustee

- a. Whereas the resignation of Board Member, Jason Lones, created a vacancy on the Board of Education effective July 1, 2020, the Board of Education hereby appoints Karina Montalvo to the position of School Board Member to fill this vacancy, effective August 17, 2020 through May 18, 2021; and authorizes the Board President to administer the Oath of Office to Ms. Montalvo.

5. Visitor Questions (Specific to the agenda)

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

Approval of Minutes

- a. Special Meeting of July 9, 2020
- b. Re-Organizational/Regular Meeting of July 13, 2020
- c. Special Meeting of July 29, 2020

7. Correspondence

- a. July 23, 2020: Email from Community Member
- b. July 24, 2020: Email from the National Congress of American Indians
- b. July 26, 2020: Email from the Native American Guardians Association
- c. August 10, 2020: Thank You Card from Former Board Member

8. Presentations

- a. Dr. Doelger – Shelter Island UFSD Reopening Plan

The Board President may request a motion to approve the following Program Action: 8.1

8.1 District Re-Opening Plan

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and/or ratifies the Re-Opening Plan developed for the Shelter Island Union Free School District for the 2020-2021 school year and hereby authorizes the Superintendent of Schools to amend, modify and/or update the Re-Opening Plan as needed subject to further Board approval and/or ratification in the event of substantial revisions to the Plan.

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

9.1 Create Position

- a. Approval to create one (1) Office Assistant position, effective retroactively to August 1, 2020, at a salary of \$45,556, prorated to \$42,052 and appoint Meghan Lang to said position.

9.2 Curriculum Planning

- a. Approve the following personnel for curriculum planning, at a rate of \$45.00/hour, not to exceed 3 hours per person.
1. Brian Becker
 2. Tina Miller
 3. James Bocca
 4. Lauren Farkas
 5. Keith Brace
 6. Bryan Knipfing
 7. Mia DiOrio
 8. Patricia Krepplein

9.3 Amendment to Agreement

BE IT RESOLVED THAT: The Board of Education hereby approves the Agreement between it and Dr. Brian Doelger; and

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreement.

10. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Action: 10.1 – 10.5

10.1 District Comprehensive Improvement Plan (DCIP)

- a. Approve the 2020-2021 District Comprehensive Improvement Plan

10.2 Revised School Calendar – 2020-2021

- a. Approve the revision to the Shelter Island School District's Calendar for the 2020-2021 school year

10.3 Retention & Disposition Schedule for New York Local Government Records

- a. Approve the updated Retention & Disposition Schedule for New York Local Government Records, effective immediately.

10.4 First Reading of Policy

- a. Policy #7110 – Comprehensive Student Attendance Policy

10.5 Multi-Year Annual Professional Performance Review ("APPR") Plan

WHEREAS, the District has an approved Annual Professional Performance Review ("APPR") Plan in place, effective for the 2019-2020 to 2020-2021 school years; and

WHEREAS, the State Education Department requires that the District submit an Implementation Certification Form by August 28, 2020 regarding the status of its APPR Plan for the 2019-2020 school year;

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education and the Superintendent of Schools to execute the Implementation Certification Form required by the State Education Department for the District's 2019-2020 APPR Plan, which form shall certify that the District's approved multi-year plan remains in effect for the 2020-2021 school year; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Superintendent of Schools or his/her designee to submit this form to the State Education Department.

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 – 11.3

11.1 Financial Reports

- a. Treasurer's Report – June 2020
- b. Extra Class Report – June 2020
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – June 2020
- f. Claim Auditor's Report – July 2020
- g. Payroll Audit Report – June 2020
- h. Payroll Audit Report – July 2020

11.2 Budget Transfers and Journal Entries

- a. Accept and approve Budget Transfer Reports and Journal Entries for the period of July 1, 2020 through August 7, 2020, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Funding Reserves

WHEREAS, the Board of Education is desirous of funding certain reserves allowable by law using fund balance in order to save money and plan for expenses in future fiscal years; and

WHEREAS, the Board of Education recognizes that the exact amounts to be deposited into each reserve is a matter to be determined after the financial activity for the 2019-2020 fiscal year is concluded;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing Employee Benefit Accrued Liability Reserve pursuant to General Municipal Law Section 6-P by excess fund balance from the 2019-2020 fiscal year in an amount not to exceed \$65,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the 2020 Repair Reserve, established pursuant to General Municipal Law Section 6-D by excess fund balance from the 2019-2020 fiscal year in an amount not to exceed \$1,200,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing Retirement Contribution Reserve, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2019-2020 fiscal year in an amount not to exceed \$355,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing NYSTRS School District Retirement Contribution Reserve Sub-Fund, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2019-2020 fiscal year in an amount not to exceed \$92,611.

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

12.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and School Business Advisor, of Westhampton Beach, NY, for consulting services, at \$800 per week, for the retroactive term of July 1, 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 Shelter Island Environmental of Cutchogue, NY, for garbage disposal service, in the amount of \$589.34 per month. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021; 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 Tele-Verse Communications of Holtsville, NY, for maintenance of the phone system, in the amount of \$3,244.00. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021; and authorize the Board President to execute said agreement.
- d. Approve the agreement between the Board of Education of the Shelter Island School Union Free School District and HTP Mechanical, Corporation of Deer Park, NY for annual maintenance of the heating system, in the amount of \$1,050.00. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021; 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 Cummins, Incorporated, of Bronx, NY for generator maintenance, in the amount of \$2,404.38. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021.
- 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, 2020 through June 30, 2021; 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 A+ Technology & Security Solutions, Incorporated, of Bay Shore, NY, for maintenance, service and support of the security system, in the amount of \$3,480.00. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021; and authorize the Board President to execute said agreement.

