

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

**REGULAR MEETING
October 17, 2022**

Members Present: Margaret Colligan, Kathleen Lynch, Tracy McCarthy, Katherine Rossi-Snook, Dawn Hedberg, Robert Strauss, and Karina Montalvo

Others Present: Dr. Brian Doelger, Superintendent; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 3 faculty/staff/student and 4 community residents

Absent: Katherine Rossi-Snook; and Jennifer Rylott, Assistant Superintendent

President Colligan called the meeting to order at 6:00 pm; followed by the Pledge of Allegiance.

Robert Strauss read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

We want our students to cherish our small Island community while applying 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

Consent Agenda

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

- 5.1 Approval of Minutes
 - 1. Regular Meeting of September 21, 2022
 - 2. Special Meeting – Library Budget Vote of October 8, 2022

Motion carried unanimously.

Correspondence - None

Presentations

Audit Report Year End June 30, 2022

Christopher Angotta of Nawrocki Smith, the District’s auditing firm, reviewed the scope of the June 30, 2022 and reported that no deficiencies were found.

A motion was made by Kathleen Lynch, seconded by Robert Strauss, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the audit reports for the fiscal year ending June 30, 2022.

Motion carried unanimously.

Cybersecurity

Walter Brigham presented an overview of the District’s data and network security. Mr. Brigham explained that the district has auto and manual procedures, check-ins, and redundancy in place to protect our data and devices, as well as to recover our data. Specific threats to security were reviewed by Mr. Brigham; as were the implemented protection strategies, and recovery procedures. Next, Mr. Brigham provided an explanation of what happens with ransomware and described how the district protects our data. In closing, Mr. Brigham stated that there is no solution that provides 100% protection, but we are doing everything possible. At this time, Mr. Brigham opened the floor to questions.

Kathleen Lynch asked if other school districts are doing everything we are doing when it comes to security. Mr. Brigham responded that with the recent ransomware events at schools and other municipalities, they are now starting to implement similar procedures.

Septic Permitting & Funding

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Visitor
Questions*

*Consent Agenda
- Minutes*

Correspondence

Presentations

Michael Dunning provided a brief update regarding the permits and funding for the new septic system. At this time, the district has everything in place to either join the Town on their septic system project or do it on our own. The Town has until January to let us know whether or not the project is a go. According to Supervisor Gerry Siller, the joint project is still on target. Mr. Dunning stated that it is the district's preference to join with the Town as it will save the taxpayers quite a bit of money; noting that the project would cost \$800,000 to \$1,000,000 if we do it on our own vs. \$300,000 - \$500,000 if we share the project with the Town. The timeline for the project if we do it on our own is Summer 2023 and Summer 2024 if we do it with the Town. At this time, Mr. Dunning opened the floor to questions.

Brian Doelger added that the monies for this project are already set aside so there is no extra cost to the taxpayers. Dr. Doelger also noted that the money we would save sharing the project with the Town would allow the district to do other projects in the building.

Superintendent's Report

At the request of Dr. Doelger, the Superintendent's Report was moved to this section of the meeting.

Dr. Doelger reviewed the Board Goals which included, Educational; Fiscal/Building; Communication/Community Outreach; and Leadership/Culture, and he shared the newly created Vision Statement that takes the Board Goals to the next level. The Vision Statement is as follows – *We believe in community, empowerment, and integrity. We love, nurture, and educate our students so they gain knowledge and make good choices to grow and advance. We utilize our unique talents to collaborate with our students to be successful and impactful in their aspirations while ultimately making the world a better place.* Wrapping up the Board Goals section of his presentation, Dr. Doelger noted that the long-term goal is to develop a 3-5 year formal plan.

Dr. Doelger continued his report with a budget update; highlighting the recent audit review where the district received the following glowing response – *"This is the most stable financial shape that the district has been in years."* Dr. Doelger noted that the district lowered its use of the unassigned fund balance in each of the past three years and we are still one administrator fewer than four (4) years ago. Dr. Doelger shared that everyone is diligently working on next year's budget already and our main budget goal will remain the same – to provide the best education possible at the most efficient cost.

Dr. Doelger stated that the recent lockdown drill initiated by the Shelter Island Police Department was a very successful drill that not only tested school procedures, but also the Town and Police Department procedures. Dr. Doelger also provided a curriculum update which included the development of an Elementary Math scope and sequence to match the ELA, and that teachers will be presenting on professional development at the next Board Meeting.

At this time in his report, Dr. Doelger asked the Board of Education for their input with regards to traditional vs. virtual Snow Days. Dr. Doelger explained that he had reached out to staff and it seems the preference is to offer one traditional snow day, with any additional snow days being virtual. The members of the Board of Education weighed in and everyone agreed this was the best plan.

In closing, Dr. Doelger reviewed the calendar of upcoming events.

