

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

**BUDGET / REGULAR MEETING
January 14, 2019**

Members Present: Kathleen Lynch, Jason Lones, Linda Eklund, Tracy McCarthy, Margaret Colligan, John Klupka and Katherine Rossi-Snook

Others Present: Dr. Brian Doelger, Superintendent; Jennifer Rylott, Director of Pupil Personnel, Data & Instruction; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel (arrived 7:11 pm); Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Maria Carbajal, Student Liaison; Mary Ellen McGayhey, Town of Shelter Island Videographer; 18 faculty/staff/student and 6 community residents

Absent: Kathleen Lynch, Margaret Colligan, Maria Carbajal; Student Liaison

The meeting was called to order at 6:06 pm by Vice President Lones, followed by the Pledge of Allegiance which was led by members of Ms. Natalie Regan’s Kindergarten class.

Tracy McCarthy 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 - Introduction to the 2020-2021 Budget

Dr. Brian Doelger, Superintendent, welcomed everyone to the first presentation that will be held in preparation of the 2020-2021 school budget. Before beginning his presentation, Dr. Doelger stressed that we are in the very early stages of the budget process so all numbers are subject to change. Dr. Doelger thanked Maryann Impastato, Deborah Vecchio and Walter Brigham for their work in the budget process. Topics presented by Dr. Doelger included, Budget Formation, Budget Goals, Budgeting Basics, Property Tax Cap, Calculation of Salary Costs, Calculation of Pension Costs, Calculation of Health Insurance Costs, How Debts Costs are Calculated and Next Steps. Dr. Doelger reviewed the schedule of the dates and topics for the remaining 2020-2021 school budget meetings, and noted that all the meetings will begin at 6:00 pm, in the Conference Room. The schedule is as follows.

- February 10, 2020 – Administrative/Educational/Facilities & Capital
- March 2, 2020 – Budget Workshop & Additional Ballot Items
- March 16, 2020 – Budget Overview & Adjustments
- April 20, 2020 – Budget Adoption by the Board of Education
- May 11, 2020 – Budget Hearing at Board of Education Meeting
- May 19, 2020 – Budget Vote, 12:00 pm – 9:00 pm in the School Gymnasium

At this time, Dr. Doelger opened the floor to any questions, of which there were none.

Visitor Questions – None

Consent Agenda

A motion was made by Linda Eklund, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board hereby approves the following:

- a. Approval of Minutes
 - 1. Regular Meeting of December 9, 2019

Motion carried unanimously.

Correspondence - None

Presentations

New York City 9/11 Memorial Field Trip

Ms. Michelle Corbett presented the Board of Education with an overview of the itinerary for the New York City 9/11 Museum field trip for students in grades 11-12, on April 23, 2020. Trip participants would take a bus to

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Budget
Presentation*

*Visitor
Questions*

*Consent
Agenda*

Correspondence

Presentations

Ronkonkoma Train Station to take the Long Island Railroad into the City. Once in the City, they would travel downtown on the subway. Ms. Corbett pointed out how this arrangement brings enormous savings to the district, but it also gives our students great life experience.

At this time, Mr. Lones stated that the Board of Education will prepare to vote on the New York City 9/11 field trip, at the February 10, 2020 Board Meeting.

Senior Class Trip

Emma Gallagher, President of the Class of 2020 presented the Board of Education with proposed details of the Class of 2020 Senior Class Trip. The class is planning a trip to Virginia Beach, VA, on Sunday, May 17, 2020 through Thursday, May 21, 2020. Ms. Gallagher reviewed the main activities of the trip and noted that they would travel by van and rent a house in Virginia Beach. The cost would be \$350 per student, but they are still fundraising to try to bring the cost down even more.

At this time, Mr. Lones stated that the Board of Education will prepare to vote on the Senior Class Trip, at the February 10, 2020 Board Meeting.

Washington DC Field Trip Report

Michelle Corbett, teacher, along with students, Lydia Shepherd, Emma Teodoru, and Tyler Gulluscio reported on their trip to Washington DC which took place in October 2019. In closing, the students thanked the Board of Education for this great opportunity.

STEM Academic Proposal

Mr. Walter Brigham, teacher, presented a 2020-2021 curricular proposal using a co-teaching/co-planning model for the secondary math and science classes. The rationale for this change is to allow for more students to have the opportunity to excel in math and science and reach college level courses by the time they reach junior and senior year. With the co-teacher model, the needs of more students will be met more precisely with no additional staffing necessary.

Members of the Board of Education were very supportive of this new model. Dr. Brian Doelger thanked Mr. Brigham, Ms. Martha Tuthill, guidance counselor, and Ms. Jennifer Rylott, Director of Pupil Personnel, Data & Instruction for all their work to make this happen. They all saw a need, listened to suggestions and moved a great plan forward.

