

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

REGULAR MEETING
August 21, 2023

Members Present: Kathleen Lynch, Margaret Colligan, Katherine Rossi-Snook, Dawn Hedberg, and Anthony Rando

Others Present: Brian Doelger, Superintendent; Jennifer Rylott, Assistant Superintendent; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; Julia Brennan, Shelter Island Gazette; 1 faculty/staff/students and 1 community residents

Absent: Tracy McCarthy, and Karina Montalvo

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

Kathleen Lynch 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.

Visitor Questions – None

A motion was made by Katherine Rossi-Snook, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board hereby approves the following:

- 5.1 Approval of Minutes
 - a. Re-Organizational Meeting of July 12, 2023

Motion carried unanimously.

Correspondence – None

Presentations -- None

Personnel

A motion was made by Katherine Rossi-Snook, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 8.1-8.11

- 8.1 Extra Compensation
 - a. Approve the following teachers for EL Education professional development, for the period of August 14, 2023 – September 6, 2023, at their individual hourly rates, not to exceed 10 hours per person.

1. Natalie Regan	4. Claire Geehreng
2. Kerri Knipfing	5. Adrienne Pitch
3. Elizabeth Eklund	6. Michele Yirce
- 8.2 Resignation
 - a. Accept the resignation of Keeley Kotula, Office Assistant (Spanish Speaking), effective August 31, 2023, for the purpose of reassignment.
- 8.3 New Hires
 - a. BE IT RESOLVED THAT: The Board of Education hereby approves Keeley Kotula, as 1.0 FTE Spanish Teacher effective September 1, 2023, at \$59,653, Step 1 BA of the 2023-2024 teacher salary scale with a four (4) year probationary period through September 1, 2027, in the tenure area of Foreign Languages.

BE IT FURTHER RESOLVED THAT: Ms. Kotula 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 her probationary appointment to be granted or considered for tenure.

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Visitor
Questions*

*Consent Agenda
– Approval of
Minutes*

Correspondence

Presentations

*Consent Agenda
– Personnel*

- 8.4 Childcare Leave
 - a. Approve a contractual childcare leave of absence for Maggie Manarel, Literacy Education K-6 Teacher, to commence on or about October 23, 2023 through June 26, 2024; with said period credited towards the employee’s FMLA leave of absence.
- 8.5 Memorandum of Agreement
 - a. Approve the Memorandum of Agreement (MOA) between the Shelter Island Faculty Association and the Shelter Island School District, granting extra compensation to Maryann Impastato, senior Account Clerk for additional Business Office responsibilities beyond her current title for the 2023-2024 school year; and authorize the Board President and Superintendent to execute said agreement.
- 8.6 Extra Compensation
 - a. Approve Deborah Vecchio, District Treasurer, for extra compensation for additional Business Office responsibilities beyond her current title in the amount of \$9,600.00 for the period of July 1, 2023 through June 30, 2024.
- 8.7 Permanent Substitute Custodian for the 2023-2024 School Year
 - a. Appoint Robert Montalvo, as Permanent Substitute Custodian, for the 6:00 pm – 10:00 pm shift, at a rate of \$20 per hour, effective retroactively to August 1, 2023 through June 30, 2024.
- 8.8 Additional Appointments of Co-Curricular Positions for the 2023-2024 School Year
 - a. Debra Sears, National Junior Honor Society, \$1,697.23
- 8.9 Chemistry/Physics Substitute Teacher
 - a. Appoint Robert Strauss as the Chemistry/Physics Substitute Teacher for the 2023-2024 school, for one period a week at \$225 per day; not to exceed 8 periods
- 8.10 Substitute Teachers for the 2023-2024 School Year at \$125 per day (certified or 4-year degree)
 - a. Alyssa Prior
- 8.11 Additional Volunteer Assistant Coaches for the 2023-2024 School Year
 - a. Matthew Dunning – Varsity Golf
 - b. Jay Card, Jr. – Varsity Golf

Motion carried unanimously

In response to Personnel 8.3, Mr. Todd Gulluscio stated that Keeley Kotula is a shining star and truly belongs in the classroom with students.

Dr. Doelger stated that the loss of Ms. Kotula as an office assistant is a gain for our students. Dr. Doelger described Ms. Kotula as an accomplished teacher.

President Kathleen Lynch stated that she has always heard glowing reviews about Ms. Kotula.

Ms. Keeley Kotula took this opportunity to say she is excited to have a teaching position at the Shelter Island School and she thanked the administration and the Board of Education.

