

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

REGULAR MEETING
October 16, 2017

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel (left at 7:16 pm), Elizabeth Melichar, Tracy McCarthy, Susan Binder, and Kathleen Lynch

Others Present: Dr. Christine Finn, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Idowu Ogundipe, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julia Brennan, Shelter Island Reporter; 8 faculty/staff/student and 4 community residents

Absent: Sarah Lewis, Student Liaison

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

*Call to Order
and Pledge of
Allegiance*

Elizabeth Melichar 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.

*Mission
Statement*

*Visitor
Questions*

Visitor Questions – None

Oath of Office

Oath of Office

The Oath of Office was administered by President Graffagnino to Mr. Idowu Ogundipe, School District Business Leader.

*Consent
Agenda*

Consent Agenda

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

- a. Approval of Minutes
 1. Regular Meeting of September 18, 2017
 2. Special Meeting of September 20, 2017

Motion carried unanimously.

Correspondence

Correspondence

Mr. Graffagnino acknowledged that Mr. Idowu Ogundipe, our new School District Business Leader sent a thank you card to each of the members of the Board of Education.

Presentations

Presentations

School Board Appreciation

As part of School Board Appreciation, Ms. Jessica Bosak and members of the grades 8-12 chorus performed John Lennon's, "Imagine." Dr. Christine Finn and Jacqueline Dunning, District Clerk presented the members of the Board of Education with cupcakes and a note of thanks.

Music Department's Annual Broadway Field Trip

Ms. Jessica Bosak asked the members of the Board of Education for permission for the students to attend the annual Broadway Field Trip on May 16, 2018. Ms. Bosak explained that if the trip is approved, the students will have the opportunity to see "Aladdin." Ms. Bosak also explained that the students will attend a Broadway 101 Workshop prior to the show. Mr. Graffagnino thanked Ms. Bosak and explained that as it is District policy, the Board of Education will discuss the details of the trips and vote on them at the next Board of Education meeting which is scheduled for November 13, 2017, at 6:00 pm, in the Conference Room.

National Honor Society Cardboard Campout

National Honor Society President, Francesca Frasco explained to the Board of Education that the National Honor Society would like to participate in the annual “Cardboard Campout” again this year and asked the Board for permission to have said event begin at 6:00 pm on November 6, 2017 and end at 6:00 am, on November 7, 2017. The volunteer chaperones will be Mrs. Mahoney, Ms. Kreppein, Mr. Theinert and Mr. Conrardy.

As there are no monies involved with this trip, the Board of Education was able to vote on the same night the trip was presented.

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby approves an overnight field trip on school property for the National Honor Society “Cardboard Campout” on Saturday, November 6, 2017, at 6:00 pm through Sunday, November 7, 2017, at 6:00 am.

Motion carried unanimously.

Personnel

A motion was made by Mark Kanarvogel, 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 – 9.7 a 1-11

9.1 Extra Teaching Periods

- a. Bryan Knipfing, ESL Teacher, to teach two (2) extra periods on a bi-weekly basis for the 2017-2018 school year, at a rate of \$2,633.10, retroactive to September 18, 2017 through June 22, 2018.
- b. 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

9.2 Additional Schedule C Position for the 2017-2018 School Year

- a. Michael Bunce, 11th Grade Advisor, \$1,920.02

9.3 Additional Coaching for the 2017-2018 School Year

- a. Jessica Bosak, Cheerleading, \$3,725.15

9.4 Mentor/Mentee for the 2017-2018 School Year, at a Rate of \$1,500, per Shelter Island Faculty Association Contract

- a. James Dibble / Michael Bunce
- b. Jennifer Gulluscio / Maryellen Olsen
- c. Janine Mahoney / Erik Schwab

9.5 Volunteer Assistant Coaches

- a. James Colligan – Junior High, Junior Varsity and Varsity Boys Basketball
- b. James Theinert – Junior High, Junior Varsity and Varsity Boys Basketball
- c. Michael Dunning – Junior Varsity Baseball
- d. Taylor Kelly – Junior Varsity Softball

9.6 Amend Motion

- a. Amend the motion of July 13, 2017 from:

Appointment of Coaches for the 2017-2018 School Year

- a. Bryan Gallagher, Varsity Winter Track Co-Coach, \$3,598.14
- b. Jason Green, Varsity Winter Track Co-Coach, \$3,598.14

to:

Appointment of Coaches for the 2017-2018 School Year

- a. Bryan Gallagher, Varsity Winter Track Co-Coach, **\$3,725.15**
- b. Jason Green, Varsity Winter Track Co-Coach, **\$3,725.15**

9.7 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2017

- 1. Patricia Kreppein Step 1 BA+15 to Step 1 BA+30
- 2. Martha Tuthill Step 3 MA to Step 3 MA+15
- 3. Michael Cox Step 6 MA+45 to Step 6 MA+60

- | | |
|--------------------|--------------------------------|
| 4. Laura Mayo | Step 2 BA to Step 2 BA+15 |
| 5. Jessica Bosak | Step 7 MA+60 to Step 7 MA+75 |
| 6. Lynne Colligan | Step 11 MA+15 to Step 11 MA+30 |
| 7. Sean Brennan | Step 2 MA+15 to Step 2 MA+30 |
| 8. Jessica Nardi | Step 1 BA to Step 1 MA |
| 9. Bryan Knipping | Step 4 MA+15 to Step 4 MA+30 |
| 10. Natalie Regan | Step 1 MA to Step 1 MA+15 |
| 11. James Theinert | Step 6 MA+45 to Step 6MA+60 |

*Consent
Agenda
Personnel
(continued)*

Motion carried unanimously.

A motion was made by Kathleen Lynch, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.7 a12

9.7 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2017

12. Elizabeth Eklund Step 3 MA+15 to Step 3 MA+30

Motion carried. Linda Eklund recused herself.

A motion was made by Elizabeth Melichar, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.7 a13

9.7 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2017

13. Mary Kanarvogel Step 13MA+30 to 13MA+45

Motion carried. Mark Kanarvogel recused himself.

*Consent
Agenda
Program*

Program

A motion was made by Elizabeth Melichar, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 10.1 – 10.5

10.1 CSE and 504 Recommendations for the 2017-2018 School Year

- a. Committee on Special Education
b. 504 Committee

10.2 District Special Education Plan

- a. Approve the updated Shelter Island School District Special Education Plan

10.3 District Emergency Response Plan

- a. Approve the updated Shelter Island School Emergency Response Plan

10.4 First Reading of Policy

- a. Policy #6551 – Family & Medical Leave Act

10.5 Music Department Field Trips

- a. Approve the 8th grade Nutcracker Field Trip to be held on December 20, 2017
b. Approve the 10th grade Opera Field Trip to be held on January 12, 2018

Motion carried unanimously.

*Consent
Agenda Finance*

Finance

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 Finance actions: 11.1 – 11.3

11.1 Financial Reports

- a. Treasurer's Report – September 2017

- b. Extra Class Report – September 2017
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor’s Report – September 2017
- f. Payroll Audit Report – September 2017

*Consent
Agenda Finance
(continued)*

11.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of September 13, 2017 through October 11, 2017, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Tax Levy

- a. Approval to set the tax levy for the 2017-2018 school year in the amount of \$10,131,788.

Motion carried unanimously.

*Consent
Agenda
Business*

Business

A motion was made by Thomas Graffagnino, seconded by Kathleen Lynch, 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 contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and Pathfinder Village, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2017 through June 30, 2018.
- b. Approve the contracts for transportation services, for a passenger coach, for the music department field trips as follows; and authorize the Board President to execute said contracts.
 - 1. Elegant Coach Tours on December 20, 2017, in the amount of \$1,150.00, for the 8th grade Nutcracker Field Trip
 - 2. Elegant Coach Tours on January 12, 2018, in the amount of \$1,200.00, for the 10th grade Opera Field Trip

12.2 2017 Annual School Law Conference

- a. Approval of Ms. Linda Eklund, member of the Board of Education to attend the 2017 Annual School Law Conference to be held on Friday, December 8, 2017, at the Nassau County Bar Association in Mineola, NY, at a cost of \$200. All other conference related expenses will be covered by Ms. Eklund.