Consent
Agenda
Personnel

Personnel

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 the following Personnel actions: 9.1 – 9.6

- 9.1 Additional Substitute Teacher for the 2019-2020 School Year at \$110 per day (certified or 4-year degree)
 - a. Mary Barbarino, retroactive to January 16, 2020
 - b. Katy Binder, pending fingerprinting clearance for employment by NYS Department of Education
- 9.2 Extra Teaching Period
 - a. Approve Laura Leever, Foreign Languages Teacher, to teach 5 extra periods on a bi-weekly basis, for the period of January 27, 2020 through June 26, 2020, at a rate of \$6,194.10
- 9.3 Memorandum of Agreement
 - a. Approve the Memorandum of Agreement (MOA) between the Shelter Island Faculty Association and the Shelter Island School District, granting extra compensation to Maryann Impastato, Senior Account Clerk for additional Business Office responsibilities beyond her current title; and authorize the Board President to execute said agreement.
- 9.4 Extra Compensation
 - a. Approve Deborah Vecchio, District Treasurer, for extra compensation for additional Business Office responsibilities beyond her current title in the amount of \$7,800.00 for the period of November 11, 2019 through June 30, 2020.
- 9.5 Leave of Absence

- a. Approve an unpaid leave of absence for Kerri Knipfing, Elementary Teacher, to commence on February 24, 2019 through June 26, 2020.

9.6 Amend Motion

- a. Amend the motion of November 18, 2019 from:

Approve Christopher Geehreg as a Leave Replacement for Kerri Knipfing, effective on or about December 2, 2019 through February 21, 2020, at a salary of \$65,275.00, prorated to \$19,582.50, Step 1 MA of the 2019-2020 teacher salary scale.

to:

Approve Christopher Geehreg as a Leave Replacement for Kerri Knipfing, effective on or about December 2, 2019 through **June 26, 2020**, at a salary of \$65,275.00, prorated to **\$44,449.14**, Step 1 MA of the 2019-2020 teacher salary scale.

Motion carried unanimously.

*Consent
Agenda
Personnel
(continued)*

*Consent
Agenda
Program*

Program

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 the following Program action: 10.1 – 10.3

10.1 CSE Recommendations for the 2019-2020 School Year

- a. Committee on Special Education

10.2 First Reading of Policy

- a. Policy #7511 – Immunization of Students

10.3 Second Reading and Adoption of Policies

- a. Policy #7421 – Concussion Management
- b. Policy #7520 – Accidents & Medical Emergencies

Motion carried unanimously.

*Consent
Agenda
Finance*

Finance

A motion was made by John Klupka, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 11.1 – 11.4

11.1 Financial Reports

- a. Treasurer's Report – November 2019
- b. Extra Class Report – November 2019
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – November 2019
- f. Claim Auditor's Report – December 2019
- g. Payroll Audit Report – December 2019

11.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of December 5, 2019 through January 10, 2020, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 403(b) Retirement Plan

- a. Approve the Hardship and Eligibility Amendments to the Shelter Island Union Free School District 403(b) Retirement Plan to meet the requirements of law, regulations or other issuances regarding the eligibility requirements and hardship distributions.

11.4 Security for Public Funds in Local Government

- a. Approve the Pledge, Assignment and Custodial Agreement between the Board of Education of the Shelter Island Union Free School District and JPMorgan Chase Bank to provide security for Public Funds

in the Local Government in the form of Eligible Collateral; and authorize the District Treasurer to execute said agreement.

Motion carried unanimously.

*Consent
Agenda
Finance
(continued)*

Business

A motion was made by Tracy McCarthy, seconded by John Klupka, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 12.1 – 12.2

*Consent
Agenda
Business*

12.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Elegant Limousine of Medford, NY, in the amount of \$1,680, for transportation to the Music in the Parks field trip on May 15, 2020; 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 Elegant Limousine of Medford, NY, in the amount of \$1,250, for transportation to the Broadway field trip on March 11, 2020; and authorize the Board President to execute said agreement.
- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Wainscott Common School District, for student services. The term of said agreement shall be retroactive to July 1, 2019 through June 30, 2020; and authorize the Board President to execute said agreement.
- d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and D & B Engineers and Architects of Woodbury, NY, in the amount of \$7,500, for a feasibility study for the low nitrogen on-site waste water treatment system; and authorize the Board President to execute said agreement.

12.2 Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$250.00 from the Shelter Island Educational Foundation for the Opera Field Trip; and authorize an increase to the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$250.00 to be offset by said donation.
- b. 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.
- c. Authorize the Shelter Island School District to accept a donation of \$2,000.00 from the Shelter Island Educational Foundation for the Nutcracker 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.
- d. Authorize the Shelter Island School District to accept a donation of \$1,376.00 from the Shelter Island Educational Foundation for the Music in the Park Field Trip; and authorize an increase to the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$1,376.00, to be offset by said donation.

Motion carried unanimously.