- h. 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 2020-2021 annual kitchen exhaust duct cleaning, in the amount of \$1,370.00; and authorize the Board President to execute said agreement.
- i. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Eclipse Elevator Company, of Patchogue, NY; for annual elevator maintenance, at a cost of \$1,449.00. The term of said agreement shall be retroactive to July 1, 2020 through June 30, 2021; and authorize the Board President to execute said agreement.

13. Facility – None

14. Items for Consideration

- a. 2020 NYSSBA Virtual Conference

15. Old Business

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

17. Director of Pupil Personnel, Date & Instruction Report

18. Superintendent Report

19. Board Member Reports

20. Visitor Comments

21. *Executive Session* - *It is anticipated that the Board of Education may enter Executive Session to further discuss the employment of particular individuals in the District.*

22. Adjournment

Shelter Island Union Free School District

2020-2021 **REVISED**

JULY 2020				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

3 July 4th Holiday Observed for 12 month Employees

AUGUST 2020				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER 2020				
M	T	W	TH	F
	1	(2)	3	4
7	(8)	(9)	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

2 First Day for Faculty/Staff

3-7 Labor Day Recess

8-9 Superintendent's Conference Day/
Teacher Workshop Day

10 First Day for Students

28 Yom Kippur

OCTOBER 2020				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 Columbus Day

NOVEMBER 2020				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

11 Veterans Day

25-27 Thanksgiving Recess

DECEMBER 2020				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

23-31 Winter Recess

JANUARY 2021				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 Winter Recess Continued

18 Martin Luther King, Jr. Day

FEBRUARY 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

15-19 Mid-Winter Recess

MARCH 2021				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

29-31 Spring Recess

APRIL 2021				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Spring Recess Continued

MAY 2021				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				


28 Reserved as Snow Day


31 Memorial Day


JUNE 2021				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

1 Reserved as Snow Day

25 Last Day of School
Commencement Ceremony, 7 pm

 = School Closed

 = Conference Day (School Closed for Students)

 = Snow Days

Brought to BOE for Approved at 8/17/20 Meeting

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 phone and mail of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them;~~ 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 daily in grades K through 5.~~ Attendance will be taken during each class period, grades ~~6~~ 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. ~~during the appeal process (including those classes that are not presently in the appeal process);~~
- j) ~~Parents will be notified when K through 8 students in non-credit bearing classes fail to achieve the minimum attendance standard (at benchmarks) and the impact of the absences (if any) on academic achievement; and~~
- k) ~~Student may participate in the appeal process with or without a parent or guardian.~~

(Continued)

SUBJECT: COMPREHENSIVE STUDENT ATTENDANCE POLICY (Cont'd.)**Denial of Credit for Not Meeting Minimum Attendance Standard**

~~Courses taken for high school credit at the high school, middle school, and BOCES in which a student fails to achieve the Minimum Attendance Standard shall be subject to the Denial of Credit for that course. The total number of excused and/or unexcused ATEDs for whatever reason shall result in the denial of credit are as follows:~~

Full Year Course:	20
Half Year Course:	10
Lab Course Full Year:	30 (Course and Lab Period Combined)

Tardiness and Early Departure Equate to Absence

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

Advisory Period Lateness

~~For the first three (3) lateness to advisory during a marking period, the student will receive one (1) warning. For any additional lateness (four (4) or more) that marking period the student will be assigned detention for each lateness thereafter. At the start of a new marking period, the number will be reinstated at zero (0) lateness and then accumulate over that marking period.~~

Absences

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

Other Regulations

- a) ~~For each course when a student reaches the maximum ATEDs, the report card will show a Denied Credit Attendance (DCA) to indicate Denied Credit Attendance for all subsequent reporting periods and exams, including mid term and final exams.~~
- b) 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.
- c) 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.
- d) ~~Students entering the school after the first day shall have their attendance requirement pro-rated using the eighty-five percent (85%) minimum requirement.~~

(Continued)

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

- e) The attendance records of a student making a schedule change in the same subject area will be forwarded to the new teacher.

Right to Appeal

~~Students and parents/guardians will have a right to appeal any course that has been denied credit due to attendance. The appeal process is an effort to achieve fairness and to ensure that all circumstances are taken into account.~~

- ~~a) A student, who, due to a chronic or recurring medical problem or a family crisis, for whom home instruction is not available or practical, reaches the maximum days of course absence, has the right to file a written appeal for a hearing with the Appeals Committee Chairperson within ten (10) days of the date of the loss of credit notice. The student and parent(s) or guardian(s) would appear at this meeting with appropriate, verifiable documentation to present to the committee. The committee then would rule on whether the student will continue as a regular student or be placed on a DCA audit.~~
- ~~b) Appeals will be considered ONLY if the student has continued to attend class and do the required work.~~
- ~~c) The excused/unexcused absences will be relevant only in the event of the appeal process.~~

Appeals Committee

~~The committee will be made up of two (2) faculty members, one (1) guidance counselor, one (1) attendance staff member and one (1) administrator.~~

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)

(Continued)

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

- 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

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

(Continued)

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

- k) Working on a school project
- l) Needed to do homework
- m) Or any reason that is not on the ATED excused list

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.

~~Attendance Incentives~~

~~The District will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:~~

- ~~a) An attendance honor roll shall be maintained. Students with an attendance rate of 98% or higher will be acknowledged; and~~
- ~~b) At the classroom levels, teachers are encouraged to assign special responsibilities to students who may need extra motivation to come to school.~~

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 absences.

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