Personnel

A motion was made by Kathleen Lynch, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1 – 8.10

8.1 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2022
 - 1. Danielle Spears Step 4 MA+30 to Step 4 MA +45
 - 2. Maggie Manarel Step 4 MA+30 to Step 4 MA+45
 - 3. Patricia Goff Step 7 MA+15 to Step 7 MA+30
 - 4. Lauren Farkas Step 4 MA+30 to Step 4 MA+45
 - 5. Elizabeth Eklund Step 9 MA+60 to Step Step MA+75

8.2 Additional Substitute Teacher for the 2022-2023 School Year at \$110 per day (certified or 4-year degree)

- a. Sara Lewis, retroactive to October 11, 2022
- 8.3 Additional Substitute Aides for the 2022-2023 School Year at \$95 per day
 - a. Lydia Shepherd; pending fingerprint clearance (NYS Fingerprint Initiative)
 - b. Arielle Gardner; pending fingerprint clearance (NYS Fingerprint Initiative)
- 8.4 Lead Evaluators of Teachers and Principals for the 2022-2023 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.
- 8.5 Additional Volunteer Assistant Coach for the 2022-2023 School Year
 - a. Jay Card – All Levels of Boys and Girls Basketball
- 8.6 Census
 - a. Approve Mary Kanarvogel for the administration of the bi-annual census, at a rate of \$1,500
- 8.7 Resignation
 - a. Accept the resignation of Danielle Spears, 12th Grade Advisor for the 2022-2023 school year, effective October 14, 2022
- 8.8 Rescind Motion
 - a. Rescind the following motion of July 11, 2022:
 - Appoint Kristin Andrejack, JV Softball Coach for the 2022-2023 school year at \$5,256.58
- 8.9 Additional Schedule C for the 2022-2023 School Year
 - a. Appoint James Theinert, 12th Grade Advisor, at \$2,078.50
- 8.10 New Hire
 - a. Appoint Keeley Kotula, as Office Assistant (Spanish Speaking), effective October 18, 2022, at a salary of \$42,322, prorated to \$29,300; probationary appointment pending civil service test for Office Assistant (Spanish Speaking); and pending fingerprint clearance.

Motion carried unanimously.

At this time, Todd Gulluscio welcomed Keeley Kotula to the Shelter Island School and stated that she speaks Spanish fluently and is an exceptional candidate for the position.

Kathleen Lynch thanked James Theinert for stepping up to be the 12th Grade Advisor this year.

Program

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

- 9.1 CSE/504 Recommendations for the 2022-2023 School Year
 - a. 504 Committee

Motion carried unanimously.

Finance

A motion was made by Kathleen Lynch, seconded by Robert Strauss, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 10.1 – 10.4

- 10.1 Financial Reports
 - a. Treasurer's Report – August 2022
 - b. Extra Class Report – August 2022
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor's Report – September 2022
 - f. Payroll Audit Report – September 2022
- 10.2 Journal Entries
 - a. Accept and approve Journal Entry Reports for the period of September 14, 2022 through October 12, 2022, that in accordance with Board Policy, the Superintendent has approved.

10.3 Funding Reserves

WHEREAS, the Board of Education 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; NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the 2020 Repair Reserve, established pursuant to General Municipal Law Section 6-D by excess fund balance from the 2021-2022 fiscal year in an amount not to exceed \$491,715.26; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing NYSTRS School District Retirement Contribution Reserve Sub-Fund, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2021-2022 fiscal year in an amount not to exceed \$94,426; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing NYS and Local Employees' Retirement System School District Retirement Contribution Reserve Sub-Fund, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2021- 2022 fiscal year in an amount not to exceed \$150,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing Workers' Compensation Reserve Fund, established pursuant to General Municipal Law Section 6-J by excess fund balance from the 2021- 2022 fiscal year in an amount not to exceed \$5,000.

10.4 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 2022-2023 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 \$11,016,572.

AND BE IT FURTHER RESOLVED, that the because the STAR program will pay portions of the School Tax Levy that normally would be borne by the property tax in the 2022-2023 school year, the School

*Consent Agenda
– Personnel
(continued)*

*Consent Agenda
– Program*

*Consent Agenda
-- Finance*

Tax Levy shall be further offset by the actual amount received to STAR.

Motion carried unanimously.

*Consent Agenda
– Finance
(continued)*

*Consent Agenda
– Business*

Business

A motion was made by Kathleen Lynch, 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 – 11.2

11.1 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 \$2,500.00, for the College Visit 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 Hampton Jitney of Calverton, NY, in the amount of \$2,083.00, for the Opera Field Trip transportation; and authorize the Board President to execute said agreement.

11.2 Donation & Budget Transfer

- a. Authorize the Shelter Island School District to accept a donation of \$1,400 from the Shelter Island Presbyterian church for college field trips for students; and authorize an increase to the budget line of Field Trip Transportation, A.5540.400.00.2110.

