

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

**REGULAR MEETING
October 15, 2018**

Members Present: Thomas Graffagnino, Kathleen Lynch, Tracy McCarthy, Margaret Colligan, and Jason Lones

Others Present: Dr. Christine Finn, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Linda Haas, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Nicholas Labrozzi, Student Liaison (arrived at 6:45 pm); Julie Lane, Shelter Island Reporter; 8 faculty/staff/student and 3 community residents

Absent: Linda Eklund, Mark Kanarvogel

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.

Visitor Questions - None

Oath of Office

The Oath of Office was administered by President Graffagnino to Ms. Linda Haas, School District Business Leader. When Nicholas Labrozzi, Student Liaison arrived at 6:45 pm, Mr. Graffagnino administered the oath of office to him, as well.

Consent Agenda

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

- a. Approval of Minutes
 - 1. Regular Meeting of September 17, 2018
 - 2. Special Meeting of September 25, 2018

Motion carried unanimously.

Correspondence - None

Presentations

School Board Appreciation

As part of School Board Appreciation, Ms. Stephanie Sareyani and members of the 8th grade class presented the members of the board of education with assorted appetizers and prints of the school building.

Dr. Christine Finn and Jacqueline Dunning, District Clerk presented the members of the Board of Education with nametags to be worn at school events.

National Honor Society State Summit Report

National Honor Society member, Michael Payano spoke about the State Summit he attended in Stamford, Connecticut. Mr. Payano explained that the theme of the event was global citizenship. Mr. Payano stated that it was a very nice experience and he thanked the board of education for giving him the opportunity.

National Honor Society Cardboard Campout

National Honor Society member, Michael Payano 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

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Visitor
Questions*

Oath of Office

*Consent
Agenda*

Correspondence

Presentations

permission to have said event begin at 6:00 pm on Monday, November 5, 2018 and end at 6:00 am, on Tuesday, November 6, 2018. The volunteer chaperones will be Mrs. Mahoney and one other teacher, to be determined.

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 Kathleen Lynch, seconded by Margaret Colligan, 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 Monday, November 5, 2018, at 6:00 pm through Tuesday, November 6, 2018, at 6:00 am.

Motion carried unanimously.

Music Department's Annual Broadway Field Trip

Mr. Keith Brace and Mrs. Deanna Locascio asked the members of the Board of Education for permission for the students to attend the annual music department field trips – 8th grade Nutcracker in December 2018, 10th grade Opera in January 2019 and Broadway Show in May 2019. Mr. Graffagnino thanked Mr. Brace and Ms. Locascio 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, 2018, at 6:00 pm, in the Conference Room. Mr. Graffagnino also took the opportunity to thank both teachers for being so flexible at the beginning of the school year when their rooms were still being renovated.

Personnel

A motion was made by Kathleen Lynch, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.1 – 9.3

9.1 Mentor/Mentee for the 2018-2019 School Year, at a Rate of \$1,500, per Shelter Island Faculty Association Contract

- a. Lynne Colligan / Karen Flint
- b. James Dibble / Michele Albano
- c. Jennifer Gulluscio / Mia DiOrio
- d. Janine Mahoney / Carolyn Taylor
- e. Devon Treharne / Deanna Locascio

9.2 Step Movement

- a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2018
 1. James Bocca Step 7 MA to Step 7 MA+15
 2. Sean Brennan Step 3 MA+30 to Step 3 MA+45
 3. Lynne Colligan Step 12 MA+30 to Step 12 MA+45
 4. Michael Cox Step 7 MA+60 to Step 7 MA+75
 5. Bryan Knipfing Step 5 MA+30 to Step 5 MA+45
 6. Natalie Regan Step 2 MA+15 to Step 2 MA+30
 7. James Theinert Step 7 MA+60 to Step 7 MA+75
 8. Martha Tuthill Step 4 MA+15 to Step 4 MA +30
 9. Michele Yirce Step 3 MA to Step 3 MA+15
 10. Patricia Kreppein Step 2 BA+30 to Step 2 MA

9.3 Shelter Island Faculty Association (School Related Professionals) Agreement

BE IT RESOLVED THAT: The Board of Education hereby approves amending the last sentence of Article VII, Section A of the Shelter Island Faculty Association (School Related Professionals) Agreement, effective July 2017 – June 30, 2022 from:

For each year of service beyond fifteen years, a twelve-month unit member will receive one (1) additional personal day for service, to a maximum of five additional personal days.

to:

*Presentations
(continued)*

*Consent
Agenda
Personnel*

For each year of service beyond fifteen years, a twelve-month unit member will receive one (1) additional **vacation** day for service, to a maximum of five additional **vacation** days.

BE IT FURTHER RESOLVED THAT: The Board of Education authorizes this change be reflected in the next printing of the Shelter Island Faculty Association (School Related Professionals) Agreement; and authorizes the Board President to execute a letter of understanding reflecting this change.

Motion carried unanimously.

