

**Shelter Island School Board of Education**  
**Monday, July 11, 2022**  
**Re-Organizational Meeting at 6:00 pm, Gymnasium**

**Margaret Colligan**  
**Tracy McCarthy**

**Dawn Hedberg**  
**Karina Montalvo**  
**Robert Strauss**

**Kathleen M. Lynch**  
**Katherine Rossi Snook**

**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. Oath of Office to Newly Elected Board of Education Members by District Clerk**

**5. Election of Board of Education President, 2022-2023**

**6. Oath of Office to President by District Clerk**

**7. Election of Board of Education Vice President, 2022-2023**

**8. Oath of Office to Vice-President by Board President**

**9. Appointment of Officers – The Board President will seek a motion to appoint the following officers to the Board of Education for the 2022-2023 school year:**

- a. District Clerk – Jacqueline Dunning
- b. District Treasurer – Deborah Vecchio
- c. Claims Auditor – Carol Euring at an annual rate of \$55 per hour

**10. Board President Administers Oath of Office to District Clerk, District Treasurer, and Superintendent**  
(Note: The District Clerk will administer the Oath of Office to the Claims Auditor at a later date.)

**11. Consent Agenda – The Board President may seek a motion to appoint and/or approve the following agenda items for the 2022-2023 school year – 11.1:**

11.1 Appointments

- a. Attendance Supervisor: Todd Gulluscio
- b. Accountants: Cullen & Danowski, LLP - \$47,000 (fees indicated in their engagement letter dated June 1, 2022)
- c. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$39,640. Other services as required at \$275 per hour, plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- d. External Auditors: Nawrocki Smith - \$29,500 (fees indicated in their engagement letter dated June 3, 2022)
- e. Architects/Engineers: BBS Architects, Landscape Architects & Engineers, PC – Fees indicated in their engagement letter dated May 31, 2022.
- f. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$50,500.00, plus \$20 MVR Fees
- g. School Student Accident Insurance Broker: J. J. Stanis and Company, Inc. - \$27.82/student
- h. School Physician – Dr. Joshua Potter
- i. Official Depositories:
  1. JPMorgan Chase Bank:
    - i. Extra Class Account
    - ii. Scholarship Fund
    - iii. Trust & Agency
    - iv. General Fund Account
    - v. Money Market Account
    - vi. School Lunch Checking Account

2. Capital One Bank
  - i. Capital Checking Account
  - ii. General Fund Checking Account
  - iii. Federal Checking Account
  - iv. Payroll Account
  - v. Money Market Account
  - vi. Capital HVAC Checking Account
3. CLASS Cooperative Investment Program
  - i. General Fund
  - ii. Health Insurance Reserve
  - iii. Risk Retention Reserve
  - iv. F.I.T. Reserve
4. Bridgehampton National Bank
  - i. Payroll
- j. Official Newspaper: Shelter Island Reporter
- k. Chief Faculty Advisor: Brian Doelger
- l. Title IX Compliance Officer: Todd Gulluscio
- m. Title VII Compliance Officer: Todd Gulluscio
- n. ADA Compliance Officer: Jennifer Rylott
- o. Liaison for Homeless Children and Youth: Jennifer Rylott
- p. Extra Class Treasurer: Deborah Vecchio
- q. Bond Counsel: Hawkins, Delafield & Wood, LLP (fees indicated in their engagement letter dated May 27, 2022)
- r. Financial Advisor: Munistat (fees as indicated in their agreement dated April 5, 2022)
- s. Asbestos Designee: Michael Dunning
- t. Purchasing Agent: Brian Doelger
- u. Records Management Officer: Deborah Vecchio
- v. Records Access Officer: Jacqueline Dunning
- w. Right to Know Officer: Michael Dunning
- x. Data Privacy Officer: Walter Brigham

**12. Consent Agenda – The Board President may seek a motion to authorize the following agenda items for the 2022-2023 school year – 12.1:**

12.1 Financial Authorization

- a. Superintendent
  - Payroll Certification Officer
  - Approval of payment of salaries, wages and contractual obligations
  - Authorization of Budget Transfers (in accordance with Board Policy)
  - Signatory for State & Federal Grant Applications
  - Approval for Travel, Conferences and Workshops
  - Mileage Reimbursement (rate according to IRS regulations)
  - Approval of Overtime; Tutoring at \$46.39 per hour; Home Instruction at \$72.89 per hour; Temporary Employees, and Substitute Teachers Salary: Uncertified - \$95/day, Certified - \$110/day
- b. Signature required on Checks: Deborah Vecchio and/or Jennifer Rylott
- c. Petty Cash: Cafeteria: Helene Starzee - \$50
- d. Investment of District Money – in accordance with Board Policy
- e. Publishing of Annual Financial Report prior to August 31, 2022 (It is agreed that in conformance with Education Law, the Annual Financial Report shall be published once in the official newspaper of the District prior to August 31, 2022.)

