

**Shelter Island School Board of Education
Wednesday, April 5, 2023**

**2020 Repair Reserve Public Hearing,
Budget Adoption & Regular Meeting at 6:00 pm
Conference Room**

**Margaret Colligan, President * Katherine Rossi-Snook, Vice President
Dawn Hedberg Kathleen Lynch Tracy McCarthy Karina Montalvo**

- 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. Public Hearing on the Proposed Use of the 2020 Repair Reserve**

2020 Repair Reserve

- a. Brief Overview of the proposed use of the 2020 Repair Reserve from Michael Dunning, Buildings & Grounds Manager; and John Longo & David Bozuhoski of BBS Architects & Engineers
- b. Public will have an opportunity to ask questions regarding the proposed use of the 2020 Repair Reserve.
- c. The Board President may seek a motion to approve and/or accept the following agenda item:

- 4.1 Use of 2020 Repair Reserve

WHEREAS, on Wednesday, April 5, 2023, the Board of Education of the Shelter Island Union Free School District held a duly advertised public hearing to examine the plans to expend the sum of \$800,000.00 from the 2020 repair reserve fund for the purpose of septic system repairs and reconstruction at the Shelter Island School.

WHEREAS, the Board of Education is desirous of seeing these repairs take place using funds as described herein; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes an increase to the 2022-2023 budget, in the Capital Projects line H.1620.200.00.2021, in an amount not to exceed \$800,000.00, to be offset by the 2020 Reserve for Repair, pursuant to General Municipal Law Section 6-d; and be it further

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes the President of the Board of Education and the Superintendent to sign any necessary contracts with vendors and service providers to effectuate these projects.

- 5. Budget Presentation & Adoption of Budget**

- a. 2023-2024 Budget Adoption Presentation
- b. The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 5.1

- 5.1 2023-2024 School Budget and 2023-2024 School Property Tax Report Card

BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District adopts the proposed budget as presented for the 2023-2024 school year in the total amount of \$12,664,093 to be presented to the public at a budget hearing on May 8, 2023 and subject to approval of the voters on May 16, 2023; and

BE IT FURTHER RESOLVED, that the Property Tax Report Card for the 2023-2024 school year be approved.

6. Visitor Questions (Specific to the agenda)

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

- 7.1 Approval of Minutes
 - a. Budget Overview/Regular Meeting of March 13, 2023
 - b. Special Meeting of March 20, 2023

8. Correspondence - None

9. Presentation – None

10. Personnel – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Personnel Action: 10.1 – 10.6

- 10.1 New Hire
 - a. Appoint Julieta Santos de Fabian, Custodial Worker I, 26-week probationary appointment, effective retroactively to March 20, 2023 at a salary of \$47,621, pro-rated to \$13,737, Step 3 of the 2022-2023 Custodial Salary Schedule.
- 10.2 Home Instruction
 - a. Approve Patricia Goff for Home Instruction, effective retroactively to March 27, 2023, at a rate of \$72.89 per hour, not to exceed 18 hours.
- 10.3 Additional Coaches for the 2022-2023 School Year
 - a. Appoint Christopher Conrardy as Secondary School Soccer Intramural Co-Coach, at \$1,344.21
 - b. Appoint Peter Miedema as Secondary School Soccer Intramural Co-Coach, at \$1,344.21
- 10.4 Additional Substitute Aide for the 2022-2023 School Year at \$110 per day
 - a. Sara Mundy
- 10.5 Vote Chairperson
 - a. Appointment of Margaret Colligan, President, Board of Education, as the chairperson for the Annual Meeting/Budget Vote on May 16, 2023.
- 10.6 Poll Workers for Annual Meeting/Budget Vote on May 16, 2023 at a rate of \$142.50 per day
 - a. Angela Corbett
 - b. Lois Corbett
 - c. Lew Corbett
 - d. Shirley Ferrer
 - e. Mary Gennari
 - f. Lucas Martinez

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

- 11.1 CSE/CPSE/504 Recommendation for the 2022-2023 School Year
 - a. Committee on Special Education
 - b. Committee on Preschool Special Education
 - c. 504 Committee
- 11.2 CSE/504 Recommendation for the 2023-2024 School Year
 - a. Committee on Special Education
 - b. 504 Committee
- 11.3 Second Reading & Adoption of Policy
 - a. Policy #7618 – Use of Time Out Room & Physical Restraints (NEW)

12. Finance - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Finance Actions: 12.1 – 12.2

12.1 Financial Reports

- a. Treasurer's Report – February 2023
- b. Extra Class Report – February 2023
- c. Appropriation Status Report
- d. Revenue Status Report

12.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entries, for the period of February 8, 2023 through March 29, 2023, in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

13. Business – None

14. Facility – None

15. Items for Consideration - None

16. Old Business - None

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

18. Assistant Superintendent Report

19. Superintendent Report

20. Board Member Reports

21. Student Liaison Report

22. Visitor Comments

23. *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 a particular individual in the District and negotiations.*

24. Adjournment

SUBJECT: USE OF TIME OUT ROOM AND PHYSICAL RESTRAINTS

This policy shall only apply in the event the School District authorizes the use of a Time Out Room in cases where the Committee on Special Education has made a recommendation that this type of behavior management approach would be appropriate.