A motion was made by Kathleen Lynch, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.4

9.4 Resignation of Personnel

- a. Sharon Gibbs, Science 7-12 Teacher, effective September 25, 2018, for the purpose of retirement

Motion carried unanimously. (Thomas Graffagnino added, with regret.)

Prior to the motion being carried, Mr. Graffagnino stated that Mrs. Gibbs' retirement letter is one that you don't want to get. He described Mrs. Gibbs as a major player in the district, noting that her passion for teaching was only surpassed by her devotion to our students. Mr. Graffagnino wished Mrs. Gibbs good health and enjoyment in her retirement.

Program

A motion was made by Tracy McCarthy, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 10.1 – 10.4

10.1 CSE Recommendations for the 2018-2019 School Year

- a. Committee on Special Education

10.2 Response to Intervention Plan (RTI)

- a. Approve the updated Shelter Island School District Response to Intervention Plan

10.3 Adoption of Policy

- a. #6121 – Sexual Harassment in the Workplace

10.4 Washington DC Field Trip

- a. Approve the 11th Grade Washington DC Field Trip to be held during the 2018-2019 school year; specific dates to be determined

Motion carried unanimously.

Prior to the motion being carried, Mr. Lones asked questions about the Response to Intervention Plan and the Sexual Harassment in the Workplace policy.

Finance

A motion was made by Kathleen Lynch, seconded by Margaret Colligan, 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 – August 2018
b. Extra Class Report – August 2018
c. Appropriations Status Report
d. Revenue Status Report
e. Claim Auditor's Report – September 2018
f. Payroll Audit Report – September 2018

11.2 Budget Transfers & Journal Entries

*Consent
Agenda
Personnel
(continued)*

*Consent
Agenda
Program*

*Consent
Agenda Finance*

- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of September 13, 2018 through October 05, 2018, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

*Consent
Agenda Finance
(continued)*

11.3 Tax Levy

- a. Approval to set the tax levy for the 2018-2019 school year in the amount of \$11,003,896.

Motion carried unanimously.

*Consent
Agenda
Business*

Business

A motion was made by Kathleen Lynch, seconded by Jason Lones, 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 Lynn Cataldo of East Marion, NY, for student services. The term of said agreement shall be retroactive to July 1, 2018 through June 30, 2019; 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 Mattituck-Cutchogue Union Free School District, for student services. The term of said agreement shall be retroactive to July 1, 2018 through June 30, 2019; and authorize the Board President to execute said agreement.

12.2 Donation & Budget Transfer

- a. Authorize the Shelter Island School District to accept a donation of \$250.00 from Joan Benoit Samuelson and Scott Anders Samuelson for the Cross Country program; and authorize an increase to the budget line of Athletic Material & Supplies, A.2855.450.00.2855, in the amount of \$250.00, to be offset by said donation
- b. Authorize the Shelter Island School District to accept a donation of \$1,100.00 from the Shelter Island Presbyterian Church for college field trips for junior and seniors; and authorize an increase to the budget line of Field Trip Transportation, A.5540.400.00.2110, in the amount of \$1,100.00, to be offset by said donation.

Motion carried unanimously.

At this time, Mr. Graffagnino thanked Mr. & Mrs. Samuelson and the Presbyterian Church for their donations.

Tracy McCarthy questioned the legality of donations being accepted to specific budget lines. It was explained that donations can be designated to specific budget lines, but the donor cannot dictate how exactly those monies can be spent. For example: a donor cannot give money to the athletic program and then dictate that a certain person has to be hired as the coach.

*Consent
Agenda Facility*

Facility

A motion was made by Kathleen Lynch, seconded by Jason Lones, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 13.1 – 13.2

13.1 Donation

- a. Accept the donation of office furniture and various office supplies from community members, Abby & Fredrick Dress

13.2 Excessing of Items

- a. #20090126- Traulsen Freezer (cost to repair exceeds its value)
- b. #000218 – Rolling Cabinet (cost to repair exceeds its value)
- c. 23 Ukuleles (damaged)
- d. 16 Acoustic Guitars (damaged)

Motion carried unanimously.

*Items for
Consideration*

Items for Consideration – None

Old Business – None

Old Business

School District Business Leader Report

Ms. Linda Haas stated that she has enjoyed her first week in the district and has been busy working on financial reporting, insurance claims, and training.

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

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 19. Mr. Gulluscio mentioned that the athletic program has been updated to include a community service project for each team, noting that the Dig Pink Volleyball Fundraiser is the Volleyball team's project. Mr. Gulluscio thanked the student-athletes who helped set up the PTSA book fair after school. Mr. Gulluscio wrapped up his athletics report by stating that the winter athletics registration portal is now open.

