

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

**REGULAR MEETING
December 11, 2017**

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, Elizabeth Melichar, Kathleen Lynch, and Tracy McCarthy

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; 8 faculty/staff/student and 0 community residents

Absent: Susan Binder; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel

The meeting was called to order at 6:00 pm by President Graffagnino, followed by the Pledge of Allegiance and a moment of silence in remembrance of community member and Shelter Island School retiree, Marion Gleason.

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

- a. Approval of Minutes
 - 1. Regular Meeting of November 13, 2017

Motion carried unanimously.

Correspondence - None

Presentations

Goals

Dr. Christine Finn reported that December 10th was her 100th day in the District and then she reviewed both her short term and long term goals. Dr. Finn’s goals covered four areas – Curriculum and Instruction, Communication and Culture, Human Resources, and Business and Finance. Dr. Finn presented all of her goals, highlighting the “Increase Academic Achievement” and “Foster School-Wide Connections to Community” as priorities.

The members of the Board of Education were all enthusiastic about each of Dr. Finn’s goals and thanked her for putting together such a comprehensive presentation.

Senior Class Trip

Ms. Debra Sears and Ms. Kerri Knipfing, Class of 2018 Co-Advisors, along with Francesca Frasco, Madison Hallman and Sarah Lewis, members of the Class of 2018, presented the Board with an overview of the Class of 2018’s itinerary for their senior class trip. The class is planning a trip to Orlando, Florida, Thursday, May 31, 2018 through Sunday, June 3, 2018.

The students stated that the cost per student will be \$1,000 and this cost also covers the cost of the chaperones. Ms. Elizabeth Melichar inquired about why the students were covering the cost of the

Call to Order

Mission Statement

Visitor Questions

Consent Agenda Minutes

Correspondence

Presentations

chaperones and Ms. Linda Eklund asked what the complete cost will be to the District based on chaperones. Dr. Finn responded that she would research their questions and get back to the members of the Board of Education with the answers.

At this time, Mr. Graffagnino stated that the Board of Education will prepare to vote on the 2017 Senior Class Trip, at the January 16, 2017 Board Meeting.

Personnel

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 Personnel actions: 8.1 – 8.7

- 8.1 Appointment of Additional Detention Monitor for the 2017-2018 School Year at \$60/period
 - a. Helene Starzee (retroactive to November 6, 2017)
- 8.2 Additional Appointment 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. Helene Starzee (retroactive to November 6, 2017)
- 8.3 Amend Motions
 - a. Amend motion of August 14, 2017 from:

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.

to:

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.
 - b. Amend motion of September 20, 2017 from:

Approve Erik Schwab, as a Leave Replacement for Sharon Gibbs, Science Teacher, effective September 21, 2017 through January 5, 2018, at a prorated salary of \$23,109, 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 **February 2, 2018**, at a prorated salary of **\$29,084**, Step 1 MA of the 2017-2018 teacher salary scale.
- 8.4 Additional Substitutes for 2017-2018 School Year
 - a. Erik Schwab (once leave replacement assignment ends)
- 8.5 Rescind Motion
 - a. Rescind the following motion of October 16, 2017, due to low enrollment in the 2017-2018 cheerleading program:

Jessica Bosak, Cheerleading Coach, \$3,725.15, for the 2017-2018 School Year
- 8.6 Employment Agreement
 - a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreement between the Shelter Island Union Free School District and Ms. Jennifer Rylott; and

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreement.
- 8.7 Employment Agreements
 - a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island School District and non-aligned personnel; and

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.

Motion carried unanimously.

*Consent
Agenda
Program*

Program

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 Program action: 9.1

- 9.1 CPSE/504/CSE Recommendations for the 2017-2018 School Year
 - a. Committee on Preschool Special Education
 - b. 504 Committee
 - c. Committee on Special Education

Motion carried unanimously.