Motion carried unanimously.

Facility

Facility – None

Old Business

Old Business

The following red lined items from the September 18, 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. Laube explored 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 was 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. September 18, 2017 Update: Mr. Gulluscio reported that this item has been on hold since Mr. Laube has left the District and he hopes to have an update at the October meeting.

October 17, 2017 Update: Mr. Gulluscio explained that the Wellness Committee is retracting the original recommendation because the District would lose too much in aid. As a result of this report, the Board of Education declared this topic resolved and asked that it be removed from Old Business.

Old Business
(continued)

2. **PK-12 Mindfulness Program:** (Introduced at the April 19, 2017 Board Meeting) At the recommendation of the Wellness Committee, Mr. Gulluscio explored the concept of a PK-12 mindfulness program. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained that the last Wellness Committee meeting was canceled so there was no update to report.) July 13, 2017 Update: Mr. Gulluscio reported that a survey regarding a mindfulness program had 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. September 18, 2017 Update: Mr. Gulluscio reported that the results of the faculty survey taken over the summer will be discussed at the first Wellness Meeting of the year which will be held on October 12, 2017. *October 16, 2017 Update: Mr. Gulluscio reported that the faculty survey revealed 50% of the faculty was not comfortable with a 5 minute mindfulness program in the morning. Dr. Finn explained that she has a shorter program – The Mindful Moment which is a 1-2 minute focused announcement that doesn't cut into instructional time. Dr. Finn explained that a successful mindfulness program starts small and grows organically by the faculty. Dr. Finn also shared that she is bringing in a mindfulness trainer for an upcoming faculty meeting. As a result of this report, the Board of Education is confident a mindfulness program is being developed and requested the topic be removed from Old Business.*
3. **Combined Sports Program:** (Introduced at the September 18, 2017 Board Meeting) Several parents came to the September 18, 2017 Board of Education meeting to ask the Board of Education and Administration to consider bringing back a combined sports program. The members of the Board of Education explained that the combined sports program became a financial burden when the 2% tax cap was introduced, but agreed to research the viability of bringing back the program. Specific items to be researched: 1. Legality of parents driving their own child to games, 2. Legality of fundraising to cover the cost of transportation, and 3. Which districts, if any, are interested in combining with our District. *October 16, 2017 Update: Dr. Finn reported that legal counsel does not advise parents drive their own students to games and explained that parents can fundraise, but they cannot designate the monies to be used for anything specific – such as fundraising for transportation. Mr. Gulluscio reported that he has spoken with several East End School to determine which, if any, would be interested in combining sports programs with our District. A few districts have shown interest, but they still need to discuss it further within their districts. Mr. Gulluscio also stated that he is looking into an appeal to allow our students to play two (2) sports within the same season.*

At this time, in conjunction with researching the feasibility of combined sports, Mr. Graffagnino suggested that the District research the cost feasibility/savings of owning a bus or passenger van.

School District
Business Leader
Report

School District Business Leader Report

Mr. Ogundipe stated that he is currently bringing the District up to date with all of the state reporting.

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

Anti-Defamation League Character Education Program

Mr. Gulluscio reported that on November 3, 2017, several of our student leaders will attend an East End Youth Summit Bullying Prevention workshop and these students will train the other student leaders upon their return. At this time, Kathleen Lynch asked Mr. Gulluscio to look into the Anti-Defamation League Character Education Curriculum for grades PK-5.

Director of
Athletics, PE,
Health, Wellness
& Personnel

Wellness Committee Report

Mr. Gulluscio reported that the Wellness Committee met on October 12, 2017 and they reviewed the Wellness Policy and discussed mindfulness. Mr. Gulluscio also announced that herbs have been planted and are on the windowsill in the Cafeteria and thanked Kathleen Lynch and Victoria Weslek for working with the 2nd grade students to report the plants. Mr. Gulluscio stated that the committee is interested in bringing in a vending machine for students to buy water, seltzer and other healthy beverages. Now that the local deli has closed, students no longer have the ability to purchase these products after school or before a game. Linda Eklund supported the idea of a vending machine, but also raised the point that our water fountains have water bottle filling stations and students should be encouraged to use refillable water bottles. The members of the Board of Education agreed that such a vending machine should be brought into the school.