Motion carried unanimously.

At this time, President Colligan thanked the Shelter Island Presbyterian Church for always supporting our students with their donations. Dr. Doelger added that this donation was especially appreciated this year because the original bus was canceled due to a driver shortage and this donation offset the cost of a coach bus.

*Consent Agenda
-- Facility*

Facility

A motion was made by Kathleen Lynch, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 12.1 – 12.2

12.1 District-Wide School Safety/Continuity of Operations Plan

- a. Approve the 2022-2023 Shelter Island School District-Wide School Safety/Continuity of Operations Plan.

12.2 State Environmental Quality Review Act (SEQRA)

WHEREAS, the Board of Education of the Shelter Island Union Free School district, desires to embark upon the following capital improvement project at Shelter Island School: Septic System Renovation and replacement of various interior and exterior doors and hardware (\$800,000) to be funded by the 2020 Repair Reserve.

WHEREAS, said capital improvement projects are subject to classification under the State Environmental Review Act (SEQRA); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Education has examined all information related to the capital improvement project, and has determined that the above-described capital improvement project are classified as Type II Actions pursuant to Section 617.5(c)(1) and (c)(2) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares the above-referenced project to be a Type II Action, which requires no further review under SEQR.

BE IT FURTHER RESOLVED, that the Board of Education has forwarded an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation and has received clearance from the Department.

Motion carried unanimously.

Items for Consideration - None

Old Business - None

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

Todd Gulluscio explained that this year, transportation has been the most difficult he’s ever experienced and attributed it to a driver shortage; noting that games have been canceled because of it. To cut down on the number of buses needed, Shelter Island Union Free School District and Mattituck-Cutchogue Union Free School District have made an agreement to share transportation for the Winter and Spring Track seasons.

Mr. Gulluscio provided an overview of the Fall athletic season and stated that the registration portal for the winter athletic season is currently open. Mr. Gulluscio shared that the Desire to Lead program will start up again later this month. He also congratulated the Physical Education staff for putting together a fun and successful field day at the beginning of the year for students in grades 9-12. In closing, Mr. Gulluscio thanked Fire Marshall Mike Johnson for celebrating Fire Prevention Safety Week with our students and teaching them what they need to do in case of a fire.

Board Member Reports

Dr. Doelger stepped in at this point to report on behalf of Katherine Rossi-Snook, who was absent this evening. Ms. Rossi-Snook wanted to share that earlier in the day, Mr. Theinert's Algebra II class met her in her role as the Back to the Bays Aquaculture Coordinator for Cornell Cooperative Extension (CCE) Marine Program, to count and measure the spat-on-shell oysters that have been growing in the set tank at Dickerson Creek. The students will use the data collected in their statistics curriculum, and will help CCE estimate the success rate for the project. Additionally, Ms. Rossi-Snook shared that through the Town of Shelter Island, she and Chief Read are running a Soccer program for students in grades 2-4. The program is held on Fridays at Fiske Field and they currently have 20 – 30 students enrolled.

Robert Strauss thanked the school on behalf of the Chamber of Commerce for allowing them to hold the Trucks and Trade Show on school grounds. Mr. Strauss also congratulated Deborah Vecchio, Maryann Impastato and Walter Brigham on a successful audit.

Kathleen Lynch shared that the girls who attend her Girl Talk group would like to bring back the Spring Fling dance. As everyone in the room was in support of bringing this event back, Ms. Lynch will work with Mr. Gulluscio and the PTSA to make it happen.

Margaret Colligan shared that Mr. Chris Agnotta raved about the district’s audit status at the last Audit Committee Meeting. President Colligan also thanked Dr. Doelger, Deborah Vecchio, Maryann Impastato and Walter Brigham for the success of the audit.

Visitor Comments

Parent, Alexandra Hakim inquired about the status of the Elementary Spanish Club that was supposed to be instituted this year. Mr. Gulluscio responded that the schedule is being developed and the hope is for the club to begin in November. Ms. Hakim then inquired about the diversity of teachings in the district. Dr. Doelger responded that New York State curriculum requires teachings of diversity and assured Ms. Hakim that all points of view are being seen in the teachings. Board Member, Dawn Hedberg shared that the ELA readings are very diverse and well rounded. She went as far as to say they are exceptional and Board Member, Kathleen Lynch pointed out that ELA and history topics are often taught in tandem. Ms. Hakim was very pleased with the responses and felt comfortable with how well diversity was being represented through the lessons in the district.

Executive Session

A motion was by made by Kathleen Lynch, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:17 pm to discuss the employment history of a particular individual, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

Items for Consideration

Old Business

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

Board Member Reports

Visitor Comments

Executive Session

Adjournment

The meeting adjourned at 8:01 pm.

*Adjournment
(continued)*

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday November 14, 2025, at 6:00 pm, in the Conference Room.