

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

**PUBLIC MEETING
REGULAR MEETING
October 16, 2023**

Members Present: Kathleen Lynch, Margaret Colligan, Dawn Hedberg, Anthony Rando and Karina Montalvo

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; 30 faculty/staff/students and 10 community residents

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

The meeting was called to order at 5:02 pm by President Lynch.

Call to Order

Executive Session

Executive Session

A motion was made by Margaret Colligan, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby voted to go into an executive session at 5:03 p.m. to discuss the employment of a particular individual in the District.

The members of the Board of Education came out of Executive Session at 6:00 p.m. President Lynch led everyone in the Pledge of Allegiance.

Pledge of Allegiance

Margaret Colligan read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

Mission Statement

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.

At this time, Dr. Doelger invited the Elementary students and their teachers to celebrate Board Appreciation night. The students presented the Board with a homemade card from each grade, and pictures made of each Board member from the Elementary grades and Art classes. The students thanked each Board member for all they do for our school. Excitement and laughter filled the room.

Presentation

President Lynch stated the Board of Education will now conduct a public hearing at 6:10 p.m. on the 2023-2024 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan. Being there were no objections, President Lynch offered the floor to Dr. Doelger who will deliver a brief presentation on the plan.

Public Hearing

Dr. Doelger stated that the plan is required by NYSED and the SAVE Law and has been established to provide for the safety, health and security of students and staff and allows for input from the community. The committee was made up of a group of 15 members. Dr. Doelger reviewed some key points and planned changes and stated the district is way ahead of the curve regarding safety. A copy can be found on the district website.

A motion was made by Margaret Colligan, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby approves the following action: 5.1:

District-Wide School Safety/Continuity of Operations Plan

- 5.1 WHEREAS, on Monday October 16, 2023, the Board of Education of the Shelter Island Union Free School District held a duly advertised public hearing to examine the 2023-2024 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan.

WHEREAS, the Board of Education is desirous in approving and adopting this plan; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby approves and adopts the 2023-2023 Shelter Island School District's District-Wide School Safety/Continuity of Operations Plan.

Motion carried unanimously

President Lynch declared the meeting closed at 6:25 p.m. The regular business portion of the meeting commenced.

Visitor Questions – None

A motion was made by Dawn Hedberg, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board hereby approves the following:

- 7.1 Approval of Minutes
 - a. Regular Meeting of September 18, 2023

Motion carried unanimously

Correspondence – None

Presentations

Audit Report Year End June 30, 2023

Christopher Angotta of Nawrocki Smith, the District's auditing firm, presented the audit for the year ending June 30, 2023 and reported there were no material weaknesses or significant deficiencies.

A motion was made by Margaret Colligan, seconded by Dawn Hedberg, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the audit reports for the fiscal year ending June 30, 2023.

Motion carried unanimously

Theinert Ranch Externship Trip

James Theinert reported that the externship program has started and is off to a great start with students spending time at Coecles Harbor Marina, and in the month of November, spend time with the Nature Conservancy at Mashomack. Since the program is successful, Mr. Theinert would like to expand the externship program by offering students the opportunity to extern at Theinert Ranch. The program would be available for 2 – 5 students, who would actively participate, for a 20 hr. externship, and learn what the Ranch is about and what they do.

A motion was made by Margaret Colligan, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby approves the Theinert Ranch Externship Trip to be held February 12, 2024 through February 16, 2024, in Magdalena, New Mexico.

Motion carried unanimously

Leo Dougherty – National Honor Society Cardboard Campout

Leo reported on all of the fundraisers they have completed and/or in the process of to date such as the Maui bake sale, collecting Halloween candy for Smith Street, and recently donating \$400 to Doctors w/Borders after collecting sneakers thru out the year.

Leo also spoke about the upcoming Cardboard Campout, held on school property, which will take place on Thursday November 9, 2023. Ms. Mahoney and Mr. Conrardy will be the chaperones. Students collected \$100 each to participate. The proceeds to be donated towards Habitat for Humanity, which the NHS will participate in. This year's build will be held in Riverhead.

A motion was made by Dawn Hedberg, seconded by Karina Montalvo, 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 Thursday, November 9, 2023, at 6:00 p.m. through Friday, November 10, 2023, at 6:00 a.m.

Motion carried unanimously

Personnel

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 Personnel actions: 10.1-10.11:

10.1 Step Movement

a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2023

1. Jennifer Gulluscio Step 20 MA+45 to Step 20 MA+60
2. Danielle Spears Step 4 MA+45 to Step 4 MA+60
3. Walter Brigham Step 20 MA+60 to Step 20 MA+75
4. Lauren Farkas Step 4 MA+45 to Step 4 MA+60
5. Catherine Brigham Step 4 MA to Step 4 MA+15
6. Adrienne Pitch Step 2 BA to Step BA +15
7. Michele Yirce Step 8MA+45 to Step 8MA+60 (*Pending Receipt of Transcripts*)
8. Maggie Manarel Step 4MA+45 to Step 4 MA+60 (*Pending Receipt of Transcripts*)
9. Patricia Goff Step 7MA+30 to Step 7MA+45 (*Pending Receipt of Transcripts*)

10.2 Amend Motion

a. Amend the motion from June 12, 2023 from:

BE IT RESOLVED THAT: The Board of Education hereby approves Sarah Pfennig, as 1.0 FTE Grades 7-12 Science 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 Science 7-12; pending certification.