Program

A motion was made by Margaret Colligan, seconded by Dawn Hedberg, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 9.1 – 9.3

- 9.1 First Reading and Possible Adoption of Policy
 - a. Policy #1512 – Agenda Format
- 9.2 2024 Library Budget Vote
 - a. Approve a special meeting of the voters of the school district be schedule for Saturday, October 28, 2023, pursuant to the request of the Board of Trustees of the Shelter Island Public Library, for the purpose of voting on the library’s 2022 operating budget and that the District Clerk be and hereby is directed to take all such steps as are necessary to conduct said special meeting.
- 9.3 Render Item Obsolete

- a. One (1) Goldman-Fristoe Test of Articulation 2 (updated version)

Motion carried unanimously.

At this time, Vice President Rossi-Snook stated that she is looking forward to more active participation by the Student Liaison now that the Student Liaison Report has been moved towards the beginning of the meeting.

Finance

A motion was made by Katherine Rossi-Snook, seconded by Dawn Hedberg, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 10.1 – 10.2

10.1 Financial Reports

- a. Treasurer's Report – June 2023
- b. Extra Class Report – June 2023
- c. Appropriations Status Report
- d. Payroll Audit Report – June 2023
- e. Payroll Audit Report – July 2023

10.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entries for the period of July 4, 2023 through August 16, 2023, that in accordance with Board Policy, the Superintendent has approved.

Motion carried unanimously.

Business

A motion was made by Katherine Rossi-Snook, seconded by Dawn Hedberg, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 11.1 – 11.3

11.1 Contracts

- a. Approve the final Eastern Suffolk BOCES contract for services in the 2022-2023 school year, at a final cost of \$266,972.55, which includes all services that were necessary to meet the needs of the District, and authorize the Board President to execute said agreement.
- b. Approve the inter-municipal cooperation agreement between the Board of Education of the Shelter Island Union Free School District and the Board of Education of the Sag Harbor Union Free School District for transition coordinator services and/or special education teaching services, at a cost of \$25,222.89. The term of said agreement shall be retroactive to September 6, 2023 through June 30, 2024; 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 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, 2023 through June 30, 2024; and authorize the Board President to execute said agreement.

11.2 Donation

- a. Authorize the Shelter Island School District to accept a donation of \$1,266 from the Shelter Island Educational Foundation for the purchase of iPads and a manual for the Repair Café, and increase Trust & Agency Miscellaneous A.738 in the same amount.

11.3 Private School Transportation

- a. Approval to transport one (1) additional student to Ross School, East Hampton, NY, for the 2023-2024 school year.

Motion carried unanimously.

Board Member Rando asked if there was a charge per student for the private school transportation bus. Mr. Gulluscio responded that there is only one charge for the bus and noted that if at any time the number of students goes over the maximum occupancy on that size bus, administration would speak to the Board of Education because it would cost the district more money to use a larger bus.

*Consent Agenda
– Program
(continued)*

*Consent Agenda
– Business*

Board Member Hedberg asked how the Repair Café Program will be implemented. Dr. Doelger explained that community member Kyle Karen needed the school in order to apply for an institutional grant from the Shelter Island Educational Foundation. Ms. Karen will roll out the program and we expect our students and Mr. Conrardy will be involved with the program in some capacity.

Facility

A motion was made by Margaret Colligan, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility action: 12.1

- 12.1 Excessing of Equipment (obsolete)
 - a. HP LaserJet Printer CP4025 – Shelter Island Serial #20190076

Motion carried unanimously.

Items for Consideration

The members of the Board of Education discussed their committee assignments for the 2023-2024 school and everyone agreed to the following schedule for the 2023-2024 committees.

Board Committees for the 2022-2023 School Year

- a. Building & Grounds/Health & Safety Committee (Kathleen Lynch, Katherine Rossi-Snook & Anthony Rando)
- b. Audit Committee (Kathleen Lynch & Margaret Colligan)
- c. Policy Committee (Margaret Colligan & Tracy McCarthy)
- d. Wellness Committee (Karina Montalvo & Anthony Rando)
- e. Joint Professional Practice Committee (JPPC) (Margaret Colligan & Dawn Hedberg)

President Lynch took this opportunity to discuss a Board Retreat in the Fall and explained it’s a great way to review the basics and bond with one another. District Clerk Jacqueline Dunning will reach out to the Board Members to determine a date for the Retreat.

