

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

**BUDGET / REGULAR MEETING
January 16, 2018**

Members Present: Thomas Graffagnino, Linda Eklund, Susan Binder, Tracy McCarthy, Elizabeth Melichar (arrived at 6:18 pm) and Mark Kanarvogel (arrived at 7:18 pm)

Others Present: Dr. Christine Finn, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel; Idowu Ogundipe, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Christopher Tehan, Town of Shelter Island Videographer; 6 faculty/staff/student and 3 community residents

Absent: Kathleen Lynch, Sarah Lewis

The meeting was called to order at 6:02 pm by President Graffagnino, followed by the Pledge of Allegiance.

Thomas Graffagnino 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.

Budget Presentation - Administration

Mr. Idowu Ogundipe, School District Business Leader welcomed everyone to the 2018-2019 school budget presentation. Topics presented by Mr. Ogundipe included, School Budget Organization, Administration: 3-Year Comparison, Administration: 2017-2018 vs. 2018-2019, Administration Benefits: 3-Year Comparison, and Administration Benefits: 2017-2018 vs. 2018-2019. Mr. Ogundipe reviewed the schedule of the dates and topics for the remaining 2018-2019 school budget meetings, and noted that all the meetings will begin at 6:00 pm. The schedule is as follows.

- January 29, 2018 – Educational Program
- February 12, 2018 – Facilities & Capital
- March 5, 2018 – Budget Workshop
- March 19, 2018 – Budget Overview
- March 21, 2018 – Budget Workshop (if needed)
- April 18, 2018 – Budget Adoption
- May 7, 2018 – Budget Hearing

Mr. Ogundipe ended his presentation and opened the floor to any questions or comments. Mr. Graffagnino stated that the State Comptroller announced that the 2018-2019 tax cap will be 2% which is the highest since 2013-2014.

Ms. Janine Mahoney, teacher, noted that “other contractual” in Mr. Ogundipe’s presentation remained the same from 2017-2018 to 2018-2019 and stated how it was unusual to see a 0% increase.

Ms. Tracy McCarthy inquired about the Health Insurance line. She noted that last year the budget line decreased, but this year it’s increasing. Mr. Ogundipe explained that last year the District switched health insurance plans and did realize a large savings, but the cost of that plan has gone up since last year.

Visitor Questions – None

Consent Agenda

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board hereby approves the following:

- a. Approval of Minutes
 1. Regular Meeting of December 11, 2017

*Call to Order
and Pledge
of Allegiance*

*Mission
Statement*

*Budget
Presentation*

*Visitor
Questions*

*Consent
Agenda*

2. Budget Meeting of January 8, 2018

Motion carried unanimously.

*Consent
Agenda
(continued)*

Correspondence

Presentations

*Consent
Agenda
Personnel*

Correspondence - None

Presentations

Audit Report

Mr. Christopher Angotta, from Nawrocki Smith, the District's auditing firm, reviewed the scope of the audit ending June 30, 2017. He reported that no significant deficiencies were found.

A motion was made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent to accept and approve the audit reports for the fiscal year ending June 30, 2017.

Motion carried unanimously.

Senior Class Trip Update

Ms. Kerri Knipfing presented updated information pertaining to the 2018 Senior Class Trip, answering the questions the members of the Board of Education had when the trip was first presented last month.

A motion was made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby approves the members of the Class of 2018 to attend the Senior Class Trip to Orlando, FL on Friday, June 1, 2018 through Monday, June 4, 2018.

Motion carried unanimously.

Personnel

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.1 – 9.2

9.1 Childcare Leave

- a. Approve a contractual childcare leave of absence for James Theinert, Mathematics 7-12 Teacher, to commence on or about January 22, 2018 through on or about February 16, 2018, with said period credited towards the employee's FMLA leave of absence.

9.2 Additional Substitute Teacher Aide for the 2017-2018 School Year, at \$95 per day; pending clearance for employment by the NYS Department of Education (fingerprint initiative)

- a. Susan Eschrich
- b. James J. Read, III

Motion carried unanimously.

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 9.3

9.3 Tenure

- a. Approval of the tenure recommendation of Martha Tuthill, in the tenure area of School Counseling & Guidance, effective February 23, 2018.