Academic Administrator's Report

Part 154 and ENL Parent Orientation

Mrs. Jennifer Rylott reported that under CR Part 154, all school districts must comply with Commissioner Regulations Part 154, which established standards for school districts having English Language Learners/ Multilingual Learners (ELLs/MLLs) to assure that such students are provided opportunities to achieve the same educational goals and standards that have been established by the Board of Regents for all students. All districts are required to develop an annual CR Part 154 Comprehensive ELL Education Plan under these regulations and all districts that had ELLs/MLLs enrolled must submit their plan for review. In addition, as part of the plan, the district must hold a new parent orientation each year. This year, Mrs. Rylott, Ms. Laura Mayo and Mr. Bryan Knipfing held the orientation on Tuesday, October 2, 2018 and four out of six qualifying families attended.

Response to Intervention (RTI) Manual

As part of our ongoing process to provide students with support services that he or she may need, the Instructional Support Team reviewed our current RTI manual making minor changes regarding the addition of Branching Minds and adjusting some verbiage for the entrance criteria for AIS services.

Superintendent's Report

Stop the Bleed

Stop the Bleed was held on October 5, 2018. Dr. Finn reported that grades 9-12 students attended an assembly where they learned how to respond to life threatening wounds and later in the evening, a presentation was held for community members. Dr. Finn thanked Mary Kanarvogel for bringing this informative program to the Island.

Straws Assembly

Dr. Finn reported that on October 9, 2018, Kristina Lange and Christine Tylee from Group for the East End spoke about the danger of straws in the environment with students in grades 6-12. The organization donated hearty paper straws for students to use in school and will continue to donate them in the future. They also handed out metal straws and cleaners to all students in attendance. The plastic straws currently owned by the district will be donated to the art department to be upcycled into art.

Book Club – Six Word Memoirs

Dr. Finn reported that she held her first book club discussion of the school year on October 11, 2018. Dr. Finn noted that the Public Library also has a book club and since attendance was light on this particular evening, she is going to reach out to Ms. Lucas to work on a combined program in the future.

Grant Writing Seminar

Dr. Finn announced that she will host a grant writing seminar at the Shelter Island Public Library on Wednesday, October 17, 2018, at 5:30 pm. Dr. Finn will review the grant writing process and give pointers on how to make a grant application stand out. Dr. Finn stated that she had held this seminar last year and it was very successful, and noted the Shelter Island Educational Foundation had reported that they saw a huge improvement in the quality of the applications submitted.

Doughnuts with Dr. Finn

Dr. Finn announced that she would be holding, "Doughnuts with Dr. Finn" on Thursday, October 18, 2018, at 10:00 am, in her office and explained that this is a community outreach program where everyone is welcome to attend to discuss any topic at all.

*School District
Business Leader
Report*

*Dir of Athletics,
PE, Health,
Wellness &
Personnel
Report*

*Academic
Administrator's
Report*

*Superintendent
Report*

Lions Club Scallop Dinner

Dr. Finn shared that she had a wonderful time working as a server at the Lions Club Scallop Dinner.

Science News

Dr. Finn proudly announced that over the past several years, Shelter Island research students have been learning about and working in Structural Biology; how the shapes of molecules affect their function. Their research was noticed by the Protein Data Bank (PDB) who asked Mr. Daniel Williams, science teacher to write an article about our program and what the students are doing. The article was recently published on the Protein Data Bank which is a key resource in areas of structural biology, most major scientific journals, and some funding agencies now require scientists to submit their structure data to the PDB, plus many other databases use protein structures deposited in the PDB.

Board Member Reports

Jason Lones shared that he just finished reading, "Courage to Teach," by Parker Palmer and he highly recommends it to everyone.

Margaret Colligan reported that she attended the Perlman Music Program assembly held for grades 2-4. Ms. Colligan enjoyed watching our students interact with the musicians and their instruments, noting that it was a wonderful opportunity for both our students and the young musicians.

Thomas Graffagnino noted again how regretful he was to accept Sharon Gibbs' resignation and he also welcomed Ms. Linda Haas, the new School District Business Leader and Nicholas Labrozzi, the new Student Liaison to the Board of Education.

Kathleen Lynch mentioned the Old Timers softball fundraiser and noted there was great representation from the school on the teams and in the stands. Ms. Lynch added that she is looking forward to attending the New York State School Boards Association conference with three of her fellow board members and superintendent, Dr. Finn.

Student Liaison Report

Nicholas Labrozzi reported that the Student Council leaders will be taking photos to print and replace the old photos hanging on the school walls. The old photos will then be made into a mural. Mr. Labrozzi also mentioned, "Anything Goes," the Halloween event for students in grades 6-12 which will be held periods 8-9. In closing, Mr. Labrozzi stated that the Student Council is hoping to continue the new tradition of a Winter Formal and will have further details at a future meeting.

Visitor Comments - None

Executive Session

A motion was by made by Kathleen Lynch, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:12 pm to discuss the employment history of particular individuals, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 8:36 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday November 13, 2018, at 6:00 pm, in the Conference Room.

*Superintendent
Report
(continued)*

*Board Member
Reports*

*Student Liaison
Report*

*Visitor
Comments*

*Executive
Session*