**13. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2022-2023 school year: 13.1 – 13.3**

13.1 Bonding

- a. Blanket Position Bond in the amount of \$1,000,000 covering the services of all employees of SIUFSD who handle monies issued by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2022 through June 30, 2023. (as indicated in June 18, 2022 quote from Northern Insuring Agency)
- b. Excess Indemnity on the District Treasurer and Extra-Classroom Treasurer a bond in the amount of \$150,000 covering the services of Deborah Vecchio as the District Treasurer and Extra-Classroom Treasurer of the SIUFSD, as written by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2022 through June 30, 2023. (as indicated in June 18, 2022 quote from Northern Insuring Agency)
- c. Various other insurances coverage, including Blanket Position Bond and Excess Indemnity, in the amount of \$1,982.00 (as indicated in June 18, 2022 quote from Northern Insuring Agency)

- 13.2 Third Party Administrator for the following plans:
- a. Disability: Unum Provident
  - b. Section 125 Benefit Plan: Preferred Group Plans, Incorporated (fees indicated as indicated in their agreement dated May 11, 2022)
  - c. Health Reimbursement Arrangement (HRA) Plan: Preferred Group Plans, Incorporated (fees indicated as indicated in their agreement dated May 11, 2022)
  - d. Transportation Fringe Benefit Plan: Preferred Group Plans, Incorporated (fees indicated as indicated in their agreement dated May 11, 2022)
  - e. 403(b) Plan: Omni Financial Group, Incorporated (fees as indicated in their agreement dated May 26, 2022)
- 13.3 457(b) Plan for Employees
- a. New York State Deferred Compensation Plan

**14. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2022-2023 school year: 14.1 – 14.2**

- 14.1 Committee Appointments (Mandated members will be present at Committee Meetings.)
- a. Committee on Special Education (CSE)
    - Chairperson: Jennifer Rylott
    - Alternate Chairperson: Danielle Spears
    - School Psychologist: Danielle Spears
    - School Physician
    - Student's Teacher
    - Student's Special Education Teacher
    - Speech/Language Pathologist: Michelle Weir
    - Guidance Counselor: TBD
    - School Nurse: Mary Kanarvogel
    - Parent Member (Only at parent's request. Parent member list available in Academic Office)
    - Additional Service Providers as needed
  - b. 504 Committee (504)
    - Chairperson: Jennifer Rylott
    - Alternate Chairperson: Danielle Spears
    - School Physician (as needed)
    - Student's Teacher
    - Speech/Language Pathologist: Michelle Weir
    - Guidance Counselor: TBD
    - School Nurse: Mary Kanarvogel
    - Additional Service Providers as needed
  - c. Committee on Pre-School Special Education (CPSE)
    - Chairperson: Jennifer Rylott
    - Alternate Chairperson: Michelle Weir / Danielle Spears
    - School Physician (as needed)
    - General Education Teacher and/or Special Education Teacher (depending upon the placement of the child)
    - Parent Member (Only at parent's request. Parent member list available in Academic Office)
    - A professional who participated in the evaluation of the child
    - Additional Service Providers as needed
  - d. Sub-Committee on Special Education (Sub CSE)
    - Chairperson: Jennifer Rylott
    - Alternate Chairperson: Danielle Spears
    - School Physician
    - Student's Teacher
    - Student's Special Education Teacher
    - Speech/Language Pathologist: Michelle Weir
    - Guidance Counselor: TBD
    - School Nurse: Mary Kanarvogel
    - Parent Member (Only a parent's request. Parent member list available in Academic Office)
    - Additional Service Providers as needed
  - e. Language Proficiency Team
    - Chairperson: Jennifer Rylott
    - Bryan Knipping
    - Spanish Teacher TBD
    - Michelle Weir, as needed

- Parent Member
- f. Audit Committee
  - Chairperson: Superintendent
  - School District Business Personnel
  - Auditors
  - Two (2) Board Members