Motion carried unanimously.

Dr. Finn spoke briefly about Ms. Tuthill, highlighting that Ms. Tuthill's greatest strength is her ability to navigate change. Dr. Finn thanked Ms. Tuthill for everything she does and told her she is looking forward to watching her continue to grow as a professional.

Ms. Tuthill thanked Dr. Finn and the members of the Board of Education and stated that she considers herself very lucky because she loves coming to work every day.

At this time, President Graffagnino announced there would be a brief break in the meeting and he invited everyone into the hallway for a reception in celebration of Ms. Martha Tuthill receiving tenure.

Program

A motion was made by Susan Binder, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 10.1

- 10.1 CPSE Recommendations for the 2017-2018 School Year
 - a. Committee on Preschool Special Education

Motion carried unanimously.

*Consent
Agenda
Program*

Finance

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 11.1 – 11.3

- 11.1 Financial Reports
 - a. Appropriations Status Report
 - b. Revenue Status Report
 - c. Claim Auditor’s Report – December 2018
 - d. Payroll Audit Report – December 2018
- 11.2 Budget Transfers & Journal Entries
 - a. Accept and approve Budget Transfer and Journal Entry Reports for the period of December 2, 2017 through January 11, 2018, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 11.3 Audit Corrective Action Plan
 - a. Accept the Superintendent’s Audit Corrective Action Plan from the audit management letter for the period ending June 30, 2017, as required by regulations of the State Education Department Commissioner

Motion carried unanimously.

*Consent
Agenda Finance*

Business

A motion was made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 12.1 – 12.3

- 12.1 Contract
 - a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Suffolk County Department of Health Services, designating the school as a mass dispensing site in the event of a public health emergency, for the distribution of medicine to the public. The term of said agreement shall be retroactive to January 1, 2017 through December 31, 2022; and authorize the Board President to execute said agreement.
- 12.2 Donations & Budgetary Increases
 - a. Authorize the Shelter Island School District to accept a donation of \$2,200.00 from the Shelter Island Presbyterian Church for the National Honor Society - Habitat for Humanity, in the amount of \$1,200 and \$1,000 to be used for College Visit(s); and authorize to increase the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,000 to be offset by said donation. (Note: there is no budget line to increase for the National Honor Society as it is part of Extra Class.)
 - b. Authorize the Shelter Island School District to accept a donation of \$700.00 from the Shelter Island Educational Foundation for the DECA State Competition. (Note: there is no budget line to increase for DECA as it is part of Extra Class.)
 - c. Authorize the Shelter Island School District to accept a donation of \$2,000 from the Shelter Island Educational Foundation for the Nutcracker Field Trip; and authorize to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$2,000 to be offset by said donation.
- 12.3 Amend Motion
 - a. Amend the motion of August 14, 2017, 11.4a. Budget Line Increase, to read as follows:
WHEREAS, the District received and recorded \$423.00 of E-Rate Funding on June 30, 2017; and

*Consent
Agenda
Business*

WHEREAS, these monies were intended to be utilized as part of the 2017-2018 budget

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes a decrease to Unassigned Fund Balance, A911, in the amount of \$423.00 for the E-Rate Funding, received on June 30, 2017, that was closed into prior year fund balance; and

Authorize an increase to the budget line of Computer Materials and Supplies, A2630.450.00.0000, in the amount of \$423.00.

Motion carried unanimously.

At this time, Mr. Graffagnino thanked the Shelter Island Educational Foundation and the Shelter Island Presbyterian Church for their support of our students through their generous donations.

Facility - None

Items for Consideration – None

Old Business - None

School District Business Leader’s Report - None

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

Proclamation

Mr. Todd Gulluscio thanked Assemblyman Thiele for speaking with Shelter Island Students and delivering a proclamation to them for maintaining high academic averages while playing Varsity sports.

Winter Athletics Update

Mr. Gulluscio reported that the Winter Athletics Season is up and running. Mr. Gulluscio specifically noted that the District has four students on the Suffolk County leaderboards in Winter Track. Mr. Gulluscio also shared that this week is Spirit Week.

