

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

**REGULAR MEETING
February 13, 2017**

Members Present: Thomas Graffagnino, Mark Kanarvogel, Elizabeth Melichar, and Kathleen Lynch

Absent: Linda Eklund, Alfred Brigham and Susan Binder

Others Present: Mr. Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel; Timothy Laube, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Nicolette Frasco, Student Liaison; Julie Lane, Shelter Island Reporter; Chris Tehan, Town of Shelter Island Videographer; 22 faculty/staff/student and 5 community residents

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.

Budget Presentation

Mr. Timothy Laube, School District Business Leader, welcomed everyone to the fourth presentation to be held in preparation of the 2017-2018 school budget. Topics presented by Mr. Laube included, School Budget Organization, Capital Grant, Facilities and Capital, Cafeteria Costs and Debt Service. Mr. Laube reviewed the schedule of the dates and topics for the remaining 2017-2018 school budget meetings, and noted that all the meetings will begin at 6:00 pm. The schedule is as follows.

- March 6, 2017 – Educational Program
- March 20, 2017 – Capital
- March 22, 2017 – Budget Overview
- April 19, 2017 – Budget Adoption
- May 8, 2017 – Budget Hearing

Mr. Laube ended his presentation and opened the floor to any questions or concerns, of which there were none.

Visitor Questions – None

Consent Agenda

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

- a. Approval of Minutes
 1. Regular Meeting of January 17, 2017
 2. Budget Presentation of January 30, 2017

Motion carried unanimously.

Correspondence

Mr. Graffagnino acknowledged receipt of a letter from a faculty member and a petition pertaining to transportation from a community member. Mr. Graffagnino stated the petition has been submitted to legal counsel for review.

Presentations

Disney Trip Report

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Budget
Presentation*

Visitor Questions

Consent Agenda

Correspondence

Presentations

Class of 2020 officers, Tyler Gulluscio, Jane Richards, Jason Green and Nicholas Mamisashvili thanked the Board of Education for supporting the Disney trip and shared the many experiences they had on the trip. Emma Teodoru, member of the Class of 2020 also spoke about her experience on the trip. In closing, the students shared a video montage of their trip.

The members of the Board of Education, thanked the students for their presentation. A parent in the audience admitted she was against the Disney trip for a long time, but now that she attended it with her child she is a strong supporter.

Shelter Island Faculty Association (SIFA) Monthly Update

Mr. Brian Becker stated that Mr. Christopher Conrardy is currently teaching students how to repair small engines and community members are welcome to drop off any non-working, small engine equipment for them to fix. Mr. Becker announced that Grades 2 and 3 held an open house for parents to learn more about their children's classes.

Roundtable Discussion

Mr. Michael Cox announced that there will be a Roundtable discussion between teachers and parents on Wednesday, February 15, 2017, in the Conference Room. Mr. Cox explained the purpose of this meeting is to discuss collective aspirations for the District and the plan is to continue having such meetings throughout the school year.

Punt, Pass and Kick

Mr. Todd Gulluscio and Ms. Taylor Kelly reported that students in grades 4-5 participated in the District's Punt, Pass, Kick contest. At this time, the following students were recognized for winning the competition and were given awards – Noah Green (grade 5), Betheseda Campos (grade 4), Sophie Clark (grade 5), and Harrison Weslek (Grade 4) (Note: Harrison Weslek was not in attendance to receive his certificate. It will be presented to him in school.)

Personnel

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 Personnel actions: 9.1 – 9.6

- 9.1 Schedule C Non-Athletic Activities
 - a. Approve the creation of 6th Grade Advisor, at a salary of \$748.26, Level I of salary Schedule C
- 9.2 Additional Schedule C Non-Athletics
 - a. Appoint Patricia Kreppein, 6th Grade Advisor, effective February 14, 2017 through June 23, 2017, prorated at \$374.13.
- 9.3 Resignation
 - a. Accept the resignation of Maria DiOrio, Teacher Aide for Special Education, effective February 17, 2017.
- 9.4 Bereavement, Sick & Personal Days
 - a. Approval to grant five (5) bereavement days, fifteen (15) sick days, and two (2) personal days to Lisa Goody, Monitor, for the 2016-2017 school year and to compensate Lisa Goody retroactively, effective September 1, 2016, for five (5) bereavement days, fifteen (15) sick days, and one (1) personal day.
- 9.5 Childcare Leave
 - a. Approve a contractual childcare leave of absence for James Bocca, English 7-12, to commence on or about March 13, 2017 – March 24, 2017; with said period credited towards the employee's FMLA leave of absence.
- 9.6 Extension of Probationary Period
 - a. RESOLVED, that the Board of Education of the Shelter Island Union Free School District herewith extends the probationary period of Brittney Russo until June 30, 2018, upon which date said probationary period shall expire in all respects, and

BE IT FURTHER RESOLVED, that this extension of probation is made pursuant to a certain letter dated January 30, 2017 from Brittney Russo to the Board of Education of the Shelter Island Union Free School District, together with a general release from Brittney Russo to the Board of Education of the Shelter Island Union Free School District.

