

**Shelter Island School Board of Education
Monday, March 13, 2023**

**Budget Presentation & Regular Meeting
6:00 pm
Conference Room**

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

- 4.1 2022-2023 Budget Presentation
 - a. Budget Overview

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:

- 6.1 Approval of Minutes
 - a. Regular Meeting of February 13, 2023
 - b. Budget Workshop of March 1, 2023

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

- 7.1 Resignation of Board Member
 - a. Accept the resignation of Robert Strauss from the position of Board of Education Member, effective March 8, 2023

8. Correspondence - None

9. Presentations

- 9.1 Presentation Requiring Approval
 - a. Peter Miedema & Kaitlyn Gulluscio re: Prom 2023

The Board President may request a motion to approve the following action: 9.1

- 9.1 Prom 2023
 - a. Approve Prom 2023 to be held on Saturday, May 20, 2023 at Ram’s Head Inn

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

- 10.1 Home Instruction
 - a. Approve Michelle Corbett for Home Instruction, effective retroactively to March 1, 2023, at a rate of \$72.89 per hour, not to exceed 10 hours.

10.2 Resignations

- a. Accept the resignation of Timothy Bramfeld, Grades 7-12 Science Teacher, effective March 17, 2023.
- b. Accept the resignation of Erin Jordan, School Counselor, effective March 17, 2023.

10.3 Extra Teaching Periods

- a. Dan Williams, Science 7-12 Teacher, to teach ten (10) extra periods on a bi-weekly basis retroactive to March 7, 2023 through June 13, 2023, at a rate of \$7,026.16.
- b. Janine Mahoney, Special Education Teacher, to teach ten (10) extra periods on a bi-weekly basis retroactive to March 7, 2023 through June 13, 2023, at a rate of \$8,319.78.
- c. Patricia Goff, Math 7-12 Teacher, to teach five (5) extra periods on a bi-weekly basis retroactive to March 7, 2023 through June 13, 2023, at a rate of \$2,799.36.
- d. Sean Brennan, Social Studies 7-12 Teacher, to teach five (5) extra periods on a bi-weekly basis retroactive to March 7, 2023 through June 13, 2023, at a rate of \$3,137.40.

10.4 Chemistry Teacher

- a. Approve Robert Strauss as Chemistry Teacher for the period of March 14, 2023 through June 13, 2023, at a rate of \$225 per day.

10.5 Letter Agreement & General Release

- a. BE IT RESOLVED, that the Board of Education herewith authorizes and approves a certain Letter Agreement and General Release between a certain probationary employee (#1270) and the Board of Education of the Shelter Island Union Free School District; and

BE IT FURTHER RESOLVED, that the Board of Education herewith extends the probationary period for the above-referenced probationary employee from June 30, 2023, to June 30, 2024, in accordance with the above-referenced Letter Agreement and General Release.

10.6 Additional Volunteer Assistant Coach for the 2022-2023 School Year

- a. Kevin Barry – Boys & Girls Track

11. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 11.1 – 11.2

11.1 CSE/504 Recommendations for the 2022-2023 School Year

- a. Committee on Special Education
- b. 504 Committee

11.2 First Reading of New Policy

- a. Policy #7618 – Use of Time Out Room & Physical Restraints (NEW)

12. Finance – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 12.1 – 12.3

12.1 Financial Reports

- a. Treasurer's Report – January 2023
- b. Extra Class Report – January 2023
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claims Audit Report – January 2023
- f. Claims Audit Report – February 2023
- g. Payroll Audit Report – January 2023
- h. Payroll Audit Report – February 2023

12.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfers and Journal Entry Reports for the period of February 8, 2023 through March 6, 2023, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

12.3 Revised Corrective Action Plan

- a. Accept the Superintendent's revised Audit Corrective Action Plan from the audit management letter for the period ending June 30, 2021, as required by regulations of the State Education Department Commissioner. (The revised plan includes anticipated implementation dates.)

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

13.1 Contracts

- a. Approve the agreement for Joint Municipal Cooperative Bidding (Resolution A) with Eastern Suffolk BOCES for the 2023-2024 school year; 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 Southampton Union Free School District, for student services. The term of said agreement shall be retroactive to September 1, 2022 through June 23, 2023; and authorize the Board President to execute said agreement.
- c. Approve the agreement between the Board of Education of the Shelter Union Free School District and J.C. Broderick & Associates, Inc. of Hauppauge, NY for the initial sampling and analysis of sanitary structures, at a cost of \$8,655.00; and authorize the Board President to execute said agreement.

14. Facility – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Facility Action: 14.1

14.1 Items to Excess

- a. Alcatel Network Switches (Obsolete) – Shelter Island Barcode #201913, #20190100, #20190082
- b. Florea Violin (Damaged Beyond Repair) – Serial #31210708
- c. Cecilio Cello (Damaged Beyond Repair) – Serial #200054842

15. Items for Consideration - None

16. Old Business – None

17. Director of Athletics, Physical Education, Health, Wellness & Personnel Report - None

18. Assistant Superintendent Report

19. Superintendent Report

20. Board Member Reports

21. Student Liaison Report

22. Visitor Comments

23. 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:

Adoption: