

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

**RE-ORGANIZATIONAL/REGULAR MEETING
July 13, 2020**

Members Present: Kathleen Lynch, Tracy McCarthy, Margaret Colligan, Katherine Rossi-Snook, Dawn Hedberg and Robert Strauss

Others Present: Brian Doelger, Superintendent; Jennifer Rylott, Director of Pupil Personnel, Data and Instruction; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Susan Dempsey, Shelter Island Reporter; Julia Brennan, Shelter Island Gazette; 1 faculty/staff/ student and 0 community residents

The meeting was called to order by Jacqueline Dunning, District Clerk at 6:02 pm followed by the Pledge of Allegiance.

Margaret Colligan 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.

Note: the Oath of Office had been administered by the District Clerk to newly elected Board of Education members, Tracy McCarthy, Dawn Hedberg and Robert Strauss on July 1, 2020.

The District Clerk announced that nominations were in order for President of the Board of Education for the 2020-2021 school year. Kathleen Lynch was nominated by Margaret Colligan for President of the Board of Education for the 2020-2021 school year, seconded by Katherine Rossi Snook. There being no further nominations, the District Clerk took the roll of the Board of Education.

Margaret Colligan - Yes	Tracy McCarthy - Yes
Dawn Hedberg - Yes	Katherine Rossi-Snook - Yes
Kathleen Lynch - Yes	Robert Strauss - Yes
Yes = 6	No= 0
	Recusal= 0

Motion carried unanimously.

Kathleen Lynch was declared duly elected as President of the Board of Education, Shelter Island Union Free School District for the 2020-2021 school year. The Oath of Office was administered by the District Clerk to President Kathleen Lynch.

The District Clerk turned the gavel over to President Lynch.

President Lynch stated that nominations were in order for Vice President of the Board of Education for the 2020-2021 school year. Margaret Colligan was nominated by Tracy McCarthy for Vice President of the Board of Education for the 2020-2021 school year, seconded by Katherine Rossi-Snook. There being no further nominations, the President took the roll of the Board of Education.

Margaret Colligan - Yes	Tracy McCarthy - Yes
Dawn Hedberg - Yes	Katherine Rossi-Snook - Yes
Kathleen Lynch - Yes	Robert Strauss - Yes
Yes = 6	No= 0
	Recusal= 0

Motion carried unanimously.

Margaret Colligan was declared elected as Vice President of the Board of Education, Shelter Island Union Free School District for the 2020-2021 school year.

A motion was made by Robert Strauss, seconded by Margaret Colligan, BE IT RESOLVED THAT: the following officers are hereby appointed for to the Board of Education for the 2020-2021 school year:

*Call to
Order/Pledge
of Allegiance*

*Mission
Statement*

*Oath of Office
to New BOE
Members*

*Election of
President and
Oath of Office*

*Election of Vice
President*

*Appointment
of Board
Officers*

District Clerk – Jacqueline Dunning
District Treasurer – Deborah Vecchio
Claims Auditor – Carol Euring at an annual rate of \$55 per hour

Motion carried unanimously.

The Oath of Office was administered by President Lynch to Margaret Colligan, Vice President; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; and Brian Doelger, Superintendent. The District Clerk will administer the Oath of Office to Ms. Euring at a later date.

A motion was made by Robert Strauss, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointment for the 2020-2021 school year -- 10.1 a-v:

10.1 Appointments

- a. Attendance Supervisor: Todd Gulluscio
- b. Accountants: Cullen & Danowski, LLP - \$45,000
- c. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$38,100. Other services as required at \$265 per hour, plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- d. External Auditors: Nawrocki Smith - \$29,000 (fees indicated in their engagement letter dated February 17, 2020)
- e. School Insurance Broker: New York State Insurance Reciprocal (NYSIR) - \$46,372.00
- f. School Student Accident Insurance Broker: J. J. Stanis and Company, Inc. - \$31.99/student
- g. Official Depositories:
 1. JPMorgan Chase Bank:
 - i. Extra Class Account
 - ii. Scholarship Fund
 - iii. Trust & Agency
 - iv. General Fund Account
 - v. Money Market Account
 - vi. School Lunch Checking Account
 2. Capital One Bank
 - i. Capital Checking Account
 - ii. General Fund Checking Account
 - iii. Federal Checking Account
 - iv. Payroll Account
 - v. Money Market Account
 - vi. Capital HVAC Checking Account
 3. CLASS Cooperative Investment Program
 - i. General Fund
 - ii. Health Insurance Reserve
 - iii. Risk Retention Reserve
 - iv. F.I.T. Reserve
 4. Bridgehampton National Bank
 - i. Payroll
- h. Official Newspaper: Shelter Island Reporter
- i. Chief Faculty Advisor: Superintendent
- j. Title IX Compliance Officer: Todd Gulluscio
- k. Title VII Compliance Officer: Todd Gulluscio
- l. ADA Compliance Officer: Jennifer Rylott
- m. Liaison for Homeless Children and Youth: Jennifer Rylott
- n. Extra Class Treasurer: Deborah Vecchio
- o. Bond Counsel: Hawkins, Delafield & Wood, LLP (fees indicated in their engagement letter dated February 15, 2020)
- p. Financial Advisor: Munistat (fees as indicated in their agreement dated February 27, 2020)
- q. Asbestos Designee: Michael Dunning
- r. Purchasing Agent: Superintendent
- s. Records Management Officer: Deborah Vecchio

