

**SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION**

**REGULAR MEETING  
October 16, 2023**

Members Present: Kathleen Lynch, Tracy McCarthy, Anthony Rando and Karina Montalvo

Others Present: Brian Doelger, Superintendent; Jennifer Rylott, Assistant Superintendent; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Johanna Kaasik, Alternate Student Liaison; Julie Lane, Shelter Island Reporter; 3 faculty/staff/students and 1 community residents

Absent: Tracy McCarthy, Katherine Rossi-Snook, and Jacqueline Dunning, District Clerk

The meeting was called to order at 6:00 pm by President Lynch, followed by the Pledge of Allegiance.

Karina Montalvo read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

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.

*Call to Order  
and Pledge of  
Allegiance*

*Mission  
Statement*

*Visitor  
Questions*

*Consent Agenda  
– Approval of  
Minutes*

*Correspondence*

*Presentations*

**Visitor Questions - None**

A motion was made by Tracy McCarthy, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board hereby approves the following:

- 5.1 Approval of Minutes
  - a. Regular Meeting of September 16, 2024

Motion carried unanimously

**Correspondence**

President Lynch acknowledged an email received on September 12, 2024 from a community member, pertaining to the South Fork Private School Transportation.

**Presentations**

**Class of 2025 Senior Class Trip**

Mr. James Theinert, Class of 2025 Co-Advisor, presented the 2025 Senior Class Trip to Washington State, to be held Tuesday, May 27, 2025 through Monday, June 2, 2025. Mr. Theinert reviewed a sample itinerary and the costs associated with the trip – approximately \$2,000 per student. Mr. Theinert stated that the class already has approximately \$8,000 in funds and they will continue to fundraise. Mr. Theinert and his co-advisor, Erin Mulrain will chaperone the trip. If more than ten (10) students attend the trip, they will seek a third chaperone.

- 7.1a A motion was made by Tracy McCarthy, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby approves the 2025 Senior Class Trip to be held Tuesday, May 27, 2025 through Monday, June 2, 2025.

Motion carried unanimously

**National Honor Society Cardboard Campout**

Ms. Janine Mahoney, National Honor Society (NHS) Advisor, presented the 2025 Cardboard Campout, to be held on school property, at 6:00 pm on Friday November 8, 2024 through 6:00 am on Saturday, November 9, 2024. Ms. Mahoney and Mr. Conrardy will be the volunteer chaperones. Students wishing to participate will be required to raise \$100 to be donated to Habitat for Humanity, which will allow for the NHS to participate in a future Habitat for Humanity Build. Ms. Mahoney noted that this will be the 14<sup>th</sup> annual Cardboard Campout.

- 7.1b A motion was made by Karina Montalvo, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby approves an overnight field trip on school property for the National Honor Society Cardboard Campout to be held on Friday, November 8, 2024, at 6:00 p.m. through Saturday, November 9, 2024, at 6:00 a.m.

Motion carried unanimously

## Personnel

A motion was made by Tracy McCarthy, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1- 8.8:

### 8.1 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2024

1. Kristin Sweeney            Step 4 MA to Step 4 MA+15
2. Danielle Spears            Step 5 MA+60 to Step 5 MA+75
3. Jacqueline Sperling        Step 1 MA to Step 1 MA+15
4. Sarah Pfennig              Step 1 BA+30 to Step 1 MA
5. Lauren Farkas              Step 5 MA+60 to Step 5 MA+75
6. Adrienne Pitch             Step 3 BA+15 to Step 3 MA
7. Maggie Manarel            Step 4 MA+60 to Step 4 MA+75 (*Pending Receipt of Transcripts*)

### 8.2 Childcare Leave of Absence

- a. Approve a contractual childcare leave of absence for Catherine Brigham, Art Teacher, to commence on or about December 9, 2024 through April 4, 2025; with said period credited towards the employee's FMLA leave of absence.

### 8.3 Medical Leave of Absence

- a. Approve a medical leave of absence for Michelle Corbett, Special Education Teacher, to commence October 1, 2024 through November 6, 2024; with said period credited towards the employee's FMLA leave of absence.

### 8.4 Leave Replacement

- a. Appoint Kelsey Northcote as a Special Education Teacher Leave Replacement, effective retroactively to September 17, 2024 through November 6, 2024, at a salary of \$69,972, prorated to \$8,475.24, Step 1 MA of the 2024-2025 teacher salary scale.