*Consent
Agenda
Facility*

Facility

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 the following Facility actions: 13.1

13.1 Emergency Expenditures

- a. Whereas on December 27, 2019, the emergency removal of asbestos located in the plumbing wall in the elementary wing custodial closet was deemed necessary, district funds were used to remove said asbestos without securing alternative quotations or a purchase order. Therefore, be it resolved that the Board of Education hereby approves the emergency expenditure of \$3,052.00 to Never Better Environmental Corporation, of Bay Shore, NY made on December 27, 2019.
- b. Whereas on December 27, 2019, the emergency air monitoring during the removal of asbestos was deemed necessary, district funds were used to monitor the air quality without securing alternative quotations or a purchase order. Therefore, be it resolved that the Board of Education hereby approves the emergency expenditure of \$2,415 to J.C. Broderick & Associates, Incorporated, of Hauppauge, NY made on December 27, 2019.

- c. Whereas on December 30, 2019, 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 or a purchase order. Therefore, be it resolved that the Board of Education hereby approves the emergency expenditure of \$2,600.00 to Jackson Dodds & Company Incorporated, of Southampton, NY, made on January 2, 2020.

Motion carried unanimously.

*Consent
Agenda Facility
(continued)*

At this time, Linda Eklund stated that she doesn't understand how we continually find asbestos in the building when the building was reported as asbestos free years ago. Dr. Doelger explained that every time a new project is done in an old area of the building, there is a very good chance asbestos will be found. Dr. Doelger also mentioned that he will be proposing that the Board of Education establish a Repair Reserve to cover such unexpected expenses in the future.

*Items for
Consideration*

Items for Consideration – None

Old Business

Old Business - None

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

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

Athletics Update

Mr. Gulluscio reported that winter season is almost over and the spring season registration begins February 10th. Mr. Gulluscio announced that the Boys Basketball Class D Championship will be held on Friday, February 14, 2020, at 4:30 pm, at East Hampton High School.

DARE Program

Mr. Gulluscio thanked Officer Anthony Rando for all of his time and effort teaching the DARE program to our students.

*Dir of Pupil
Personnel,
Data &
Instruction
Report*

Director of Pupil Personnel, Data & Instruction Report

Grades PK-7 Winter Concert

Ms. Rylott reported that the Pre-Kindergarten – Grade 7 Winter Concert was a great event, noting specifically that Ms. Lauren Farkas, first year music teacher, did a tremendous job. The students appeared happy and excited. Ms. Farkas also brought in students from other age categories to play piano and assist in other ways. Ms. Rylott congratulated Ms. Farkas for making such positive change in her first year.

*Superintendent
Report*

Superintendent's Report

Grades 8-12 Winter Concert

Dr. Doelger agreed with Ms. Rylott about Ms. Farkas doing a great job with the students in grades PK-7 and reported that the grades 8-12 Winter Concert was equally as great. Dr. Doelger noted that parents were thrilled with how well it went.

PTSA Holiday Boutique

Dr. Doelger stated that the PTSA Holiday Boutique is the best day of the year. He enjoyed seeing everyone involved and noted that not only do the students enjoy it a great deal, but so do the adults. It's a very festive day.

DECA Regional Competition

Dr. Doelger congratulated the winners of the DECA Regional Competition which was held on January 8, 2020. The trophy winners and their winning categories were as follows Abigail Kotula, 1st place Financial Consulting; Bradley Batten, Financial Consulting; Tyler Gulluscio, 2nd place Public Speaking; Emmet Cummings, Public Speaking; Domingo Gil, Public Speaking; Lucas Quigley-Dunning, Hospitality & Tourism Selling; Jane Richards, Hospitality & Tourism Selling; Emma Gallagher, Hospitality & Tourism Selling; Matthew Strauss, Job Interview; and Zebulun Mundy, Food Marketing.

*Board Member
Reports*

Board Member Reports

Linda Eklund reported that the first JPPC meeting of the school year was held on January 15, 2020 and the committee is moving quickly to settle a few Schedule C items prior to the February 10, 2020 Board of Education

Meeting since these items will need Board of Education approval and would also need to be included in the 2020-2021 budget.

*Board Member
Reports
(continued)*

Tracy McCarthy stated that she saw the new pathway in the courtyard and it looks fantastic. Ms. McCarthy thanked everyone who was involved in making it happen.

Katherine Rossi-Snook reported that the Wellness Committee met on January 13, 2020. As a member of the committee, Ms. Rossi-Snook has taken on the Edible School Garden and has applied for a Slow Food East End Grant. The plan is to plant vegetables that can be harvested early and late in the season so students can enjoy them. Ms. Kim Porter, a parent, has agreed to help maintain the garden and the committee is looking for an internal person to also be responsible. Another idea Ms. Rossi-Snook has is to make vegetables available to the public to harvest over the summer for the cost of a donation. Ms. Rossi-Snook suggested that Mr. Conrardy's tech classes could build a donation box and a holder for basket that the public would use.

Jason Lones thanked his fellow board members for helping him run his first meeting in Kathleen Lynch's absence.

*Student Liaison
Report*

Student Liaison Report - None

Visitor Comments - None

*Visitor
Comments*

Executive Session

It was determined that an Executive Session was no longer needed.

*Executive
Session*

Adjournment

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

Adjournment

Motion carried unanimously.

The meeting adjourned at 7:27 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, February 10, 2020, at 6:00 pm, in the Conference Room.