Appointment
of Board
Officers
(continued)

Oath of Office
to Officers

Consent
Agenda
Appointments

- t. Records Access Officer: Jacqueline Dunning
- u. Right to Know Officer: Michael Dunning
- v. Data Privacy Officer: Walter Brigham

Motion carried unanimously.

A motion was made by Margaret Colligan, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointments for the 2020-2021 school year – 11.1:

11.1 Appointments

- a. Superintendent
 - 1. Payroll Certification Officer
 - 2. Approval of payment of salaries, wages and contractual obligations
 - 3. Authorization of Budget Transfers (in accordance with Board Policy)
 - 4. Signatory for State & Federal Grant Applications
 - 5. Approval for Travel, Conferences and Workshops
 - 6. Mileage Reimbursement (rate according to IRS regulations)
 - 7. Approval of Overtime; Tutoring at \$45.47 per hour; Home Instruction at \$71.44 per hour; Temporary Employees, and Substitute Teachers Salary: Uncertified - \$95/day, Certified - \$110/day
- b. Signature required on Checks: Deborah Vecchio and/or Jennifer Rylott
- c. Petty Cash: Cafeteria: Helene Starzee - \$50
- d. Investment of District Money – in accordance with Board Policy
- e. Publishing of Annual Financial Report prior to August 31, 2019 (It is agreed that in conformance with Education Law, the Annual Financial Report shall be published once in the official newspaper of the District prior to August 31, 2019.)

Motion carried unanimously

A motion was made by Tracy McCarthy, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2020-2021 school year: 12.1 – 12.3

12.1 Bonding

- a. Blanket Position Bond in the amount of \$100,000 covering the services of all employees of SIUFSD who handle monies issued by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2020 through June 30, 2021.
- b. Excess Indemnity on the District Treasurer and Extra-Classroom Treasurer a bond in the amount of \$150,000 covering the services of Deborah Vecchio as the District Treasurer and Extra-Classroom Treasurer of the SIUFSD, as written by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2020 through June 30, 2021.
- c. Northern Insuring Agency - \$1,801.00

12.2 Third Party Administrator for the following plans:

- a. Disability: Unum Provident
- b. Section 125 Benefit Plan: Preferred Group Plans, Incorporated
- c. Health Reimbursement Arrangement (HRA) Plan: Preferred Group Plans, Incorporated
- d. Transportation Fringe Benefit Plan: Preferred Group Plans, Incorporated
- e. 403(b) Plan: Omni Financial Group, Incorporated

12.3 457(b) Plan for Employees

- a. New York State Deferred Compensation Plan

Motion carried unanimously.

A motion was made by Margaret Colligan, seconded by Robert Strauss, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2020-2021 school year: 13.1 – 13.2

13.1 Committee Appointments (Mandated members will be present at Committee Meetings.)

- a. Committee on Special Education (CSE)
Chairperson: Jennifer Rylott
Alternate Chairperson: Danielle Spears

School Psychologist: Danielle Spears
School Physician
Student's Teacher
Student's Special Education Teacher
Speech/Language Pathologist: Michelle Weir
Guidance Counselor: Martha Tuthill
School Nurse: Mary Kanarvogel
Parent Member (Only at parent's request. Parent member list available in Academic Office)

b. 504 Committee (504)

Chairperson: Jennifer Rylott
Alternate Chairperson: Danielle Spears
School Physician
Student's Teacher
Speech/Language Pathologist: Michelle Weir
Guidance Counselor: Martha Tuthill
School Nurse: Mary Kanarvogel

c. Committee on Pre-School Special Education (CPSE)

