

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

**REGULAR MEETING**  
August 14, 2017

Members Present: Thomas Graffagnino, Linda Eklund, Susan Binder, Kathleen Lynch and Tracy McCarthy

Others Present: Jennifer Rylott, Academic Administrator; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 5 faculty/staff/student and 3 community residents

Absent: Elizabeth Melichar, Mark Kanarvogel, Leonard Skuggevik, Superintendent; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel

The meeting was called to order at 6:03 pm by President Graffagnino, followed by the Pledge of Allegiance.

*Call to Order*

Kathleen Lynch read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

*Executive  
Session*

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**

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

- a. Approval of Minutes
  - 1. Re-Organizational / Regular Meeting of July 13, 2017
  - 2. Special Meeting of July 18, 2017

Motion carried unanimously.

**Correspondence**

Mr. Graffagnino acknowledged that the Board of Education received a thank you note from Dr. Christine Finn.

**Presentations**

2017 Shelter Island Public Library Vote

Ms. Laura Dickerson of the Shelter Island Public Library, kindly requested a special district meeting of the voters of the district to be held on Saturday, October 21, 2017, from 10:00 am to 4:00 pm, for the Shelter Island Public Library's 2018 operating budget.

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: A special meeting of the voters of the school district be scheduled for Saturday, October 21, 2017, pursuant to the request of the Board of Trustees of the Shelter Island Public Library, for the purpose of voting on the library's 2018 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.

Motion carried unanimously

Field Trip Proposal for Field Trips for Grades 4 - 8

Mr. Becker presented the Board of Education with a Field Trip proposal for students in grades 4-8. The proposal included a new field trip to the Bronx Zoo in the fall for grades 4-5, a new field trip to Adventure Park in the spring for grade 6, and the traditional trips of Block Island and Schooner for grade 7 and Disney for grade 8. The purpose of the Bronx Zoo field trip is to build upon the Physical Education program, Walk Across America. Students will "walk across the world" by visiting different continents and observing the indigenous animals of those areas. The purpose of the Adventure Park field trip is to engage the students in an outward bound/cooperative type experience where they will

challenge themselves as well as work together, trusting and depending on fellow classmates. Mr. Becker stated that he did meet with Timothy Laube and was told there were monies set aside for new field trips. Mr. Graffagnino stated that a new Business Official will need to be in place to ensure the funds are available and once that is determined, the Board of Education can then vote on the trips.

### **Personnel**

Mr. Graffagnino explained that further clarification is needed with regards to the effective date for the resignation of Christopher Kline, therefore the Board of Education is tabling the following item and will re-visit the topic at the September 18, 2017 Board of Education meeting.

#### 8.3 Resignation

- a. Accept the resignation of Christopher Kline, Teacher Aide, effective August 31, 2017.

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: 8.1 – 8.2 and 8.4 – 8.11

#### 8.1 Driver's Education Summer Program

- a. Appoint Ian Kanarvogel, Driver's Education Summer program teacher, effective retroactive to August 1, 2017 – August 31, 2017, at an hourly rate of \$42.65 per hour, not to exceed 95 hours.

#### 8.2 Medical Leave of Absence

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

#### 8.4 Contractual Personnel Salary

- a. Appoint Michael Bunce, Jr., .16 FTE Health Teacher, at a salary of \$54,290, Step 1 BA of the 2017-2018 teacher salary scale, prorated to \$8,686, and .84 FTE Teacher Aide, at a salary of \$21,081, Step 1 of the teacher aide salary scale, prorated to \$17,708, effective September 1, 2017.

#### 8.5 Permanent Substitutes for the 2017-2018 School Year

- a. Appoint Jasmine Bielic-Frasco, as Permanent Substitute Teacher, at a rate of \$175 per day, and grant five (5) sick days, effective September 5, 2017 – June 22, 2018
- b. Appoint Frederick Marienfeld, as Permanent Substitute Teacher, at a rate of \$125 per day, and grant five (5) sick days, effective September 5, 2017 – June 22, 2018.