*Personnel
(continued)*

Motion carried unanimously.

Mr. Gulluscio thanked Maria DiOrio for her service in the District and wished her luck in her new endeavor.

Program

Program

A motion was made by Elizabeth Melichar, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action: 10.1 – 10.5

- 10.1 CSE Recommendation for the 2016-2017 School Year
 - a. Committee on Special Education
- 10.2 School Calendar – 2017-2018
 - a. Approval of the Shelter Island District’s School Calendar for the 2017-2018 school year
- 10.3 Second Reading & Adoption
 - a. Policy #1510 – Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
 - b. Policy #6121 – Sexual Harassment of District Personnel
- 10.4 First Reading
 - a. Policy #7131 – Education of Homeless Children and Youth
- 10.5 2016-2017 Professional Development Plan
 - a. Approval of the 2015-2016 Professional Development Plan

Motion carried unanimously.

Finance

Finance

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, 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 – January 2017
 - b. Extra Class Report – January 2017
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor’s Report – January 2017
 - f. Payroll Audit Report – January 2017
- 11.2 Budget Transfers/Journal Entries
 - a. Accept and approve Budget Transfer/Journal Entry Reports for the period of January 12, 2017 through February 7, 2017, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 11.3 Audit Corrective Action Plan
 - a. Accept the Superintendent’s Audit Corrective Action Plan from the audit management letter or the period ending June 30, 2016, as required by regulations of the State Education Department Commissioner

Motion carried unanimously.

Business

Business

A motion was made by Elizabeth Melichar, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 12.1 – 12.4

12.1 Contracts

- a. Approve a consultant agreement between the Board of Education of the Shelter Island Union Free School District and School Leadership, LLC, of Malverne, NY, to perform a Superintendent search for the District, in the amount of \$13,000, with specific terms described in the agreement; and authorize the Board President to execute said agreement.

12.2 Monetary Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$500.00 from the Shelter Island Educational Foundation for supplies for the Empty Bowls Fundraiser.
- b. Authorization to increase the budget line of Art Materials & Supplies, A2110.450.00.0011, in the amount of \$500.00 to be offset by the \$500.00 donation from the Shelter Island Educational Foundation.
- c. Authorize the Shelter Island School District to accept a donation of \$293.46 from the Shelter Island Educational Foundation for the October 20, 2016 college visit shared-transportation.
- d. Authorization to increase the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$293.46 to be offset by the \$293.46 donation from the Shelter Island Educational Foundation.
- e. Authorize the Shelter Island School District to accept a donation of \$3,500.00 from an anonymous donor for the Band Program and Unrestricted Use at the Discretion of the Superintendent.
- f. Authorization to increase the budget line of Music Materials and Supplies, A2110.450.00.0018, in the amount of \$500.00, and Field Trip Fees, A2210.419.00.0000, in the amount of \$1,500, and to increase the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,500, to be offset by the \$3,500.00 donation from an anonymous donor.

12.3 Donation

- a. Authorize the Shelter Island School District to accept the donation of an office chair, valued at \$250.00, from Our Lady of the Isle.

12.4 Bids for the Period of February 1, 2017 – June 30, 2017

- a. Approval to award the School Lunch Product Items Bid #2017-02C to:
 1. Calip Dairies d/b/a Big Apple Desserts of Bronx, NY
 2. Donneson Provisions of Westhampton Beach, NY
 3. J Kings Food Service Professionals, Incorporated of Holtsville, NY
 4. Mivila Food of New York of Calverton, NY
 5. DiCarlo Distributors of Holtsville, NY
 6. Cookies & More of Farmingdale, NY
 7. Peter's Fruit of Yaphank, NY
- b. Approval to reject the School Lunch Product Items Bid #2017-02C by:
 1. Big Geyser of Edgewood, NY

Motion carried unanimously.

Facility

Facility – None

Items for
Consideration

Items for Consideration - None

Old Business

Old Business

a. Red-Lined Items from Previous Board Meetings

- Joint Professional Practices Committee (JPPC): The JPPC committee met on September 27, 2016 and they discussed job descriptions for each Schedule C position. The committee met on December 13, 2016 to finalize the job descriptions and met again on January 4, 2017. All Advisors have reviewed and signed their list of responsibilities. At the last JPPC meeting, the committee discussed adding a 6th grade advisor position to Schedule C so all secondary grades have an advisor. The committee also discussed that grades 6-8 be should more involved in Student Council. *As a result of these discussions, a 6th Grade Advisor position has been created and 6th grade students will also be more involved in Student Council.*