Jersey Retirement Ceremonies

Mr. Gulluscio reported that Tristan Wissemann’s basketball jersey was retired at a ceremony on January 8, 2018 and the jerseys of Robert Brown and Robert Miller will be retired at a ceremony on January 19, 2018. (These three jerseys were retired as each student athlete scored over 1,000 in their varsity basketball careers.)

Academic Administrator’s Report

PTSA Holiday Boutique

Ms. Rylott thanked the PTSA for another successful Holiday Boutique, highlighting the amount of work the adults put into the event and noting how much the children enjoyed shopping.

Professional Development with Victor Jaccarino

Ms. Rylott thanked the Peconic Teacher Center for providing the District with the professional development services of Mr. Victor Jaccarino, at no cost. Mr. Jaccarino will be working with our Humanities teachers (comprised of Elementary, Special Education and Grades 6-12 English and Social Studies teachers) for 4-5 days. Ms. Rylott explained that Mr. Jaccarino brings a wealth of knowledge and everyone is excited that he is coming to our District.

Superintendent’s Report

Book Club

Dr. Finn invited everyone to her next book club which will be held on Thursday, January 18, 2018, at 6:00 pm in Mr. Brigham’s room. The book being discussed is, Small Great Things, by Jodi Picoult.

Doughnuts with Dr. Finn

Dr. Finn also invited everyone to her next “Doughnuts with Dr. Finn” on February 1, 2018, at 10:00 am, in the Conference Room. Dr. Finn shared that this is a casual, open forum and although her door is always open, she hopes members of the community will join her on February 1st.

Shelter Island Women’s Club

*Consent Agenda
Business
(continued)*

Facility

*Items for
Consideration*

Old Business

*School District
Business Leader
Report*

*Director of
Athletics, PE,
Health, Wellness
& Personnel*

*Academic
Administrator’s
Report*

*Superintendent’s
Report*

Dr. Finn reported that she spoke at the Shelter Island Women's Club on Tuesday, January 9, 2018 and shared her goals for the District. The group was very warm and welcoming and they asked Dr. Finn if she could help find a presenter to speak with them about senior citizen identity theft. Dr. Finn reported that she is currently looking for ways to assist them with their request.

Superintendent's Report (continued)

Snow Days

Dr. Finn shared that the District has used both of the reserved snow days for this school year and stated that if any additional days are needed this year, we will begin with making Teacher Workshop Day on March 23, 2018 a half day for students and a half day as a workshop for teachers. If we should need any snow days beyond that point, we will begin taking them from the end of Spring Break in April.

Driver's Education Summer Sessions

Dr. Finn announced that there will be two sessions of driver's education offered to our students this summer and Ian Kanarvogel will be the teacher; pending budget approval. Dr. Finn also shared that two individuals on staff are interested in getting their driver's education certification which may allow for the program to be held as part of the school day again in the future.

Board Member Reports

Board Member Reports

Thomas Graffagnino thanked Dr. Finn for following up on the driver's education information.

Linda Eklund mentioned that the first Joint Professional Practice Committee (JPPC) meeting will be held on Wednesday, January 24, 2018, at 3:00 pm.

Elizabeth Melichar congratulated Martha Tuthill on her tenure appointment and commended her for all of her hard work.

Student Liaison Report

Student Liaison Report - None

Visitor Comments

Janine Mahoney asked if others receive their driver's education certification, will the District still hire Ian Kanarvogel for summer instruction. Mr. Graffagnino replied that the District would hire Mr. Kanarvogel with the hope of expanding the summer program which could include offering instruction to non-district students, at a cost to those students.

Visitor Comments

Ms Mahoney thanked the Shelter Island Presbyterian Church for their generous donation to National Honor Society's Habitat for Humanity. Ms. Mahoney also announced that the National Honor Society Induction Dinner will be held on Tuesday, January 23, 2018, at 6:00 pm, at The Ram's Head Inn.

Executive Session

Executive Session

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:55 pm, to discuss negotiations and the employment of particular individuals in the District pursuant to Section 105(e).

Adjournment

Adjournment

A motion was made by Susan Binder, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 7:45 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday January 29, 2018, at 6:00 pm, in the Conference Room.