### 8.5 Lead Evaluators of Teachers and Principals for the 2024-2025 School Year

- a. BE IT RESOLVED, that Brian Doelger, Jennifer Rylott, Todd Gulluscio, 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.

Consent Agenda  
– Personnel  
(continued)

8.6 Amend Motion

- a. Amend the motion of September 16, 2024 from:

Home Instruction

- a. Approve Janine Mahoney for Secondary Level Home Instruction for 1.5 hours per day, 7.5 hours per week, at a rate of \$75.10 per hour, not to exceed 22.5 hours.
- b. Approve James Theinert for Secondary Level Home Instruction for 1.5 hours per day, 7.5 hours per week, at a rate of \$75.10 per hour, not to exceed 22.5 hours.

to:

Home Instruction

- a. Approve Janine Mahoney for Secondary Level Home Instruction for 1.5 hours per day, 7.5 hours per week, at a rate of \$75.10 per hour, not to exceed **45 hours**.
- b. Approve James Theinert for Secondary Level Home Instruction for 1.5 hours per day, 7.5 hours per week, at a rate of \$75.10 per hour, not to exceed **45 hours**.

8.7 Additional Coach for the 2024-2025 School Year

- a. Appoint Morgan Callahan as Junior High Softball Coach for the 2024-2025 school year, at \$2,977.30

8.8 Non-Aligned Personnel Employment Agreements

- a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island Union Free School District and non-aligned personnel; and

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

Before voting, President Lynch noted that 8.1 #6 – Step Movement for Adrienne Pitch should read Step 3 BA+15 to Step 3 MA.

Motion carried unanimously

Consent Agenda  
– Program

**Program**

A motion was made by Tracy McCarthy, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program actions: 9.1 – 9.2:

9.1 CSE Recommendations for the 2024-2025 School Year

- a. Committee on Special Education

9.2 First Reading of Policies

- a. Policy #1336 – Duties of the Extraclassroom Activity Fund Central Treasurer and Accountants/External Auditors
- b. Policy #5520 – Extraclassroom Activity Fund
- c. Policy #5660 – Meal Charging and Prohibition Against Meal Shaming
- d. Policy #7221 – Participation in Graduation Ceremonies and Activities
- e. Policy #7470 – Student Government

Motion carried unanimously

**Finance**

A motion was made by Anthony Rando, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 10.1 – 10.5:

Consent Agenda  
-- Finance

10.1 Financial Reports

- a. Treasurer’s Report – August 2024
- b. Extra Class Report – August 2024
- c. Appropriations Status Report
- d. Revenue Status Report

- e. Payroll Audit Report – September 2024
- 10.2 Budget Transfers and Journal Entries
  - a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of September 11, 2024 through October 7, 2024, 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. WHEREAS, the Shelter Island Union Free School District has determined that amount of State aid and other estimated local revenues to be applied toward the 2024-2025 budget; now, therefore be it RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby sets the total tax levies for the Shelter Island Union Free School District at \$11,496,884.  
  
AND BE IT FURTHER RESOLVED, that because the STAR program will pay portions of the School Tax Levy that normally would be borne by the property tax in the 2024-2025 school year, the School Tax Levy shall be further offset by the actual amount received to STAR.;  
  
AND BE IT FURTHER RESOLVED, that under the various provisions of General Municipal Law Section 6 and related sub-sections, the Board of Education of the Shelter Island Union Free School District hereby appropriates the following reserve funds monies to be used as revenue in the 2024-2025 school year, as presented to the voters in May 2024:
    - NYSTRS School District Retirement Contribution Reserve Sub-Fund: \$110,824
    - Employee’s Retirement Contribution Reserve: \$100,000

- 10.4 Audit Report Year End June 30, 2024
  - a. Accept the audit reports for the fiscal year ending June 30, 2024.

- 10.5 Funding Reserves
  - a. WHEREAS, the Board of Education of the Shelter Island Union Free School District 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; therefore,  
  
BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing Repair Reserve established pursuant to General Municipal Law Section 6-P by excess fund balance from the 2023-2024 fiscal year in an amount of \$229,673.00.

Motion carried unanimously

**Business**

A motion was made by Tracy McCarthy, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 11.1:

- 11.1 Contracts
  - a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Wainscott Common School District for student services. The term of said agreement shall be retroactive to July 1, 2024 through June 30, 2025; and authorized the Board President to execute said contract.