#### 8.6 Substitute Teachers for the 2017-2018 School Year at \$110 per day (certified or 4-year degree)

- a. Lillian Klupka
- b. Jenifer Maxson
- c. Marian McEnroe
- d. Phyllis Power
- e. Mary Theinert
- f. Richard Osmer
- g. Corey Brewer
- h. Emily O'Brien
- i. Kimberly Curko
- j. Edward Marlatt
- k. Shannon Coyne
- l. Christopher Coyne
- m. Vanessa Lara
- n. Kathleen Renault
- o. Lee Yuen Lew

#### 8.7 Substitute Aid for the 2017-2018 School Year at \$95 per day

- a. Mary Boeklen

- 8.8 Substitute Nurse (R.N.) for the 2017-2018 School Year at \$110 per day
  - a. Kathleen Renault
- 8.9 Appointment of Additional Detention Monitors for the 2017-2018 School Year at \$60/period
  - a. Patricia Kreppein
  - b. Janine Mahoney
- 8.10 Additional Schedule C Appointments for the 2017-2018 School Year
  - a. Daniel Williams, Science Club, at \$1,544.66
  - b. Daniel Williams, Science Fair, at \$1,920.02
  - c. Debra Sears, Substitute Dispatcher, \$5,000.24
- 8.11 Additional Appointments of Athletic Chaperones for the 2017-2018 School Year (one game per night at \$97.83, two games per night at \$150.14, Clock Keeper at Chaperone Rate plus \$10)
  - a. James Theinert
  - b. Michael Bunce

Motion carried unanimously

At this time, Mr. Graffagnino congratulated and welcomed Mr. Michael Bunce to the District. Mr. Bunce thanked the Board of Education for the opportunity.

**Program**

A motion was made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 9.1 – 9.5

- 9.1 CSE/CPSE Recommendations for the 2017-2018 School Year
  - a. Committee on Special Education
  - b. Committee on Preschool Special Education
- 9.2 Second Reading of Policy
  - a. Policy #6161 – Conference/Travel Reimbursement
- 9.3 First Reading of Policy
  - a. Policy #1330 - Appointments and Designations by the Board of Education
  - b. Policy #1332 - Duties of the School District Treasurer
  - c. Policy #1512 - Agenda Format
  - d. Policy #5630 - Facilities-Inspection, Operation, and Maintenance
  - e. Policy #5673 - Employee Personal Identifying Information
  - f. Policy #5675 - Student Grading Information Systems Policy
  - g. Policy #5681 - School Safety Plan
  - h. Policy #6110 - Code of Ethics for Board and All District Personnel
  - i. Policy #6130 - Evaluation of Personnel
  - j. Policy #6170 - Safety of Students (Fingerprinting)
  - k. Policy #6213 - Registration and Professional Development
  - l. Policy #6215 - Disciplining Tenured Teacher or Certified Personnel
  - m. Policy #6562 - Employment of Retired Persons
  - n. Policy #7616 - Prereferral Intervention Strategies
- 9.4 New York State County-Wide Shared Services Initiative of Suffolk County
  - a. WHEREAS, in accordance with the New York State County-wide Shared Services Initiative enacted by Part BBB of Chapter 59 of the Laws of 2017 (“the Law”), Suffolk County Executive Steven Bellone serves as chair of the Shared Services Panel (“the Panel”) for Suffolk County; and  
  
WHEREAS, as allowed under the Law, County Executive Bellone invited all school districts within Suffolk County to participate in the county-wide shared services property tax savings plan; and

WHEREAS, the Law requires the governing body of any such school district which wishes to accept such invitation to select a representative of such governing body, by majority vote, to serve as a member of the Panel; and

WHEREAS, the governing body of the Shelter Island Union Free School District is the Board of Education; now,

NOW THEREFORE, BE IT RESOLVED, that the Shelter Island Union Free School District Board of Education, hereby accepts the invitation of Suffolk County Executive Steven Bellone to participate on the Shared Services Panel of Suffolk County; and

BE IT FURTHER RESOLVED, that Dr. Christine Finn is hereby appointed to serve as the official voting representative for the Shelter Island Union Free School District, effective September 1, 2017.

9.5 Multi-Year Annual Professional Performance Review (“APPR”) Plan

a. WHEREAS, the District has an approved Annual Professional Performance Review (“APPR”) Plan in place, effective for the 2016-2017 to 2017-2018 school years; and

WHEREAS, the State Education Department requires that the District submit an Implementation Certification Form by August 25, 2017 regarding the status of its APPR Plan for the 2016-2017 school year;

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education and the Superintendent of Schools to execute the Implementation Certification Form required by the State Education Department for the District’s 2016-2017 APPR Plan, which form shall certify that the District’s approved multi-year plan remains in effect for the 2017-2018 school year; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Superintendent of Schools or his/her designee to submit this form to the State Education Department.