- 14.2 504 Grievance Officer  
 a. Superintendent

**15. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items for the 2022-2023 school year: 15.1 – 15.6**

15.1 Budget Vote

- a. Board of Registration at \$142.50 per day:
  - Angela Corbett
  - Shirley Ferrer
  - Lois Corbett
  - Lew Corbett
  - Select High School Students
  - Alternate: Phyllis Wallace
  - Alternate: Betty Ann Morritt
  - Alternate: Jean Dickerson
  - Alternate: Allison Binder
  - Alternate: Jane Ritzler
  - Alternate: Annamarie Rampmaier
  - Alternate: Janet Jernick
- b. Two (2) Poll Workers at \$142.50 per day
- c. Voting Hours: 12:00 pm to 9:00 pm

15.2 Impartial Hearing Officer List for 2022-2023 (as set forth by the NYS Education Department)

15.3 Monthly Board Meeting Schedule

- a. The Board of Education will meet on the following dates for the 2022-2023 school year
 

August 29, 2022	November 14, 2022	February 13, 2023	May 8, 2023
September 21, 2022	December 12, 2022	March 13, 2023	May 16, 2023
October 17, 2022	January 17, 2023	April 5, 2023	June 12, 2023

15.4 Policy Manual

- a. Re-adoption of all policies and code of ethics in the Policy Manual

15.5 Shelter Island School Emergency Response Plan

- a. Re-adoption of the Shelter Island School Emergency Response Plan

15.6 Shared Decision Making Plan

- a. Re-adoption of the Shared Decision Making Plan

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**REGULAR MEETING AGENDA**

**16. Visitor Questions (Specific to the agenda)**

**17. Consent Agenda – The Board President may seek a motion to approve and/or accept the following agenda items: 17.1**

- 17.1 Approval of Minutes
  - a. Regular Meeting of June 13, 2022

**18. Correspondence - None**

**19. Presentation - None**

**20. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Action: 20.1 – 20.13**

20.1 New Hires

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Debra Sears, as 1.0 FTE English Language Arts Teacher, effective September 1, 2022, at \$109,379, Step 12 MA of the 2022 -2023 teacher salary scale, with a three (3) year probation period through September 1, 2025, in the tenure area of English 7-12.

BE IT FURTHER RESOLVED THAT: Ms. Sears must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least two (2) of the preceding three (3) years and cannot have an APPR composite rating of Ineffective in the last year of her probationary appointment to be granted or considered for tenure.

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Scott M. Vrooman, Sr., as 1.0 FTE Spanish Teacher effective September 1, 2022, at \$67,919, Step 1 MA of the 2022-2023 teacher salary scale with a four (4) year probationary period through September 1, 2026, in the tenure area of Foreign Languages

BE IT FURTHER RESOLVED THAT: Mr. Vrooman must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his probationary appointment to be granted or considered for tenure.

20.2 Extra Compensation

- a. Mary Kanarvogel to provide health services for the period of June 27, 2022 through August 31, 2022, at her daily rate, not to exceed 10 hours.

20.3 Additional Personnel for Summer School 2022

- a. Appoint Michelle Weir, substitute teacher for the Leap Into Learning Summer School Program, effective retroactively to July 5, 2022 through July 28, 2022, as needed, at her individual hourly rate.

20.4 CPR Training

- a. Approve Mary Kanarvogel to provide Adult, Child, Infant CPR/AED Certification, Healthcare Provider and First Aid Training for the 2022-2023 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

20.5 Amendment to Agreement

- a. BE IT RESOLVED THAT: The Board of Education hereby approves the amended 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.

20.6 District Clerk Pro Tem

- a. Appoint Deborah Vecchio, as District Clerk Pro Tem, at a rate of \$30 per hour, to serve in the absence of the District Clerk, when necessary, for the 2022-2023 school year.
- b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2022-2023 school year.

20.7 Permanent Substitute Custodian for the 2022-2023 School Year

- a. Appoint Julieta Sugeidi Santos, as Permanent Substitute Custodian, for the 9:00 am – 3:00 pm shift, at a rate of \$20 per hour, effective retroactively to July 1, 2022 through June 30, 2023.

20.8 Principal Evaluator

- a. Appoint Allan Gerstenlauer as Principal Evaluator for the 2022-2023 school year, at a rate of \$400 per day, effective retroactively to July 1, 2022 through June 30, 2023, not to exceed ten (10) days.

