

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

**REGULAR MEETING
February 12, 2018**

Members Present: Thomas Graffagnino, Mark Kanarvogel, Elizabeth Melichar, Kathleen Lynch, Susan Binder and Tracy McCarthy

Absent: Linda Eklund, Elizabeth Melichar, Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel, and Sarah Lewis, Student Liaison

Others Present: Dr. Christine Finn, Superintendent; Jennifer Rylott, Academic Administrator; Idowu Ogundipe, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; Mary Ellen McGayhey, Town of Shelter Island Videographer; 16 faculty/staff/student and 2 community residents

The meeting was called to order at 6:02 pm by President Graffagnino, 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 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

Mr. Idowu Ogundipe, School District Business Leader, welcomed everyone to the fourth presentation to be held in preparation of the 2018-2019 school budget. Topics presented by Mr. Ogudipe included, School Budget Organization, \$250,000 Capital Grant, Facilities and Capital, Cafeteria Costs and Debt Service. 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.

- 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 concerns, of which there were none.

Visitor Questions – None

Consent Agenda

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

- a. Approval of Minutes
 1. Regular Meeting of January 16, 2018
 2. Budget Presentation of January 29, 2018

Motion carried unanimously.

Correspondence

Mr. Graffagnino acknowledged receipt of an email from a parent pertaining to transportation, a letter from a local insurance company and a letter from the Shelter Island Drama Club.

Presentations

Disney Trip Report

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Budget
Presentation*

Visitor Questions

Consent Agenda

Correspondence

Presentations

Class of 2022 officers, Pacey Cronin, Olivia Overstreet, Valeria Reyes, Jerry Card, Dayla Reyes, Frannie Reagan and Lily Page thanked the Board of Education for supporting the Disney trip and shared the many experiences they had on the trip. In closing, the students shared a video montage of their trip. The members of the Board of Education, thanked the students for their presentation.

Punt, Pass and Kick

Ms. Taylor Kelly reported that students in grades 4-5 participated in the District's Punt, Pass, Kick contest, a program sponsored by NFL Play 60. At this time, the following students were recognized for winning the competition and were given awards – Harrison Weslek (grade 5), Betzaida Campos (grade 5), Harrison Clark (grade 4), and Elsie Mae Brigham (Grade 4) (Note: Betzaida Campos, Harrison Clark and Elsie Mae Brigham were not in attendance to receive their certificates. They will be presented to them in school.)

In addition, Ms. Kelly highlighted some of the upcoming themes for the physical education programs which included, Winter Olympics, Dr. Seuss, Drum Fit, Physical Disability, and Walk Across America.

11th Grade Historical Sites of New York City Field Trip

Ms. Michelle Corbett asked the members of the Board of Education for permission to take the 11th grade class on the Historical Sites of New York City field trip on April 17, 2018. The trip would include – Federal Hall, Tenement Museum and World Trade Center Memorial & Museum. Ms. Corbett explained that she wrote and was awarded several different grants to help defray the cost of the trip. The final cost to students would be \$30, but may be less as she is waiting to hear about the possibility of a donation from a local organization.

At this time, Mr. Graffagnino commended Ms. Corbett for her grant writing work and stated that the Board of Education will prepare to vote on the 11th Grade Historical Sites of New York City field trip, at the March 19, 2018 Board Meeting.

Personnel

A motion was made by Kathleen Lynch, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.1 – 9.9

9.1 Resignation of Personnel

- a. Jacqueline Brewer, Teacher Assistant, effective June 30, 2018, for the purpose of retirement

9.2 Leave of Absence

- a. Approve a contractual medical leave of absence for James Dibble, School Psychologist, to commence on or about January 25, 2018 – February 12, 2018; with said period credited towards the employee's FMLA leave of absence.
- b. Approve a leave absence for Christina Miller, School Library Specialist, to commence on or about February 12, 2018 – March 10, 2018; with said period credited towards the employee's FMLA leave of absence.

9.3 Additional Schedule C Athletics for the 2017-2018 School Year

- a. Michael Bunce, Intramural Weightlifting/Fitness, \$1,241.73

9.4 Volunteer Baseball Assistant Coach

- a. Michael Bunce

9.5 Amend Motions

- a. Amend motion of December 11, 2017 from:

Approve an unpaid medical leave of absence for Sharon Gibbs, Science Teacher, to commence on September 4, 2017 through February 2, 2018; with said period credited towards the employee's FMLA leave of absence.

to:

Approve an unpaid medical leave of absence for Sharon Gibbs, Science Teacher, to commence on September 4, 2017 through **June 22, 2018**; with said period credited towards the employee's FMLA leave of absence.