*Consent
Agenda Finance*

Finance

A motion was made by Linda Eklund, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on Finance actions: 10.1 – 10.2

- 10.1 Financial Reports
 - a. Treasurer’s Report – November 2017
 - b. Extra Class Report – November 2017
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor’s Report – November 2017
 - f. Payroll Audit Report – November 2017
- 10.2 Budget Transfers & Journal Entires
 - a. Accept and approve Budget Transfers & Journal Entry Reports for the period of November 3, 2017 through December 1, 2017, 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 Linda Eklund, seconded by Elizabeth Melichar, 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 contract between the Board of Education of the Shelter Island Union Free School District and A+ Technology & Security Solutions, Incorporated, of Bay Shore, NY, for the installation of a video surveillance system and visitor management system, in the amount of \$59,281.93; and authorize the Board President to execute said agreement.
 - b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Liberty Lawn and Landscape, LLC, of Shelter Island, NY, for snow removal services, in the amount of \$6,250.00. The term of said agreement shall be December 11, 2017 through April 30, 2018; and authorize the Board President to execute said agreement.
- 11.2 Taping of Budget Workshops
 - a. Approval to tape the following seven (7) budget related workshops/meetings, at a cost of \$1,750.
 - January 8, 2018
 - January 16, 2018
 - January 29, 2018
 - February 12, 2018
 - March 19, 2018
 - April 18, 2018
 - May 7, 2018

Motion carried unanimously.

At this time, Mr. Graffagnino reminded everyone that the money for the video surveillance system and visitor management system is part of a \$250,000 grant the District received from Assemblyman Thiele, so there is no cost to the taxpayer.

Facility

A motion was made by Kathleen Lynch, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility action: 12.1

12.1 Emergency Expenditure

- a. Whereas on November 20, 2017, the emergency removal of a damaged maple tree located on school grounds was deemed necessary, district funds were used to remove said tree without securing alternative quotations. Therefore, be it resolved that the Board of Education hereby approves the emergency expenditure of \$1,500.00 to Jackson Dodds & Company, Incorporated, of Southampton, NY, made on November 24, 2017.

Motion carried unanimously.

At this time, Mark Kanarvogel asked if any local vendors were called to remove the damaged maple tree. Michael Dunning was in the audience and explained that Fred Hyatt recommended Jackson Dodds & Company, noting that Mr. Hyatt no longer does work for the school since his wife, Kathleen Lynch is a member of the Board of Education.

Items for Consideration - None

Old Business - None

School District Business Leader Report

Bus Drill

Mr. Idowu Ogundipe stated that Dr. Finn and Mr. Gulluscio assisted him with the bus drills in November and everything went well. Mr. Ogundipe will hold another bus drill in the Spring.

Budget Development

Mr. Ogundipe reported that he has chosen to work on the 2018-2019 Budget earlier than it has been done in the past in order to be well prepared. The budget is in the advanced stage and all units of the school have submitted their information. Mr. Ogundipe is hopeful to have a first draft ready for Dr. Finn to review prior to the winter break.

Director of Athletics, Physical Education, Health, Wellness & Personnel Report - None

Academic Administrator Report

Historical Society Holiday Open House & Student Art Show

Ms. Jennifer Rylott reported that she had the pleasure of attending the Historical Society's Holiday Open House & Student Art Show. Ms. Rylott shared that she has attended this event for the last several years and it has truly evolved into a very popular, well rounded event. Ms. Rylott also noted that Mrs. Sareyani had done an impressive job with our students as their artwork was fabulous.

Superintendent's Report

PTSA Breakfast with Santa

Dr. Finn had also attended the Historical Society Holiday Open House and added that she really enjoyed seeing our students outside of school and meeting new community members. Dr. Finn then reported that she attended the PTSA Breakfast with Santa and it was a lovely event. Dr. Finn noted that the children were so excited to see Santa and to make crafts. In closing, Dr. Finn congratulated the PTSA on a job well done.

Science Fair

Dr. Finn announced that the Science Fair was very successful and thanked Mr. Daniel Williams for stepping up and taking on the role of Science Fair Coordinator in Sharon Gibbs' absence. Dr. Finn shared that the judges were impressed by how articulate our students were. In closing, Dr. Finn congratulated all of the participants and noted that Katharine Doyle won Best in Fair for her project -- Radioactive Shielding.

Shared Decision Making

*Consent
Agenda Facility*

*Items for
Consideration*

Old Business

*School District
Business Leader
Report*

*Academic
Administrator
Report*

*Superintendent
Report*

Dr. Finn reported that the Shared Decision Making Committee met and have set their main focus on Social Emotional Learning and beautification of the school. In addition, they will also look at different ways to increase parent involvement. Dr. Finn noted that she is very happy to be working with such a good team.