20.9 Permanent Substitute Teachers for the 2022-2023 School Year

- a. Appoint Jasmine Biellic-Frasco, as Permanent Substitute Teacher, at a rate of \$175 per day, and grant five (5) sick days, effective September 1, 2022 – June 23, 2023
- b. Appoint Kathleen Springer, 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 1, 2022 – June 23, 2023

20.10 Detention Monitors for the 2022-2023 School Year at \$60/period

- a. Deborah Brewer  
b. Catherine Brigham  
c. Janine Mahoney  
d. James Theinert  
e. Jasmine Frasco  
f. Mary Kanarvogel  
g. Peter Miedema

20.11 Appointment of Co-Curricular Positions for the 2022-2023 School Year

- a. Patricia Goff, 6<sup>th</sup> Grade Advisor, at \$826.23
- b. Jennifer Gulluscio, 7<sup>th</sup> Grade Advisor, at \$826.23
- c. Lauren Farkas, 9<sup>th</sup> Grade Advisor, at \$826.23
- d. Erin Mulrain, 10<sup>th</sup> Grade Advisor, at \$826.23
- e. Devon Treharne, Unity Club Advisor, at \$826.23
- f. James Theinert, Video Game Development/Club Programming, at \$826.23
- g. Keith Brace, Sound Equipment Technician/Trainer, \$826.23
- h. Daniel Williams, Science Club, at \$1,672.16
- i. Debra Sears, Junior National Honor Society, at \$1,672.16
- j. James Theinert, DECA Club Advisor, at \$1,672.16
- k. Janine Mahoney, Landmark Books (Book Craft Club), at \$1,672.16
- l. Scott Vrooman, Elementary Foreign Language Club, at \$1,672.16
- m. Catherine Brigham, School Garden Coordinator, at \$1,672.16
- n. Peter Miedema, 11<sup>th</sup> Grade Advisor, at \$2,078.50
- o. Ramona Orgass, 12<sup>th</sup> Grade Advisor, at \$2,078.50
- p. Janine Mahoney, National Honor Society, at \$2,078.50
- q. Daniel Williams, Science Fair, at \$2,078.50
- r. Keith Brace, Jazz Band, at \$2,078.50
- s. Lauren Farkas, Select Choir, at \$2,078.50
- t. Jennifer Gulluscio, 8<sup>th</sup> Grade Advisor/Disney Trip Coordinator, at \$2,078.50
- u. Keith Brace, School Play Instrumental Music Director, at \$2,078.50
- v. Lauren Farkas, Elementary Play, at \$2,078.50
- w. Catherine Brigham, Art Club, at \$2,078.50
- x. Sara Mundy, School Play Pianist/Accompanist/Vocal Director, \$3,115.28
- y. Devon Treharne, School Newspaper, at \$5,412.99
- z. John Kaasik, Play Director/Producer, \$5,412.99
- aa. Ramona Orgass, Substitute Dispatcher, \$5,412.99
- bb. Donna Clark, CIO Assistant, at \$5,412.99
- cc. Elementary Curriculum Coordinator, Michele Yirce, at \$5,412.99

20.12 Appointment of Coaches for the 2022-2023 School Year

- a. Michael Z. Mundy, Varsity Boys Basketball Coach, \$6,832.70
- b. Erin Mulrain, Varsity Girls Basketball Coach, \$6,832.70
- c. Robert DeStefano, Varsity Golf Coach, \$4,032.65
- d. Erin Mulrain, Varsity Girls Cross Country Coach, \$4,032.65
- e. Jason T. Green, Varsity Boys Cross Country Coach, \$4,032.65
- f. Cynthia Belt, Varsity Volleyball Coach, \$6,219.50
- g. Kevin Barry, Varsity Winter Track Coach, \$4,032.65
- h. Jason T. Green, Varsity Winter Track Coach, \$4,032.65
- i. Erin Mulrain, Varsity Spring Track Coach, \$4,032.65
- j. Jason T. Green, Varsity Spring Track Coach, \$4,032.65
- k. Matthew Dunning, JV Boys Basketball Coach, \$5,783.60
- l. Kristin Andrejack, JV Volleyball Coach, \$5,256.58
- m. Peter Miedema, JV Baseball Coach, \$5,256.58
- n. Kristin Andrejack, JV Softball Coach, \$5,256.58
- o. Kristin Andrejack, Junior High Girls Volleyball Coach, \$2,889.97
- p. Peter Miedema, Junior High Boys Basketball Coach, \$3,155.94
- q. Kristin Andrejack, Junior High Girls Basketball Coach, \$3,155.94
- r. Joshua Green, Junior High Cross Country Coach, \$2,889.97
- s. Joshua Green, Junior High Track Coach, \$2,759.44
- t. Adrienne Pitch, Cheerleading Coach, \$3,608.12
- u. Kristin Andrejack, Elementary Intramurals Coach, \$4,032.65
- v. Kristin Andrejack, Secondary School Strength and Conditioning Joint-Coach, \$1,344.22
- w. Erin Mulrain, Secondary School Strength and Conditioning Joint-Coach, \$1,344.22
- x. Peter Miedema, Secondary School Strength and Conditioning Joint-Coach, \$1,344.22