Motion carried unanimously

**Facility - None**

**Items for Consideration – None**

**Old Business – None**

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

Mr. Gulluscio reviewed the upcoming athletics schedule, noting that Senior Day for Soccer and Dig Pink for Volleyball will be held later in the week, and Volleyball Senior Day will be held on October 26, 2024.

*Consent Agenda  
– Finance  
(continued)*

*Consent Agenda  
– Business*

*Facility*

*Items for  
Consideration*

*Old Business*

*Dir of Athletics,  
PE, Health,  
Wellness &  
Personnel  
Report*

Mr. Gulluscio thanked HUGS for presenting at the first Opioid Speaker Series in September and shared that some faculty, staff, parents and community members were Narcan certified at the event and they received free Narcan kits. Mr. Gulluscio noted that the next speaker in the Opioid Speaker Series will be Officer Gomez who is a national speaker and focuses on the social media aspect of the issue. Mr. Gulluscio explained that each of the speakers in the series brings a different perspective to the Opioid pandemic.

#### **Assistant Superintendent's Report**

Ms. Jennifer Rylott shared that interesting things are happening in the New York State Education Department and they are currently updating a portrait of a graduate. Ms. Rylott said there will be more information soon and she will report more about it at the November meeting.

Ms. Rylott reported about the New York State Regionalization Planning Strengths and Needs Tool. This tool targets three (3) domains – academic, social/cultural, and capacity. It will look at data from the 2018-19 school year through the 2022-2023 school year, and will determine areas of strength and needs with the idea that in the future, BOCES would be able to connect districts to fill needs. Ms. Rylott noted that it will change the way districts do business.

Ms. Rylott also shared that the district is starting a science curriculum review process for both Elementary and Secondary Schools. Ms. Christina Lesch, professional development facilitator, will be leading the charge along with two (2) lead contacts – Elementary, Ms. Kerri Knipfing and Secondary, Mr. Daniel Williams. Ms. Rylott explained that the State Standards for Science have changed and next year's testing in Biology and Earth Science are expected to be difficult. This review process will help to bring our students to the next level.

#### **Superintendent's Report**

Dr. Doelger opened his report by wishing the Board of Education a Happy Board of Education Appreciation Week. Dr. Doelger went on to thank all of the Board Members for their constant support personally, and for the school. Dr. Doelger knows that the only thing the Board Members care about is what is right for our students. Whether it is making a tough personnel decision or finding extra money, somehow, they only ever think about what is best for our students. It is not always easy to be a Board Member, especially being volunteers, but they always do so with such dignity and class. Dr. Doelger noted that as a District, we have also made some great strides under this Board's leadership over the past six years and highlighted the following accomplishments.

- Completely overhauled the elementary curriculum.
- Restored our district to the top rankings with the state education department.
- Significantly raised test scores, school rankings, and college course offerings and credits.
- Installed a state-of-the-art septic system at no additional cost to the taxpayer.
- Added courses, sports teams, and intramural programs.
- Revamped the cafeteria into a top-notch food program.
- Added a Spanish Speaking liaison and have significantly increased our outreach to their community.
- All of this while remaining under the tax cap for the 6 years I have been here and I believe up to the last 8 or 9 years.

Dr. Doelger again thanked the Board for all that they do for our school, our district, our community, and most importantly our children, noting that our Board Members are truly making a difference. At this time, Dr. Doelger presented the Board of Education with a book from the entire school that Ms. Catherine Brigham, Art Teacher put together, a gift from Jacqueline Dunning, District Clerk, and a framed illustration of the Board Members drawn by local artist, Peter Waldner. Dr. Doelger noted that the original artwork will hang in the Conference Room and he will have framed copies for each member to take home. The members of the Board of Education were very appreciative of the celebration and they absolutely loved the illustration.

Dr. Doelger voiced his desire to set the record straight on another matter. He explained that there was an article posted in the Reporter last week regarding students having free access to the FIT Center. At last week's Town Board Meeting, Dr. Doelger was expecting this to be passed, as Supervisor Amber Brach-Williams had promised it to him, but at the meeting it was tabled. Dr. Doelger stated that he is hopeful this issue will be worked out by next week's Town Board Meeting.

