

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

**REGULAR MEETING  
October 18, 2021**

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

Others Present: Dr. Brian Doelger, Superintendent; Jennifer Rylott, Director of Pupil Personnel, Data & Instruction; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Luca Martinez, Student Liaison; Julie Lane, Shelter Island Reporter; Julia Brennan, Shelter Island Gazette; 3 faculty/staff/student and 1 community residents

Absent: Kathleen Lynch and Karina Montalvo

President Colligan called the meeting to order at 6:05 pm; followed by the Pledge of Allegiance.

*Call to Order  
and Pledge of  
Allegiance*

Robert Strauss 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**

At this time, President Colligan administered the Oath of Office to Luca Martinez, Student Liaison to the Board of Education

*Oath of Office  
to Student  
Liaison*

**Consent Agenda**

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

*Consent Agenda  
- Minutes*

- 6.1 Approval of Minutes
  - 1. Regular Meeting of September 14, 2020

Motion carried unanimously.

*Correspondence*

**Correspondence - None**

**Presentations**

Audit Report Year End June 30, 2021

Michael Nawrocki of Nawrocki Smith, the District’s auditing firm, reviewed the scope of the June 30, 2021 and reported that no deficiencies were found.

*Presentations*

A motion was made by Robert Strauss, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the audit reports for the fiscal year ending June 30, 2021.

Motion carried unanimously.

**Personnel**

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 Personnel actions: 9.1 – 9.9

*Consent Agenda  
- Personnel*

- 9.1 Step Movement
  - a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2021
    - 1. Lauren Farkas                      Step 3 MA+15 to Step 3 MA+30
    - 2. Natalie Regan                      Step 6 MA+60 to Step 6 MA+75
    - 3. Bryan Knipfing                      Step 9 MA+60 to Step 9 MA+75

- 4. Danielle Spears Step 3 MA+15 to Step 3 MA +30
- 5. Maggie Manarel Step 3 MA+15 to Step 3 MA+30
- 6. Christopher Conrardy Step 6 BA+15 to Step 6 MA
- 7. Martha Tuthill Step 8 MA+60 to Step 8 MA +75

9.2 Additional Substitute Teachers for the 2021-2022 School Year at \$110 per day (certified or 4-year degree)

- a. Melissa Frasco

9.3 Additional Substitute Aide for the 2021-2022 School Year at \$95 per day

- a. Francesca Frasco

9.4 School Physician

- a. Appoint Dr. Joshua Potter as School Physician for the 2021-2022 school year, at \$5,000.

9.5 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 Mary Kanarvogel, School Nurse Teacher, as the COVID-19 Coordinator for the 2021-2022 school year; and authorize the Board President and Superintendent to execute said agreement.

9.6 Lead Evaluators of Teachers and Principals for the 2021-2022 School Year

- a. BE IT RESOLVED, that Brian Doelger, Jennifer Rylott, Todd Gulluscio and Allan Gerstenlauer are hereby certified as a Qualified Lead Evaluator of teachers and building principals, by successfully demonstrating the skills prescribed in 8 NYCRR §30-2.9(b), including:
  - 1. The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
  - 2. Evidence-based observation techniques that are grounded in research;
  - 3. Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
  - 4. Application and use of the state-approved principal rubric selected by the Shelter Island Union Free School District for use in the evaluations of teachers and building principals, including training on the effective application of such rubrics to observe a teacher’s and building principal’s practice;
  - 5. Application and use of the assessment tools that the Shelter Island Union Free School District utilizes to evaluate its teachers and building principals;
  - 6. Application and use of the state-approved locally selected measures of student achievement used by Shelter Island Union Free School District to evaluate its principals;
  - 7. The scoring methodology utilized by the State Education Department and Shelter Island Union Free School District to evaluate teachers and building principals under 8 NYCRR Subpart 30-2, including:
    - a. How scores are generated for each subcomponent and the composite effectiveness score of teachers and building principals, and
    - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of teachers and principals and their subcomponent ratings; and
    - c. Specific considerations in evaluating teachers and building principals of English language learners and students with disabilities.