- b. Amend motion of December 11, 2017 from:

Approve Erik Schwab, as a Leave Replacement for Sharon Gibbs, Science Teacher, effective September 21, 2017 through February 2, 2018, at a prorated salary of \$29,084, Step 1 MA of the 2017-2018 teacher salary scale.

to:

Approve Erik Schwab, as a Leave Replacement for Sharon Gibbs, Science Teacher, effective September 21, 2017 through **June 22, 2018**, at a prorated salary of **\$58,960**, Step 1 MA of the 2017-2018 teacher salary scale.

c. Amend motion of January 16, 2018 from:

Approve Additional Substitute Teacher Aides 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

to:

Approve Additional Substitute **Teachers** for the 2017-2018 School Year, at **\$110** per day; pending clearance for employment by the NYS Department of Education (fingerprint initiative)

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

d. Amend motion of October 16, 2017 from:

Approve Laura Mayo, ESL Teacher, to teach five (5) extra periods on a bi-weekly basis for the 2017-2018 school year, at a rate of \$5,070.75, retroactive to September 18, 2017 through June 22, 2018

to:

Approve Laura Mayo, ESL Teacher, to teach five (5) extra periods on a bi-weekly basis for the 2017-2018 school year, at a rate of **\$2,226.15**, retroactive to September 18, 2017 through **January 26, 2018**

9.6 Extra Teaching Periods

- a. Laura Mayo, ESL Teacher, to teach ten (10) extra periods on a bi-weekly basis for the 2017-2018 school year, at a rate of \$5,430.60, retroactive to January 29, 2018 through June 22, 2018

9.7 New York State Minimum Wage Increase

- a. Increase the rate of pay for Cafeteria Substitute from \$10.00/hour to \$11.00/hour, effective December 31, 2017, as per New York State's Minimum Wage Rate Schedule.

Motion carried unanimously.

At this time, Mr. Graffagnino thanked Jacqueline Brewer for her dedication to the District. Ms. Rylott noted that Ms. Brewer has been so valuable to the District, not just the educational program, but athletics and field trips, as well.

Ms. Kathleen Lynch took a moment to thank Mr. Michael Bunce for volunteering to be an assistant baseball coach this year.

Program

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 10.1 – 10.3

10.1 CSE Recommendation for the 2017-2018 School Year

- a. Committee on Special Education

10.2 2017-2018 Shared Decision Making Plan

- a. Adoption of the 2017-2018 Shared Decision Making Plan

10.3 First Reading of Policy

- a. #5661 - Wellness

Motion carried unanimously.

*Consent Agenda
Finance*

Finance

A motion was made by Tracy McCarthy, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 11.1 – 11.2

11.1 Financial Reports

- a. Treasurer’s Report – December 2017
- b. Extra Class Report – December 2017
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor’s Report – January 2018
- f. Payroll Audit Report – January 2018

11.2 Budget Transfers/Journal Entries

- a. Accept and approve Budget Transfer/Journal Entry Reports for the period of January 10, 2018 through February 2, 2018, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

*Consent Agenda
Business*

Business

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 Business actions: 12.1 – 12.2

12.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Ace Canvas & Tent Corporation, of Ronkonkoma, NY, in the amount of \$3,655.00, for the rental of a tent and folding chairs, to be used for end of the year ceremonies; and authorize the Board President to execute said agreement.

12.2 Monetary Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$2,000.00 from the Shelter Island Educational Foundation for the Broadway Field Trip; and authorize an increase to the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$2,000.00, to be offset by said donation.
- b. Authorize the Shelter Island School District to accept a donation of \$1,450.00 from the Shelter Island Educational Foundation for the Opera Field Trip; and authorize an increase to the budget line of Field Trip Fees, A2110.419.00.000, in the amount of \$250.00 and the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,200, to be offset by said donation.
- c. Authorize the Shelter Island School District to accept a donation of \$700.00 from the Shelter Island Educational Foundation for the New York City Historic Sites Field Trip; and authorize an increase to the budget line of Field Trip Fees, A2110.419.00.000, in the amount of \$370.00 and the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$330.00, to be offset by said donation.
- d. Authorize the Shelter Island School District to accept a donation of \$100.00 from Robert P. Brown and Katheleen O’Neill Brown for the Athletic Department; and authorize an increase to the budget line of Athletic Materials & Supplies, A2855.450.00.2855, in the amount of \$100.00, to be offset by said donation.

Motion carried unanimously.

At this time, Mr. Graffagnino thanked the Shelter Island Educational Foundation and Mr. Robert P. Brown & Ms. Katheleen O’Neill Brown for their generous donations.

Facility

A motion was made by Mark Kanarvogel, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 13.1

13.1 Excessing of Furniture

- a. Ten (10) Student Desks – Damaged; Beyond Useful Life

Motion carried unanimously.