Old Business – None

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

Mr. Gulluscio reported that the Fall High School season started today and the Junior High Season will start on the first day of school. He stated that the Official Ball Kid program will start this fall. Last week, Mr. Gulluscio held Caches Professional Development Days where the main focus was on emergency events/Anyone Can Save a Life. Mr. Gulluscio provided an update regarding negotiations with Suffolk County Officials and stated that he is hopeful an agreement will be ratified this week. New York State Public High School Athletic Association announced that the Shelter Island School District will receive their 8th consecutive School of Distinction Award. Mr. Gulluscio announced the dates of the first home contests for each of the fall season teams. In closing, Mr. Gulluscio stated that he and Mr. Casswell will be hosting 6th Grade Orientation next week.

Assistant Superintendent’s Report

Ms. Rylott announced that schedules are now available on PowerSchool for both teachers and students. Ms. Rylott noted that students in grade 6 would receive their schedules in a few days during 6th Grade Orientation. Ms. Rylott was excited to share that enrollment is up to 185 as of today and we expect there will still be more students enrolling. Ms. Rylott noted that we are beginning to see larger class sizes which we haven’t seen in a while.

Superintendent’s Report

Dr. Doelger reported that over the summer he held a few Dress Code and Cell Phone meetings with students, sent a survey to faculty/staff and spoke with some parents, and it seems that everyone really wants to see some type of separation between students and their phones. Dr. Doelger stated that the district will begin the 2023-2024 school year with a new practice for cell phones for students in grades 6-12. Teachers will be provided with a portable lockbox in each classroom and students will store their phones in the box at the beginning of class and then retrieve them at the end of the class. The portable box will allow teachers to grab it for fire drills and emergency situations. Students will still be permitted to use their phones between classes. Dr. Doelger stressed that this will begin as a practice so we can iron out all the wrinkles and eventually it will become district policy. Dr. Doelger stated that he will hold an assembly at the beginning of the school year to explain this new procedure to students.

President Lynch asked Dr. Doelger if parents and students would be notified ahead of time. Dr. Doelger replied that he would send a letter home before the start of the new school year. President Lynch stated that phone withdrawal is a real thing so students may need a little extra emotional support in the beginning.

The members of the Board of Education were all very pleased with this new practice.

Parent Rachel Medina stated that last year students kept their phones in their backpacks during class, but now they have to take it out and put it in a box. Ms. Medina thinks that sounds like a punishment and expects pushback from the students. Dr. Doelger replied that Ms. Medina's point was well taken, noting that maybe we'll realize the older students won't need as much regulating.

Ms. Medina was concerned about the students who use their phones to call parents for lunch or to bring up a forgotten item. Dr. Doelger responded that students will still have that opportunity between classes.

Board Member Hedberg asked if phones would be allowed in study halls. Assistant Superintendent Rylott appreciated the question because that was something administration hadn't thought about yet and now they will look into it.

Dr. Doelger shared that the members of the Board of Education took a tour of the grounds just prior to the start of the Board Meeting. Dr. Doelger gave kudos to Facilities Manager Michael Dunning for moving the septic system project along so quickly. Dr. Doelger also noted all of the work Mr. Dunning's crew did throughout the building.

Dr. Doelger noted that the band teacher position still needed to be filled and stated that he is confident they will appoint someone within the next week. At this time, Dr. Doelger stated that a Special Board of Education Meeting would need to be held for this purpose and that District Clerk Jacqueline Dunning would be reaching out to determine when a quorum would be able to meet.

Dr. Doelger stated that Chief Read has asked Sargent Rando to work with the school to facilitate a joint drill.

Dr. Doelger shared that he is excited for the soccer season, noting that it is great to see a new program from the very beginning.

Dr. Doelger reported that he would be attending the Overdose Awareness Vigil on August 31, 2023, at 7:00 pm, at Fiske Field.

In closing, Dr. Doelger announced that he is excited to be entering his fifth year as Superintendent.

Board Member Reports

Vice-President Katherine Ross-Snook reported that Shelter Island student Sophie Clark was her intern this summer and implored all business owners to offer mentorships to students.

Visitor Questions

Shelter Island Gazette Reporter Julia Brennan stated that the Town's Comprehensive Plan is back out to the community and she encouraged board members to become involved. Ms. Brennan also noted that the public should have been made aware that the board members were taking a tour of the septic project.

Adjournment

A motion was made by Katherine Rossi-Snook, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 6:51 pm.


Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Wednesday, September 18, 2023, at 6:00 pm, in the Conference Room.

Board Member
Reports

Visitor
Questions

Adjournment