The Board of Education recognizes that behavior management practices for students sometimes include the use of time out rooms. In order to ensure that use of a time out room as part of a behavior management approach is developed and implemented consistent with Section 200.22 of the Commissioner's Regulations which provides for physical and monitoring requirements, parental rights and certain IEP requirements for students with disabilities, the Board of Education prescribed the following guidelines:

- I. Definition – A time out room is an area for a student to safely de-escalate, regain control and prepare to meet expectations to return to program.
- II. Purpose – Time out rooms are to be used in conjunction with a therapeutic behavior management intervention in which a student is removed to a supervised area in order to facilitate self-control or to remove a child from a potentially dangerous environment. Except for emergency interventions, a time out room shall only be used in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors.
- III. Procedures for Time Out Rooms –

A. IEP REQUIREMENTS

1. When the Behavior Management Plan for a student with a disability includes the use of a time out room, the time out room must be specified in the student's individualized education program (IEP). The IEP must also include the maximum amount of time a student will need to be in a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs. Date on the use of the time out room by a student, as described in the *Physical Monitoring Requirements* section of this policy, must be included in the materials reviewed by the Committee on Special Education or Committee on Preschool Special Education.

Students

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2. Parents must be notified prior to the initiation in the Behavior Management Plan of a behavioral intervention for a child which would incorporate the use of a time out room. Upon request, parents must be shown the physical space that will be used for time out. Each such school must provide parents with a copy of the policy on the use of time out rooms.

B. TIME RESTRICTIONS

1. The amount of time a student will need to be in a time out room will vary with the student's age, individual needs and Behavior Management Plan.
2. Careful monitoring of the amount of time a student is in a time out room is required to ensure that a time out room is not being used to the detriment of a student or student's educational program.

C. PHYSICAL AND MONITORING REQUIREMENTS

1. A time out room must include a means for continuous monitoring of the student, both visually and aurally. The room must be of an adequate size (width, length and height) to allow the student to move about and recline comfortably. The ceiling height must be consistent with the ceiling height throughout the building. Wall and floor coverings should be designed to prevent injury. There shall be adequate lighting and ventilation and the temperature of the room shall be within the normal comfort range and consistent with the rest of the building. The room must be clean and free of objects and fixtures that could be potentially dangerous to a student and must meet all local fire and safety codes.
2. The time out room must be unlocked and the door must be able to be opened from the inside at all times. The use of locked rooms or spaces for the purposes of time out or emergency interventions is prohibited.
3. To ensure a student's safety, staff must be assigned to continuously monitor the student in the time out room. The staff assigned must be able to see and hear the student at all time. Individual determinations will be necessary to access a student's need for direct adult supervision in the time out room.

Students

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4. A time out log shall be maintained for each such use of the time out room. Information to be logged in includes the student's name, factors precipitating the time out intervention, the times the student entered and exited the time out room, the student's behavior during and upon exit of the time out room, and the names of the staff member(s) who initiated the time out room placement, supervised the student during the time out procedure, and removed the student from the time out room. In addition, the effectiveness of the time out procedure to decrease specified behaviors shall be monitored.
- D. If a provision of this policy relating to use of time out rooms conflicts with the rules of a State agency operating an educational program, the rules of such State agency shall prevail so that the conflicting portions of this policy shall not apply.
 - E. The student shall remain in the time out room no longer than the time provided in the behavior management plan which shall generally be no more than twenty (20) minutes. If, after twenty minutes, the student is not able to conduct himself/ herself in an appropriate manner, parents will be called and an alternative intervention will be determined by the administration that may include the Principal, Assistant Superintendent, or the School Psychologist.

IV. PHYSICAL RESTRAINT

Staff will not use physical restraint as a substitute for systematic intervention to modify inappropriate behavior. Staff who may be called upon to physically restrain a student will be trained on safe and effective ways to do so. Physical restraint may be used in an emergency where no other approach would be effective in controlling student's behavior.

Emergency interventions for each student will be documented, including the name and date of birth of the student; the setting and the location of the incident; the name of the staff or other persons involved; a description of the incident and the emergency intervention used, including duration; a statement as to whether the student has a current behavioral intervention plan; and details of any injuries sustained by the student or others including staff, as a result of the incident.

The parent of the student must be notified and documentation of emergency interventions shall be reviewed by school supervisory personnel and, as necessary, the school nurse or other medical personnel.

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V. TRAINING

All staff assigned to implement a student's behavioral plan that includes the use of a time out room will receive training by a designated Pupil Services staff member regarding applicable procedures and in strategies outlined to implement the student's behavior management plan.

Training for staff on the policies and procedures related to the use of time out rooms, physical restraint and related behavior management practices will be provided annually. Additionally, trainings will also be provided to new staff when they enter the district.

This policy and regulation shall be reviewed annually by the CSE to determine whether the time out room is being used for the purpose for which it as designed. Input from participating teachers, administrators, parents and students will be solicited for review.

First Reading: 03/13/2023

Second Reading & Possible Adoption:: 04/05/2023