Board Member Reports

Ms. Kathleen Lynch reported that the kitchen herb garden she had grown from seed and housed in the cafeteria is completely dead. On a positive note, elementary teacher, Ms. Elizabeth Eklund used this negative situation as a teachable moment for her class. Ms. Lynch noted that the Wellness Committee will look into other ways to help beautify the cafeteria.

Mr. Mark Kanarvogel commended Dr. Finn for always showing up to community events. Mr. Kanarvogel noted that he had attended two events where Dr. Finn was also in attendance and he was ready to introduce her to everyone except they already knew her name because she has made herself so accessible.

Mr. Thomas Graffagnino reported on the Driver's Education program and noted that although it is not a State mandated program it is a fundamental piece for this Island. Mr. Graffagnino acknowledged that some students were unable to participate in the summer program because the schedule didn't work for them. He stated that the District is working on finding a certified teacher for the program to be brought back into the school day, while also keeping the summer program and the possibility of charging a fee to second homeowners. In closing, Mr. Graffagnino did say that he hopes to get the dates of the summer program out much earlier this year so families can plan ahead.

Ms. Linda Eklund reported that she attended a Law Conference in Mineola and noted that the aspect of bullying is coming more and more into focus, especially in the world of Special Education.

Ms. Elizabeth Melichar stated that the Policy Committee is ready to review more policies. District Clerk, Jacqueline Dunning shared that the Wellness Policy will be the next policy ready for review. Ms. Melichar also spoke about an upcoming initiative from the State that looks at mental health as a combination of health, character education and social/emotional combined together. In closing, Ms. Melichar asked her fellow Board Members to take a look at the rate of pay for substitutes while building the 2018-2019 budget. It is very important to Ms. Melichar that we continue to attract quality substitutes and if we cannot pay them more money, we should look at something more creative; such as covering ferriage. Dr. Finn stated that she and Mr. Ogunidipe will take a look at what the financial impact would be to the District if we were to cover ferriage for those substitutes who come from off-island.

Ms. Tracy McCarthy noted that she has seen Dr. Finn at several community events over the last few weeks, including weekends. Ms. McCarthy also stated she has been hearing many great things from community members and organizations. In closing, Ms. McCarthy thanked Dr. Finn for being here.

Student Liaison Report

Ms. Sarah Lewis reported that the Homecoming Dance is this coming Saturday, December 16, 2017. Student Council is hoping to raise funds to be used towards the annual Student Council Scholarship. Ms. Lewis announced that Student Council will host the annual Reindeer Games event on Friday, December 22, 2017. In closing, Sarah shared that Student Council is focusing on school beautification this year and they are adding onto and/or repurposing the existing photographs in the hallways. At this time, Dr. Finn noted that a few students did meet with her to request a new mural be painted in the school and Ms. Melichar recommended that the District use Arts in Education monies to bring in someone to assist with them.

Visitor Comments

Ms. Lynne Colligan, English teacher, explained that the Shelter Island Educational Foundation is no longer able to fund every trip and this year the grant application for the Humanities field trip to a Broadway show was denied. Ms. Colligan asked the members of the Board of Education if any of the \$250,000 grant received from Assemblyman Thiele could be used for this field trip. Mr. Graffagnino explained that the grant can only be used for capital improvement projects. Ms. Colligan than asked if the District could find the money in the budget and Dr. Finn replied that the trip was not budgeted for this year. Ms. Melichar suggested that the District reach out to "patrons of the arts" via the Shelter Island Reporter to see if there are any donors who would want to fund such a trip. Ms. Melichar also suggested that perhaps the teachers could begin a Donors Choose online fundraising campaign. Ms. Tracy McCarthy asked if the Broadway trip didn't happen, could the students attend

a more local show instead. Ms. Colligan replied that the Humanities department does go to Bay Street Theatre each year. At this time, Ms. Eklund asked if there were any grants available through the Rural School Association of New York and Dr. Finn stated that she would research the possibility of such grants.

*Visitor
Comments
(continued)*

Executive Session

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:06 pm, to discuss the employment of particular individuals in the District pursuant to Section 105(e).

*Executive
Session*

Adjournment

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

Adjournment

Motion carried unanimously.

The meeting adjourned at 8:35 pm.

Jacqueline Dunning
District Clerk

The Board of Education of the Shelter Island Union Free School District will meet on Monday, January 8, 2018, at 6:00 pm, in the Conference Room for a 2018-2019 Budget Introduction. The next regular meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday January 16, 2017, at 6:00 pm, in the Conference Room.