*Dir of Athletics,  
PE, Health,  
Wellness &  
Personnel  
Report  
(continued)*

*Assistant  
Superintendent  
Report*

*Superintendent  
Report*

Dr. Doelger congratulated the district on improving its ranking on Niche.com and for its AP Platinum designation. Dr. Doelger explained that this AP designation is legit and that many high-ranking schools on Long Island haven't even received this honor.

Dr. Doelger reported that he has been meeting with the district's Business Consultant to discuss the upcoming Security Project. It is his desire to get this security project done in Summer 2025 and after mulling it over with several people, the plan is to try to put the project into this coming year's budget which would potentially cause us to go over the cap. Dr. Doelger explained that this would be a one time hit, but with our history of frugality, we hope this will receive community support. Dr. Doelger explained that the plan would allow us to strengthen the exterior of the building and also the interior doors. It would also include one (1) universal lockdown system. Dr. Doelger noted that in an active shooter emergency, if the person can't get in the building, 99% of the times, no one gets hurt.

Dr. Doelger touched briefly on the recent Active Shooter Drill that took place at the School. He explained that the Suffolk County Department of Homeland Security performed an amazing drill a few weeks ago and said he would let Anthony Rando report more during his Board Report.

Dr. Doelger mentioned that he attended the New York State Council of School Superintendents Conference in Saratoga a few weeks ago. He explained that this is the one big conference he tries to attend each year. While at the conference, he had the honor of seeing former Shelter Island Superintendent, Dr. Michael Hynes give a presentation on budgeting.

Dr. Doelger finished his report with the following topics.

- Back to School Night had a great turnout this year. An average of ten parents visited each of our teachers.
- Picture Day was held two (2) weeks ago.
- Dr. Doelger and Mr. Gulluscio met with our first- and second-year teachers to offer them support on a more individualized level.
- Dr. Doelger had the privilege of watching both the Soccer team and the JV and Varsity Volleyball teams play last week and they did great.
- Thanked Sylvester Manor for inviting him and Nurse Mary Kanarvogel to a great hayride and tour. Other leaders of non-profit organizations on the Island also attended. They shared good conversation and laughs.
- Dr. Doelger met with his mentor, Allan Gerstenlauer, noting that it is always a pleasure seeing him, running things by him and gaining his insight.
- Last Thursday everyone wore green in support of World Mental Health Awareness Day.
- An Audit Committee Meeting was held last week and we received another excellent audit from both sets of auditors. Dr. Doelger shared the audit results with the members of the Board of Education and Christopher Angotta of Nawrocki Smith will present the findings at the November 12, 2024 Board of Education Meeting.

### **Board Member Reports**

Mr. Anthony Rando reported more in depth about the Active Shooter Drill Dr. Doelger mentioned earlier in his report. Mr. Rando stated that many officials from the East End participated and that there were fifty-six (56) officers in total. The purpose of the drill was to have off-island first responders comfortable at our school in the event of an emergency, as well as to identify any vulnerability at our school. Mr. Rando thanked President Kathleen Lynch and Board Member Margaret Colligan for attending the drill.

Mr. Rando thanked Mr. Todd Gulluscio for his help with the Opioid Speaker Series and noted that the next one will be held on October 25, 2024. The topic will be, "How Social Media is Affecting Our Children." Mr. Rando encouraged parents and community members to attend the next program and to bring a friend.

In closing, Mr. Rando stated that he and Officer Clark started the DARE Opioid lessons with our students today.

President Kathleen Lynch stressed that health and wellness is a high priority for our students and she is anxiously awaiting to hear from Supervisor Amber Brach-Williams with regards to free FIT membership for our students.

Ms. Lynch also touched on the Active Shooter Drill and stated that she has never been at an event more impressive. Ms. Lynch stated that there is no price to put on the safety of our students.

### **Visitor Questions – None**

**Student Liaison Report**

Johanna Kaasik, one of the alternate Student Liaison’s for the 2024-2025 school year shared that Student Council is looking to change the Halloween event “Anything Goes” to “Everywhere Goes” which would include four (4) different activities in four (4) different rooms. The four (4) different activities include charades or trivia, going to the elementary classrooms, an escape room, and pumpkin decorating.

*Student Liaison Report*

**Adjournment**

A motion was made by Karina Montalvo, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

*Adjournment*

Motion carried unanimously.

The meeting adjourned at 7:00 pm.

\_\_\_\_\_  
Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday, November 12, 2024, at 6:00 pm, in the Conference Room.