9.7 Leave of Absence

- a. Approve a contractual childcare leave of absence for Kerri Knipfing, Elementary Education, K-6 Teacher, to commence on or about January 12, 2022 through on or about April 14, 2022; with said period credited towards the employee’s FMLA leave of absence.

9.8 Additional Schedule C Appointments for the 2021-2022 School Year

- a. Ramona Orgass, Yearbook Advisor, \$5,359.39

9.9 Amend Motion

a. Amend the motion of August 30, 2021 from:

BE IT RESOLVED THAT: The Board of Education hereby approves Erin Mulrain, as .50 FTE Physical Education Teacher, K-12 effective September 1, 2021, prorated at \$33,623, Step 1 MA of the 2021-2022 teacher salary scale.

to:

BE IT RESOLVED THAT: The Board of Education hereby approves Erin Mulrain, as .50 FTE Physical Education Teacher, K-12 effective September 1, 2021 at \$33,623, Step 1 MA of the 2021 2022 teacher salary scale and .50 FTE ENL Teacher effective retroactively to October 12, 2021, at \$33,623, prorated to \$29,661, Step 1 MA of the 2021-2022 teacher salary scale.

Motion carried unanimously.

*Consent Agenda  
– Personnel  
(continued)*

*Consent Agenda  
– Program*

**Program**

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

10.1 504 Recommendations for the 2021-2022 School Year

a. 504 Committee

10.2 Revised Policy – First Reading

a. Policy #8260 – Title I Parent & Family Engagement

Motion carried unanimously.

*Consent Agenda  
– Finance*

**Finance**

A motion was made by Katherine Rossi-Snook, seconded by Robert Strauss, 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. Appropriations Status Report
- b. Revenue Status Report

11.2 Budget Transfers & Journal Entries

a. Accept and approve Budget Transfer and Journal Entry Reports for the period of August 25, 2021 through October 7, 2021, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Funding Reserves

WHEREAS, the Board of Education is desirous of funding certain reserves allowable by law using fund balance in order to save money and plan for expenses in future fiscal years;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the 2020 Repair Reserve, established pursuant to General Municipal Law Section 6-D by excess fund balance from the 2020-2021 fiscal year in an amount not to exceed \$400,000; and

BE IT FURTHER RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby funds the existing NYSTRS School District Retirement Contribution Reserve Sub-Fund, established pursuant to General Municipal Law Section 6-R by excess fund balance from the 2020-2021 fiscal year in an amount not to exceed \$93,862.

11.4 Tax Levy

WHEREAS, the Shelter Island Union Free School District has determined that amount of State aid and other estimated local revenues to be applied toward the 2021-2022 budget; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby sets the total tax levies for the Shelter Island Union Free School District at \$11,016,572.

AND BE IT FURTHER RESOLVED, that because the STAR program will pay portions of the School Tax Levy that normally would be borne by the property tax in the 2021-2022 school year, the School Tax Levy shall be further offset by the actual amount received to STAR.

Motion carried unanimously.

*Consent Agenda  
– Finance  
(continued)*

*Consent Agenda  
– Business*

**Business**

A motion was made by Tracy McCarthy, 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: 12.1

12.1 Donation & Budget Transfer

- a. Authorize the Shelter Island School District to accept a donation of \$1,500 from the Shelter Island Presbyterian church for college field trips for students; and authorize an increase to the budget line of Field Trip Transportation, A.5540.400.00.2110.

Motion carried unanimously.

At this time, Dr. Doelger thanked the Shelter Island Presbyterian Church for always supporting our students with their donations.

*Consent Agenda  
– Facility*

**Facility**

A motion was made by Tracy McCarthy, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 13.1

13.1 District-Wide School Safety/Continuity of Operations Plan

- a. Approve the 2021-2022 Shelter Island School District-Wide School Safety/Continuity of Operations Plan.

Motion carried unanimously.

*Items for  
Consideration*

**Items for Consideration - None**

*Old Business*

**Old Business - None**

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

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

Mr. Todd Gulluscio reported the conclusion of another successful Fall Athletic Season and thanked Shelter Island Country Club for hosting the cross-country team and giving all members of the team a complimentary golf club membership. Mr. Gulluscio stated that the Desire to Lead program is continuing this year and also announced that Shelter Island School is receiving its sixth consecutive New York State Public High School Athletic Association's (NYSPHSAA) School of Distinction Award. In closing, Mr. Gulluscio shared that the Dual Participation Program for student athletes wanting to play two sports in one season has been approved and put in place permanently.