Chairperson: Jennifer Rylott
Alternate Chairperson: Michelle Weir
School Physician
General Education Teacher
Special Education Teacher
Parent Member (only at parent's request. Parent member list available in Academic Office)
A professional who participated in the evaluation of the child

d. Sub-Committee on Special Education (Sub CSE)

Chairperson: Jennifer Rylott
Alternate Chairperson: Danielle Spears
School Physician
Speech/Language Pathologist: Michelle Weir
Student's Teacher
Student's Special Education Teacher

e. Language Proficiency Team

Chairperson: Jennifer Rylot
Bryan Knipfing
Laura Mayo
Michelle Weir, as needed
Parent, as needed

f. Audit Committee

Chairperson: Superintendent
School District Business Leader
Auditors
Two (2) Board Members

13.2 504 Grievance Officer

- a. Superintendent

Motion carried unanimously.

A motion was made by Katherine Rossi-Snook, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2020-2021 school year: 14.1 – 14.6

14.1 Budget Vote

- a. Board of Registration at \$125 per day:
1. Angela Corbett
 2. Shirley Ferrer
 3. Phyllis Wallace
 4. Lois Corbett

5. Alternate: Betti-Ann Morrirt
6. Alternate: Lew Corbett
7. Alternate: Jean Dickerson
8. Alternate: Allison Binder
9. Alternate: Jane Ritzler
10. Alternate: Annamarie Rampmaier

- b. Four (4) Poll Workers at \$125 per day
- c. Voting Hours: 12:00 pm to 9:00 pm

14.2 Impartial Hearing Officer List for 2020-2021 (as set forth by the NYS Education Department)

14.3 Monthly Board Meetings Schedule

August 17, 2020	February 8, 2021
September 14, 2020	March 8, 2021
October 13, 2020	April 12, 2021
November 9, 2020	May 10, 2021
December 7, 2020	May 18, 2021 (Annual District & Budget Vote Meeting)
January 11, 2021	June 14, 2021

14.4 Policy Manual

- a. Re-adoption of all policies and code of ethics in the Policy Manual

14.5 Shelter Island School Emergency Response Plan

- a. Re-adoption of the Shelter Island School Emergency Response Plan

14.6 Shared Decision Making Plan

- a. Re-adoption of the Shared Decision Making Plan

Motion carried unanimously.

At this time, the Regular Business Meeting began –

Visitor Questions

Ms. Michelle Corbett, teacher, stated she wasn't aware that the Joint Professional Practice Committee determined that the Schedule C position of Substitute Dispatcher should move from Level V to Level IV because they were waiting to hear more about the duties from the person who currently held the position. Dr. Doelger explained that he spoke with the Shelter Island Faculty Association Union President, Mary Kanarvogel and Ms. Kanarvogel directed that the Schedule C level should be reduced and should have been reduced sooner since the district invested in the AESOP substitute dispatching system.

A motion was made by Robert Strauss, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board hereby approves the following consent agenda items:

- a. Approval of Minutes
 1. Regular Meeting of June 15, 2020
 2. Special Meeting of June 9, 2020

Motion carried unanimously.

Correspondence – None

Presentations – None

Personnel

A motion was made by Margaret Colligan, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 19.1 – 19.4

19.1 Resignation of Board of Education Member

- a. Accept the resignation of Jason Lones, Board of Education Member, effective July 1, 2020

19.2 Schedule C Positions

Visitor
Questions

Correspondence

Presentation

Consent Agenda
Personnel

- a. Approve the level decrease for Substitute Dispatcher from \$5,306.32, Level V to \$3,053.89, Level IV of salary Schedule C – Non Athletics.
- b. Approve the level increase for School Newspaper from \$2,037.54, Level III to \$5,306.32, Level V of salary Schedule C – Non Athletics.

19.3 Curriculum Planning at a Rate of \$45/hour

- a. Lynne Colligan – New Class: Creative Writing, not to exceed 3 hours

19.4 District Clerk Pro Tem

- a. Appoint Deborah Vecchio, as District Clerk Pro Tem, at a rate of \$30 per hour, to serve in the absence of the District Clerk, when necessary, for the 2020-2021 school year.
- b. Appoint Superintendent, as District Clerk Pro Tem, when necessary, for the 2020-2021 school year.

Motion carried unanimously.