Motion carried unanimously.

**Finance**

A motion was made by Tracy McCarthy, seconded by Linda Eklund, 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 2017
- b. Treasurer’s Report - July 2017
- c. Extra Class Report – June 2017
- d. Extra Class Report – July 2017
- e. Appropriations Status Report
- f. Revenue Status Report
- g. Claim Auditor’s Report – June 2017
- h. Payroll Audit Report – June 2017

10.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer Reports and Journal Entries for the period of July 7, 2017 through August 7, 2017, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

**Business**

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 Business actions: 11.1 – 11.5

11.1 2017 – 2018 School Year Contracts

- a. Authorize the following transportation contracts with Sunrise Bus, Incorporated, for the 2017-2018 school year.
  - 1. On Island Occupational Education - \$29,859.20
  - 2. Athletics - \$68.34/hour for a bus, \$62.73/hour for a van, with a yearly estimate of \$51,000.00
  - 3. Private Schools - \$47,160.76
  - 4. On Island Home to School - \$57,800.82
  - 5. Public School (Cutchogue East) - \$66,392.44, with a monitor for the year
- 11.2 2017-2018 School Student Accident Insurance
  - a. Approve NYBEST/Bollinger as the 2017-2018 School Student Accident Insurance Broker, at a cost of \$6,615.00
- 11.3 Athletic Awards Dinner
  - a. WHEREAS, the Athletics Department annually provides a dinner for the student athletes and their families of the Shelter Island School District; and  
  
WHEREAS, the Athletic Department raises funds to pay for the dinner through ticket sales; and  
  
WHEREAS, ticket sales for the dinner for the fiscal school year of 2016-17 totaled \$1,097 and did not sufficiently cover the \$1,900 cost to produce the 2017 Athletic Awards Dinner;  
  
NOW THEREFORE BE IT RESOLVED, that the Shelter Island Board of Education of the Shelter Island School District, of the State of New York authorizes the District to pay Anthony J. Rando, of T-Jams, LLC, Shelter Island, NY, the balance remaining for the cost associated with the 2017 Athletics Awards Dinner, at a cost not to exceed \$803.00.
- 11.4 Budget Line Increase
  - a. WHEREAS, the District received \$423.00 of E-Rate Funding on June 30, 2016; and  
  
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 an increase in the 2017-2018 budget line of Computer Materials & Supplies A 2630.450-00-0000, in the amount of \$423.00, to be offset by the E-Rate funding remitted to the District on June 30, 2017.
- 11.5 Monetary Donations & Budgetary Increases
  - a. Authorize the Shelter Island School District to accept a donation of \$480.00 from the Shelter Island Educational Foundation for the Challenge Escape Rooms Program; and authorize to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$480.00, to be offset by said donation.

Motion carried unanimously.

Ms. Linda Eklund asked for clarification on why the Athletic Dinner ticket sales did not sufficiently cover the cost of the dinner. As Todd Gulluscio was absent this month, the Board of Education requested that there be follow up to this topic at the September 18, 2017 Board of Education meeting.

**Facility**

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 Facility actions: 12.1

- 12.1 Excessing Equipment - Obsolete
  - a. SmartBoard x60 – Serial # 20090139 (board only – not projector)

Motion carried unanimously.

**Items for Consideration**

The Board of Education discussed the Nassau-Suffolk School Boards Association membership dues. As two Board Members were absent this month, Mr. Graffagnino requested that the topic be revisited at the September 18, 2017 Board of Education Meeting.

## Old Business

The Board acknowledged the following committee members for the 2017-2018 School Year.

- Buildings & Grounds/Health & Safety: Tom Graffagnino & Mark Kanarvogel
- Policy: Elizabeth Melichar & Susan Binder
- Academic: Linda Eklund, Susan Binder, & Kathleen Lynch
- Wellness: Susan Binder & Kathleen Lynch
- Audit: Linda Eklund, Tom Graffagnino
- Joint Professional Practices: Linda Eklund & Tracy McCarthy

The following red lined items from the July 13, 2017 Meeting were discussed.