*Dir of Pupil  
Personnel, Data  
& Instruction*

**Director of Pupil Personnel, Data & Instruction Report**

Ms. Jennifer Rylott stated that she was prepared to give a report on the New York State Testing Scores, but the scores are still embargoed. Ms. Rylott is hopeful she will be able to speak publicly about them soon.

*Superintendent's  
Report*

**Superintendent's Report**

Dr. Doelger announced that this week is School Board Appreciation week. He pointed out a beautiful thank you poster that Ms. Catherine Brigham, Art Teacher created with her students and then showed a thank you video created by Mr. Christopher Conrardy and his media production students. Dr. Doelger thanked both teachers. Dr. Doelger thanked the members of the Board of Education for everything they do and he reminded the audience that they are volunteers and they always keep what's best for students in mind when they make decisions. Next, Dr. Doelger thanked the Shelter Island PTSA for all of the great events they have put on already this school year – Boo Hoo Breakfast, Back to School BBQ, Scholastic Book, and the first monthly membership meeting which was held virtually.

Dr. Doelger shared that he and the Business Office are already working on the 2022-2023 budget and the plan is to come as close as possible to a 0% increase. Dr. Doelger thanked Debbie Vecchio and Maryann Impastato of the Business Office for all of their hard work on the ST3 report.

Dr. Doelger announced that the parent/teacher conferences in November will be held in person and a virtual option will be offered for any parents who cannot make it into the school. Dr. Doelger also announced that there will be holiday concerts this year and they will be held in the gymnasium to allow for social distancing. In closing, Dr. Doelger stated that the school is doing well with COVID-19 and that there hasn't been a case since the very beginning of the school year.

*Superintendent's Report (continued)*

#### **Board Member Reports**

*Board Member Reports*

Mr. Robert Strauss thanked the teachers and students for the thank you card and video in recognition of Board of Education Appreciation. He also thanked Dr. Doelger for the journal and Mrs. Dunning for the cupcakes they had given each of the board members.

Ms. Tracy McCarthy thanked Dr. Doelger and everyone at the school for making the members of the Board of Education feel loved.

Ms. Katherine Rossi-Snook told Dr. Doelger that he makes it easy to serve on the Board of Education. Ms. Rossi-Snook thanked the Classes of 2022 and 2023 and their advisors for the successful Harvest Festival held over the weekend. In closing, Ms. Rossi-Snook spoke about a septic meeting she sat in on with Dr. Doelger, Michael Dunning, representatives of the Town of Shelter Island, BBS Architects and Lombardo Associates. The purpose of the meeting was to determine if the Town and School could share the project. It was determined that the school is further along in the process, but the school will see if it would be feasible for collaboration at some point.

President Margaret Colligan reported that the Policy Committee reviewed the Title I Family Engagement Policy that was on this evening's agenda and stated that she was impressed with how comprehensive and well written it was.

*Student Liaison Report*

#### **Student Liaison Report**

Luca Martinez reported that Student Council will hold its popular event, Anything Goes on Monday, November 1, 2021 and they will hold many parts of the event outside in order to be socially distanced. Mr. Martinez also reported that Student Council would like to continue working with administration on the student dress code and that class meetings and a Student Council meeting will be held this week.

*Visitor Comments*

#### **Visitor Comments**

Ms. Julia Brennan of the Shelter Island Gazette asked if the Tax Levy was any different than what was anticipated. Dr. Doelger replied that it was not different.

*Executive Session*

#### **Executive Session**

A motion was by made by Robert Strauss, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:46 pm to discuss the employment history of a particular individual, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

*Adjournment*

#### **Adjournment**

A motion was made by Katherine Rossi-Snook, seconded by Robert Strauss, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 7:29 pm.

  
Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday November 15, 2021, at 6:00 pm, in Room #32 (Old Band Room/New Conference Room).