President Lynch read Jason Lones' letter of resignation and the members of the Board of Education discussed their options for filling the open seat. Ms. Lynch and Ms. Colligan were in favor of waiting a few months while getting the newest members up to speed, while Ms. McCarthy and Ms. Hedberg were in favor of filling sooner rather than later so all new members could learn together and another community voice could be heard. Ms. Rossi-Snook didn't think there was a rush to appoint someone, but instead suggested anyone interested should start to come to meetings. Mr. Strauss stated that he did not have a personal preference. In wrapping up the topic, President Lynch thanked everyone for their input and agreed that this will be a continued topic of conversation.

Program

A motion was made by Margaret Colligan, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program actions: 20.1

20.1 Post Season Sports for 2020-2021 School Year

- a. Authorization to approve Shelter Island School sports teams to travel to and participate in post season tournament play

Motion carried unanimously.

Finance

A motion was made by Katherine Rossi-Snook, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 21.1 – 21.6

21.1 Financial Reports

- a. Treasurer's Report – May 2020
- b. Extra Class Report – May 2020
- c. Appropriation Status Report
- d. Revenue Status Report

21.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entries, for the period of June 5, 2020 – June 30, 2020, in accordance with Board Policy that the Superintendent has approved, as well as any transfers that need Board specific approval.

21.3 District Credit Cards for the 2020-2021 School Year

- a. Authorize Maryann Impastato and Helene Starzee, to use the District's American Express credit cards (account number xxx-xxxx5-11006), for purchases of approved supplies and services, for the period of July 1, 2020 through June 30, 2021. The individual card numbers are as follows: Maryann Impastato (xxx-xxxx5-11063) and Helene Starzee (xxx-xxxx5-11071).

21.4 Establishment of Class of 2020 Scholarship Fund

- a. Approval to establish the Class of 2020 Perseverance Scholarship in the amount of \$1,000 to be awarded over a 4-year period at \$250 to one graduating senior each year, beginning June 2021.

21.5 Grant Award

- a. Accept the Slow Food East End Grant Award in the amount of \$1,000.00 to be used for the Edible School Garden

21.6 Tax Deferred Annuity Plan (403(b)) for Employees

- a. Approval to add Vanguard 403(b) Services Program to OMNI’s approved vendor list

Motion carried unanimously.

Consent
Agenda
Finance
(continued)

At this time, Katherine Rossi-Snook thanked the Slow Food East End group for awarding the Shelter Island School District with the \$1,000 grant. Ms. Rossi-Snook noted that the garden is flourishing and she is looking forward to moving forward and harvesting vegetables. President Lynch thanked Ms. Ross-Snook for applying for the grant.

Consent
Agenda
Business

Business

A motion was made by Margaret Colligan, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 22.1 – 22.2

22.1 2020-2021 Contracts

- a. Authorize the extension of transportation contract #C416602 with Sunrise Bus, Incorporated, for Summer Route, Cutchogue-East, in the amount of \$11,422.75. The term of said contract shall be July 6, 2020 through August 14, 2020; and authorize the Board President and Superintendent to execute said agreement.
- b. Approve the contract between the Board of Education of the Shelter Island Union Free School District and Eastern Suffolk BOCES, for services in the 2020-2021 school year, at a cost of approximately \$289,963.44, subject to such additions or subtractions in services that may be necessary to meet the needs of the district; and authorize the Board President to execute said agreement.
- c. Approve the contract 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, 2020 through June 30, 2020; and authorize the Board President to execute said agreement.
- d. Approve the inter-municipal agreement between the Board of Education of the Shelter Island Union Free School District and Riverhead Central School District, for summer meal services, at no charge to the district, effective July 6, 2020 – September 4, 2020; and authorize the Board President to execute said agreement.

22.2 Taping of Board of Education Meetings

- a. Authorization of the taping of up to seven (7) Board of Education Budget Meetings during the 2020-2021 school year, at a cost of \$250 per taping. (Exact dates to be determined at a future meeting.)

Motion carried unanimously.

Facility

Facility - None

Items for
Consideration

Items for Consideration - None

Old Business

Old Business - None

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

Mr. Gulluscio reported that no interscholastic sports will take place until further notice and he expects to receive further guidance in a few weeks.

Dir. Of
Athletics, PE,
Health,
Wellness &
Personnel

Director of Pupil Personnel, Data and Instruction Report

Ms. Rylott reported that Special Education Summer Services were allowed to be administered in person so there have been a low number of students and teachers in the building. Health protocols have been put in place to keep everyone safe. Ms. Rylott noted that she was excited to have students in the building again and the students were even more excited to be back in the building.