Fall Athletics Update

Mr. Gulluscio reviewed the standings of all of the Fall athletics teams. He also announced that the Dig Pink Volleyball Fundraiser and Senior Sendoff will be held on Friday, October 20. Mr. Gulluscio wrapped up his athletics report by stating that the winter athletics registration portal is now open.

Academic Administrator’s Report

State Reporting

Ms. Rylott reported that all of last year’s State Education reports have been submitted and verified and she is beginning this year’s data with Basic Education Data System (BEDS) reporting.

Branching Minds

Ms. Rylott provided an overview of Branching Minds, a new web-based program that houses information for each student in one place for all teachers to access. Dr. Finn shared some of the highlights of this program such as; it covers both the social/emotional and academic aspects of a student, it is accessible by all teachers, the profile follows students from one year to the next, and it highlights both student strengths and student weaknesses. Ms. Rylott explained that while the program is a general education program, it will be rolled out with a focus on students currently known to have specific needs.

Superintendent’s Report

Book Club – A Tree Grows in Brooklyn

Dr. Finn reported that she held her first book club discussion of the school year and there were 9 people in attendance. The group read, “A Tree Grows in Brooklyn” and explored the educational themes of the book. At this time, Dr. Finn announced the next title for the book club – “Small Great Things.” The discussion for this book will be held on Thursday, January 18 2018, at 6:00 pm, in the Conference Room. Dr. Finn mentioned that she is looking into a book club for students which will be held after school.

Grant Writing Seminar

Dr. Finn shared that she, along with Lynne Colligan, English teacher will host a grant writing seminar at the Shelter Island Public Library on Wednesday, October 18, 2017, at 5:30 pm. Dr. Finn will review the grant writing process and give pointers on how to make a grant application stand out, and Ms. Colligan will speak to specifics about the Shelter Island Educational Foundation grant application.

Doughnuts with Dr. Finn

Dr. Finn announced that she would be holding, “Doughnuts with Dr. Finn” on Thursday, October 26, 2017, at 6:00 pm, in the Conference Room and explained that this is a community outreach program where everyone is welcome to attend to discuss any topic at all.

Rock the Rock Fundraising Event

Dr. Finn reported that the Rock the Rock Event was held on Saturday, October 14, 2017, in the Cafeteria. There were plenty of families in attendance and they raised over \$700 for hurricane relief efforts.

Announcements

Dr. Finn announced that Mr. Gulluscio was designated as a Certified Master Athletic Administrator by the National Interscholastic Athletic Administrators Association and that he is only 1 of 782 in the world.

In addition, Dr. Finn acknowledged that Ms. Elizabeth Melichar was named this year’s Eastern Suffolk BOCES’ Administrator of the Year.

Board Member Reports

Mr. Thomas Graffagnino welcomed Idowu Ogunipe to the District.

Ms. Susan Binder reported that she attended the Rock the Rock Fundraiser Event and thanked everyone involved in putting it together – Parent, Ebeth Lones; Teachers, Janine Mahoney, Michael Cox, & Stephanie Sareyani; and Superintendent, Dr. Finn.

Student Liaison Report - None

Visitor Comments

Director of Athletics, PE, Health, Wellness & Personnel (continued)

Academic Administrator Report

Superintendent Report

Board Member Reports

Student Liaison Report

Visitor Comments

Ms. Katherine Davidson, parent asked about how students used to get to practices in games when we used to participate in combined sports. Mr. Graffagnino explained that the District provided transportation, but there were often times when parents needed to drive their children. Mr. Graffagnino stated that times are different now and parents are no longer allowed to drive their own children.

*Visitor
Comments
(continued)*

Executive Session

A motion was by made by Elizabeth Melichar, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:24 pm to discuss the employment history of particular individuals, pursuant to Section 105(f) of the Public Officers Law.

*Executive
Session*

Motion carried unanimously.

Adjournment

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

Adjournment

Motion carried unanimously.

The meeting adjourned at 8:18 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday November 13, 2017, at 6:00 pm, in the Conference Room.