1. Financial Impact of Removing the District from the New York State Lunch Program: (Introduced at the April 19, 2017 Board Meeting) At the recommendation of the Wellness Committee, Mr. Timothy Laube is exploring how much State Aid the District would lose if removed from the New York State Breakfast and Lunch Programs. May 8, 2017 Update: Mr. Laube reported that for the 2015-2016 school year the District was reimbursed \$52,000 in State Aid. Mr. Laube stated that if the District was to forego State Aid, those monies would have to come out of the General Fund each year. Ms. Lynch stressed that this is only an investigation to determine if leaving the confines of the State program would help to increase participation in the lunch program and ultimately increase sales. (At the June 12, 2017 Board Meeting, Mr. Gulluscio that explained the last Wellness Committee meeting had been canceled so there was no update to report.) July 13, 2017 Update: Mr. Gulluscio stated that we are waiting to see what, if any changes are made to the New York State Child Nutrition program, at the Federal level. Mr. Gulluscio also stated that there is some confusion in the community about how the removal from the New York State Lunch Program would affect Free/Reduced Lunches. Mr. Gulluscio stressed that any changes to this program will not affect the Free/Reduced Lunch program. August 14, 2017 Update: *There was no update, as Mr. Gulluscio was absent.*
2. Potential Redesign of Cafeteria & Courtyard: (Introduced at the April 19, 2017 Board Meeting) The Wellness Committee is exploring different ways to improve the design of the cafeteria and the courtyard. May 8, 2017 Update: Ms. Lynch reported that the Wellness Committee met again and they continue to explore different ways to enhance the physical appearance of both the inside and outside of the cafeteria to make it more inviting. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained that the last Wellness Committee meeting had been canceled so there was no update to report.) July 13, 2017 Update: Mr. Gulluscio pointed out that many of the improvements the committee would like to make are cost prohibitive at this time. Therefore, the committee has decided to begin with minor, low cost enhancements to the cafeteria, which include fresh paint, student art work, and herbs and other plants along the window sill. August 14, 2017 Update: *There was no update, as Mr. Gulluscio was absent.*
3. PK-12 Mindfulness Program: (Introduced at the April 19, 2017 Board Meeting) At the recommendation of the Wellness Committee, Mr. Gulluscio continues to explore the concept of a PK-12 mindfulness program. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained that the last Wellness Committee meeting had been canceled so there was no update to report.) July 13, 2017 Update: Mr. Gulluscio reported that a survey regarding a mindfulness program has been sent out to the faculty, and the committee continues to look at ways to introduce mindfulness into the school day. August 14, 2017 Update: *There was no update as Mr. Gulluscio was absent.*
4. Shared Decision Making Committee (SDM): (Introduced at the June 12, 2017 Board Meeting) The Board of Education would like a written outline of the 2016-2017 goals and accomplishments of the SDM Committee. July 13, 2017 Update: Mr. Skuggevik distributed to the members of the Board of Education a packet outlining the goals and accomplishments of the Shared Decision Making Committee for the 2016-2017 school year. Mr. Skuggevik also reported that Mr. James Bocca is the new chairperson of the Committee for this coming school year. August 14, 2017 Update: *Mr. Graffagnino stated that he was confident that the 2017-2018 Shared Decision Making Committee would be successful with Mr. Bocca as the new chairperson. As this time, Mr. Graffagnino directed the District Clerk to remove this topic from the Old Business section of the agenda.*

**School District Business Leader Report - None**

## **Director of Physical Education & District Operations Report - None**

### **Academic Administrator's Report**

#### Shelter Island Educational Foundation Porch Party Fundraiser

Ms. Jennifer Rylott thanked Margaret & David Doyle for their hospitality as the host and hostess of the annual Shelter Island Educational Foundation Porch Party Fundraiser. Ms. Rylott also thanked the Educational Foundation for their generosity to our District and students and stated that she looks forward to continue working together in the future.

### **Superintendent's Report - None**

### **Board Member Reports**

Mr. Thomas Graffagnino reported that the District will begin interviewing for the Business Official position on Wednesday, August 30, 2017. Mr. Graffagnino also announced that our new Superintendent, Dr. Christine Finn, will begin on Friday, September 1, 2017 and then stated that we are all looking forward to a great school year.

### **Visitor Comments**

Ms. Lynne Colligan, English teacher, thanked the custodial staff for all of the renovations they made in the Humanities wing. Mr. Michael Cox, Elementary teacher, added thanks for the same type of renovations which were also made in the Elementary wing.

### **Executive Session**

A motion was by made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:27 pm to discuss the employment of particular individuals, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

### **Adjournment**

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

Motion carried unanimously.

The meeting adjourned at 8:25 pm.

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Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday September 18, 2017, at 6:00 pm, in the Conference Room.