Director of
Pupil
Personnel,
Data &
Instruction

Ms. Rylott shared that each year she applies for a federal grant which is typically used for professional development for our Special Education Teachers, but this year the District will contract with Sag Harbor and the funds will be used for a Transition Coordinator. Ms. Rylott explained that a Transition Coordinator works with Special Education students and their families to help plan for post-high school life.

In closing, Ms. Rylott shared that Ms. Lynn Cataldo, physical therapist, who the district contracted with for several years, is retiring. Ms. Rylott wished Ms. Cataldo all the very best and stated that she will be missed. Ms. Rylott noted that a Request for Proposal for a new physical therapist has been posted.

*Director of
Pupil Personnel,
Data &
Instruction
(continued)*

Superintendent Report

Registration

Dr. Doelger reported that fifteen (15) new families have inquired about grades PK-6 and eight (8) new families have registered. On July 30th and July 31st, informational meetings and building tours will be provided to any family interested in the Shelter Island School. Participants will be required to wear masks and socially distance.

*Superintendent
Report*

Re-Opening School

Dr. Doelger explained that school districts are required to have three different versions of an opening plan – fully in person, fully on-line, and a hybrid model. The Department of Health sent out guidance earlier in the day. Dr. Doelger stated that he will create plans with input from administration, the Board of Education, teachers and parents, and noted that plans must be submitted to the New York State Education Department by July 31, 2020. Dr. Doelger did note that Governor Cuomo will make a final decision by August 7, 2020 to determine whether or not schools can re-open.

Breakfast and Lunch Offerings

Dr. Doelger thanked the Riverhead School District for their partnership in providing breakfast and lunch to our community members in need of food on Mondays and Wednesdays, from 12:00 pm – 2:00 pm, at the Presbyterian Church. Dr. Doelger noted that Riverhead School District received federal funding for this program and there is no charge to our district.

Buildings & Grounds

Dr. Doelger reported that new basketball hoops will be installed at the courts by Fiske Field this week and the tennis courts will be refurbished beginning next week. The basketball hoops were purchased with a donation from a community member and the tennis courts are being funded by a grant from Fred Thiele. Dr. Doelger announced that *both* science rooms will be renovated with the \$160,000 Capital Reserve fund which was approved by the community at the June 9, 2020 budget vote. Originally it was estimated that only one room could be renovated for that amount. In closing his Building & Grounds report, Dr. Doelger reminded the Board of Education that it's time to bring the Septic System to the forefront of discussion and with the money saved during the school closure due to the COVID-19 pandemic, the district did save some money and may not have to go out to voters to ask for as much as originally planned.

Socially Distanced Prom

Dr. Doelger announced that a socially distanced Prom for students in grades 9-12 will be held on July 30th, at Sylvester Manor. Only members of the Class of 2020 are allowed to bring outside dates and all participants must wear masks.

At this time there was an in depth discussion between the Board of Education and Dr. Doelger regarding masks, space, and protocols for re-entry in September.

*Board Member
Reports*

Board Member Reports

Margaret Colligan stated that she truly enjoyed the graduation ceremony.

Katherine Rossi-Snook echoed Ms. Colligan's sentiments about graduation and noted that she overheard several parents stating that future graduation ceremonies should always be held on Friday night. Ms. Rossi-Snook thanked Sylvester Manor for the extra plants they donated to the Edible School Garden and thanked Mr. Michael Dunning and the custodial crew for their assistance in watering the garden.

Kathleen Lynch stated that she is excited to have Dawn Hedberg and Robert Strauss on the Board of Education. Ms. Lynch also noted that graduation was a magical evening and thanked everyone involved in making it perfect. In closing, Ms. Lynch thanked District Clerk, Jacqueline Dunning for overseeing the 2020-2021 Budget Vote which due to the COVID-19 pandemic was held by absentee ballot only and required an exorbitant amount of work.

*Visitor
Comments*

Visitor Comments

Ms. Michelle Corbett encouraged the Board of Education to reach out to the minority community when looking for a member to replace the seat left open by Jason Lones' resignation. Ms. Lynch stated that this was exactly the direction the Board was looking to head. In closing, Ms. Corbett, as a teacher and a parent, thanked Dr. Doelger for

everything he did once school had been ordered closed by the State and classes were held virtually during the COVID-19 pandemic.

*Executive
Session*

Executive Session

A motion was made by Katherine Rossi-Snook, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:18 pm to discuss the employment of particular individuals, pursuant to Section 105(f) of the Public Officers Law.

Adjournment

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 9:07 pm.


Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, August 17, 2020, at 6:00 pm, in the Conference Room.