Items for Consideration

- a. Nomination of Stephen Gessner to the Eastern Suffolk BOCES Board

At this time, a motion was made by Kathleen Lynch, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby nominates Stephen Gessner to the Eastern Suffolk BOCES Board.

Motion carried unanimously.

Old Business - None

School District Business Leader Report

Mr. Idowu Ogundipe reported that the Tax Cap Worksheet has been released and he will begin determining the maximum allowable percentage for the District.

Director of Athletics, Physical, Health, Wellness & Personnel

In Mr. Gulluscio’s absence, Dr. Finn reported that Senior Send Off ceremonies were held for both the boys and girls basketball teams. Dr. Finn also shared that all of the Districts teams have been named Scholar Athletes again this year.

Academic Administrator’s Report

Elementary Muscial

Ms. Rylott spoke about the 4th & 5th grade musical, Brement Town Jam!, which was held on Wednesday, February 7, 2018. Ms. Rylott explained that this is the 5th year Ms. Bosak has presented an elementary musical and she highlighted how Ms. Bosak does an amazing job with the students – so much so that they actually run the entire show themselves without any further direction from Ms. Bosak. Ms. Rylott congratulated Ms. Bosak and the students for doing a phenomenal job.

2016-2017 Special Education Parent Questionnaire Results

Ms. Rylott reported that last year, parents had to complete a survey about the Shelter Island Special Education department and she just received the results. The Shelter Island Special Education Department received a positive parent response rate of 93%. Ms. Rylott explained that based on the results of the survey, the department will look to see how/where they can continue to improve.

Superintendent’s Report

National Honor Society Induction Dinner

Dr. Finn shared that the National Honor Society Induction Dinner held on January 23, 2018, at the Ram’s Head Inn was a delightful event. Dr. Finn thanked Linda Eklund for hosting the event and also thanked Mr. Graffagnino for serving at the event. In closing, Dr. Finn congratulated the two (2) new inductees – Mia Clark and Michael Payano.

Joint Professional Practice Committee (JPPC)

Dr. Finn reported that the Joint Professional Practice Committee (JPPC) held their first meeting of the year and they are reviewing all of Schedule C positions to determine which can be deactivated, as well as to evaluate the levels of pay for each position. The committee will also consider ideas for new positions.

Shared Decision Making (SDM)

Dr. Finn explained that the Shared Decision Making committee met and updated the names and dates in the Shared Decision Making Plan. Dr. Finn also explained that the committee is focusing on Social/Emotional Learning and on school beautification.

PTSA Meeting / Pick A Reading Partner

*Consent Agenda
Facility*

*Items for
Consideration*

Old Business

*School District
Business Leader*

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

*Academic
Administrator
Report*

*Superintendent
Report*

Dr. Finn had attended the February 5, 2018 PTSA Meeting and reported this year's PARP program (Pick A Reading Partner) will be held on May 4 – 18, 2018. Dr. Finn mentioned that the PTSA is looking for volunteers to assist with the program.

Decency Mural

Dr. Finn thanked local artist, Mr. Peter Waldner for painting the Decency murals in the school hallway and in District Office. Dr. Finn went on to say that it has been a lot of fun to see the look on the faces of our students when they are nominated as Decency Ambassadors. Dr. Finn also stated that anyone who is nominated more than once will be recognized at the end of the school year as a "Double Decency Diplomat."

Lunar Eclipse

Dr. Finn stated that she attended the viewing of the lunar eclipse on January 31, 2018, along with many students and their parents. Dr. Finn thanked Mr. Erik Schwab and Mrs. Janine Mahoney for putting the event together.

Picture Book Drive

Dr. Finn announced that in conjunction with the Shelter Island Public Library, the school is collecting gently used picture books to send to Puerto Rico.

Unannounced Lockdown Drill

Dr. Finn reported that the Shelter Island Police Department held an unannounced lockdown drill at the school today. Everything went well. One item for future drills is that we will post a sign on the front door so anyone looking to gain access to the building at that time will know that we are in the midst of performing a drill.

Board Member Reports

Mr. Graffagnino thanked James & Linda Eklund for opening the Ram's Head Inn for the National Honor Society Induction Dinner and he also thanked Janine Mahoney for doing a wonderful job with the students and the event.

Ms. Binder reported that she attended the Elementary Musical and truly enjoyed it. Ms. Binder congratulated Ms. Jessica Bosak and the students on a job well done. Ms. Binder also shared that she is very excited about the Decency mural, and the Decency Campaign.

Student Liaison Report - None

Visitor Comments - None

Executive Session

A motion was made by Susan Binder, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:01 pm, to discuss the employment of particular individuals in the District pursuant to Section 105(e).

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 8:40 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday March 5, 2018, at 6:00 pm, in the Conference Room.

Superintendent Report

Board Member Reports

Student Liaison Report

Visitor Comments

Executive Session

Adjournment