BE IT FURTHER RESOLVED THAT: Ms. Pfennig 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.

to

BE IT RESOLVED THAT: The Board of Education hereby approves Sarah Pfennig, as 1.0 FTE Grades 7-12 Science Teacher effective September 1, 2023, at **\$64,891, Step 1 BA +30** of the 2023-2024 teacher salary scale with a four (4) year probationary period through September 1, 2027, in the tenure area of Science 7-12; pending certification.

BE IT FURTHER RESOLVED THAT: Ms. Pfennig 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.

10.3 New Hire

a. Appoint Ana Campos, as Office Assistant (Spanish Speaking), effective October 19, 2023, at a salary of \$42,957.00, prorated to \$30,169.18; Step 1 of the Office Assistant/Clerk Typist Salary Schedule; probationary appointment pending civil service test for Office Assistant (Spanish Speaking).

10.4 Home Instruction

a. Approve Michelle Corbett for 1.5 hours of High School Level Home Instruction per day, effective retroactively to October 13, 2023, at a rate of \$73.99 per hour, not to exceed 45 hours.

b. Approve Janine Mahoney for 1.5 hours of High School Level Home Instruction per day, effective retroactively to October 13, 2023, at a rate of \$73.99 per hour, not to exceed 45 hours.

- 10.5 Medical Leave of Absence
a. Approve a medical leave of absence for Jacqueline Dunning, District Clerk, to commence on October 23, 2023 through December 22, 2023, with said period credited towards the employee's FMLA leave of absence.
- 10.6 Sick Bank
a. WHEREAS, certain employees have indicated a willingness to contribute up to five sick days to an employee known as a Board of Education employee for the employee's use to attend to a significant personal illness;

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes the transfer of up to five sick days from each employee's personal sick day allocation to an employee facing a significant illness, with the understanding that employees are under no obligation to grant sick days to this special sick bank, and if electing to donate days each employee shall put such request in writing to the District.
- 10.7 District Clerk Pro Tem
a. Appoint Maryann Impastato as District Clerk Pro Tem during the period of October 23, 2023 through December 22, 2023
b. Appoint Meghan Lang as District Clerk Pro Tem during the period of October 23, 2023 through December 22, 2023.
- 10.8 Deputy District Clerk
a. Appoint Deborah Vecchio as Deputy District Clerk during the period of October 23, 2023 through December 22, 2023 and approve her to be paid a \$2,500.00 stipend for her services.
- 10.9 Leave Replacement
a. Appoint Stacey Kehl as a Leave Replacement for Jacqueline Dunning, Confidential Secretary to the Superintendent, effective October 18, 2023, through December 22, 2023, at a daily rate of \$190 and 1.5 sick days.
- 10.10 Lead Evaluators of Teachers and Principals for the 2023-2024 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.

10.11 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.

Motion carried unanimously

Program – None

Finance

A motion was made by Margaret Colligan, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 12.1 – 12.3:

12.1 Financial Reports

- a. Treasurer’s Report – August 2023
- b. Extra Class Report – August 2023
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claims Auditor’s Report – September 2023
- f. Payroll Audit Report – September 2023

12.2 Budget Transfers & Journal Entries

a. Accept and approve the Budget Transfers and Journal Entries for the period of September 12, 2023 through October 10, 2023, that in accordance with Board Policy, the Superintendent has approved as well as the transfers that need specific Board approval

12.3 Tax Levy

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 2023-2024 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 \$11,236,630.

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 2023-2024 school year, the School Tax Levy shall be further offset by the actual amount received to STAR.

Motion carried unanimously

Business

A motion was made by Dawn Hedberg, seconded by Karina Montalvo, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 13.1 – 13.3:

- 13.1 Contracts
- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Hampton Jitney of Calverton, NY, in the amount of \$2,210.00, for the English Department Broadway Field Trip transportation; and authorize the Board President to execute said agreement retroactively.
 - b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Elegant Limousine of Medford, NY, in the amount of \$2,380.00, for the Nutcracker Field Trip transportation; 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 Liberty Lawn and Landscape, LLC of Shelter Island, NY, for snow removal services, in the amount of \$8,500. The term of said agreement shall be December 1, 2023 through April 30, 2024; 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 Wastewater Services, of Southampton, NY, for system inspections/service visits for the Fuji Clean Treatment System, in the amount of \$3,350 per year. The term of said agreement shall be October 5, 2023 through October 5, 2026; and authorize the Board President to execute said agreement.
- 13.2 Bid Rejection
- a. Reject the bid from The LandTek Group, Incorporated, of Bay Shore, NY for the Softball Backstop Replacement project as said bid exceeded the allotted budget.
- 13.3 Donation & Budget Transfer
- a. Authorize the Shelter Island School District to accept a donation of \$1,205.86 from the Shelter Island Educational Foundation for Podcasting Class materials and supplies; and authorize an increase to the budget line of Secondary School ELA Materials & Supplies, A.2110.450.04.0013 in the same amount.

Motion carried unanimously

Facility

A motion was made by Dawn Hedberg, seconded by Anthony Rando, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility action: 14.1:

- 14.1 Excess Equipment
- a. Excess the following equipment which are beyond their useful years
 1. Radial Arm Saw - #000329
 2. Delta Scroll Saw - #20090634
 3. Ambassador Carpet Cleaner - #20090152
 4. Welders Workbench (no number)

Motion carried unanimously

Items For Consideration – None

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