20.13 Athletic Chaperones for the 2022-2023 School Year (one game per night at \$105.92, two games per night at \$162.56, Clock Keeper at Chaperone Rate plus \$10)

- a. Kristin Andrejack
- b. Catherine Brigham
- c. Mary Kanarvogel
- d. Janine Mahoney
- e. Peter Miedema

- f. James Theinert
- g. Erin Mulrain

**21. Program** – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Action: 21.1 – 21.4

- 21.1 CSE Recommendations for the 2021-2022 School Year
  - a. Committee on Special Education
- 21.2 CSE Recommendations for the 2022-2023 School Year
  - a. Committee on Special Education
- 21.3 District Comprehensive Improvement Plan (DCIP)
  - a. Approve the 2022-2023 District Comprehensive Improvement Plan
- 21.4 Post Season Sports for 2022-2023 School Year
  - a. Authorization to approve Shelter Island School sports teams to travel to and participate in post season tournament play

**22. Finance** – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 22.1 – 22.3

- 22.1 Financial Reports
  - a. Treasurer's Report – May 2022
  - b. Extra Class Report – May 2022
  - c. Appropriation Status Report
  - d. Revenue Status Report
  - e. Payroll Audit Report – June 2022
- 22.2 Journal Entries
  - a. Accept and approve the Journal Entries, for the period of June 8, 2022 – July 6, 2022, in accordance with Board Policy that the Superintendent has approved, as well as any transfers that need Board specific approval.
- 22.3 District Credit Cards for the 2022-2023 School Year
  - a. Authorize Maryann Impastato and Helene Starzee, to use the District's American Express credit cards (account number xxx-xxxx5-11006), for purchases of approved supplies and services, for the period of July 1, 2022 through June 30, 2023. The individual card numbers are as follows: Maryann Impastato (xxx-xxxx5-11063) and Helene Starzee (xxx-xxxx5-11071).

**23. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 23.1 – 23.3

- 23.1 2022-2023 Contracts
  - a. Approve the contract between the Board of Education of the Shelter Island Union Free School District and Eastern Suffolk BOCES, for services in the 2022-2023 school year, at a cost of approximately \$307,316.95, subject to such additions or subtractions in services that may be necessary to meet the needs of the district; 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 Johnson Controls of Hauppauge, NY, for alarm and detection system monitoring, at a cost of \$423.00. The term of said agreement shall be retroactive to July 1, 2022 through June 30, 2022; 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 Milburn Flooring of Copiague, NY, in the amount of \$5,306.25 for flooring supplies and installation in Room #33 and #33A; and authorize the Board President to execute said agreement.
  - d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and CCI Voice of Holtsville, NY, for maintenance of the phone system in the amount of \$3,244.00. The term of said agreements shall be retroactive to July 1, 2022 through June 30, 2023; and authorize the Board President to execute said agreement.
  - e. Approve the agreement for Joint Municipal Cooperative Bidding (Resolution A) with Eastern Suffolk BOCES for the 2022-2023 school year; and authorize the Board President to execute said agreement.
  - 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, at a cost of \$3,000.00. The term of said agreement shall be retroactive to July 1, 2022 through June 30, 2023; and authorize the Board President to execute said agreement.

23.2 Donation & Budget Transfer

- a. Authorize the Shelter Island School District to accept a donation of \$183.00 from The Nature Conservancy of Arlington, Virginia, for the purchase of materials and supplies by Daniel Williams, teacher of the Conservancy's Summer Field Science & DNA Camp sponsored and run by The Nature Conservancy.

23.3 Posting of Board of Education Meetings on Local Government Channel 22

- a. Authorization to post up to seven (7) Board of Education Budget Meetings during the 2022-2023 school year, at a cost of \$50 per post. (Exact dates to be determined at a future meeting.)

**24. Facility – None**

**25. Items for Consideration - None**

**26. Old Business - None**

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

**28. Assistant Superintendent Report**

**29. Superintendent Report**

**30. Board Member Reports**

**31. Visitor Comments**

**32. Adjournment**