- Parents Sending Children to Off-Island Schools: The Board of Education and Administration continue to find ways to reach out to parents who send their children to off-island. At the October 17th meeting, Mr. Graffagnino announced that the District has been speaking with Oysterponds School with regards to tuitioning in their students to our District and ultimately increasing enrollment. The Board will update the public as the conversation with Oysterponds continues. *Mr. Cox, along with a panel of teachers representing all grade levels, will host a roundtable discussion on February 15th for parents of students who attend Shelter Island School, as well as parents who choose to send their children to off-island schools. The goal of this meeting is to build collective aspirations and cultivate a school-family partnership that will enable continued growth for the District.*
- Shared Decision Making (SDM): The first SDM Committee meeting was held on December 12, 2016 and the committee reviewed and updated the current plan. The committee met and finalized the plan on December 19, 2016. The 2016-2017 Shared Decision Making Plan was adopted at the January 17, 2017 Board meeting. Future meeting topics include allowing students to wear hats in school, field trips, and 6th grade Spanish. *The committee was scheduled to meet again on January 23, 2017, but the meeting was postponed due to the weather. The committee will meet again at 3:00 pm on February 13, 2017.*
- Substitute Teacher Pay: At the November 14, 2016 meeting, Ms. Melichar asked that the District look into a pay increase or alternate incentive to bring additional high quality substitute teachers to Shelter Island. As the substitute rate of pay is tied in to a retirement incentive in the teacher contract, the financial implications of a raise in the rate of pay could be costly. *Ms. Melichar asked that the District continue to look at ways to increase sub pay in order to attract the best substitutes.*

Old Business
(continued)

School District
Business Leader
Report

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

School District Business Leader Report - None

Director of Athletics, Physical, Health, Wellness & Personnel

Weightlifting Intramural

Mr. Gulluscio stated that 35 students registered for the new Weightlifting Intramural and noted that on average, 16 students show up each day. Mr. Gulluscio thanked Mr. Becker and Ms. Kelly for overseeing the program.

Winter Track State Qualifiers

Mr. Gulluscio reported that Lindsey Gallagher has ranked #10 in Suffolk County in the 600 meter and is racing in the Winter Track State Qualifier this evening. (Note: Later in the evening, the results were received and Lindsey missed placing in States by 6/10 of a second.)

Spirit Week/Senior Night

Mr. Gulluscio thanked Student Council for putting together a very successful Spirit Week which included daily dress themes, athletic trivia and prizes. Spirit Week ended with a pep rally and senior nights for our male and female athletes.

Sportsmanship

Mr. Gulluscio took a moment to commend the Varsity Boys Basketball team and coach for the support they recently gave when a student with special needs on the opposing team hit a three point shot.

Security Assessment Update

Mr. Gulluscio reported that on January 10, 2017, a security assessment of the school building was conducted by an outside source. The following recommendations were made to the District:

- | | |
|--|--|
| - Lock front entrance | - Add additional key card check points |
| - Visitors show photo identification | - Reconfigure FIT Center door not to have direct access into gym |
| - Install system to screen visitors | - Install video surveillance in common areas of school |
| - Escort visitors to and from meetings | - Require ID badges for all employees |
| - Re-evaluate current key card system | - Add additional security/chaperones for after school events |

Mr. Gulluscio pointed out that most of the costs related to these items will be covered by the Capital Grant. *(At this time, Elizabeth Melichar referred to an active shooter presentation she had recommended Administration share with the faculty and staff on Teacher Workshop Day.)*

Academic Administrator's Report

Elementary Muscial

Ms. Rylott spoke about the 4th & 5th Grade musical that was held on Wednesday, February 8, 2017. Ms. Rylott explained that Ms. Bosak does an amazing job with the students – so much so that they actually run the entire show themselves without any further direction from Ms. Bosak. Ms. Rylott congratulated Ms. Bosak and the students for doing a phenomenal job.

Tower Gardens

Ms. Rylott shared that she met with Mrs. Stacy Stanzione who has been helping to get tower gardens into school districts on the North Shore at no charge. Tower gardens exist in a hydroponic system -- an air mist environment without the use of soil. The benefits of a tower garden is that they are housed indoors so they can grow year round, they use less water, they use less land mass, and yet they yield more produce than a traditional garden. Ms. Rylott reached out to teachers to find out who would be interested in having a tower garden in their classroom. The elementary wing has requested two tower gardens and Mr. Williams and Mrs. Russo have each requested one, as well.

Superintendent's Report

AP Honor Roll

Mr. Skuggevik emphasized how impressive it is for our District to be named to the AP Honor Roll. Only 433 schools in the United States and Canada were given the honor and of those schools, only 25 were in New York. Mr. Skuggevik shared that an AP Honor Roll banner has been purchased for the front lawn of the school. In closing, Mr. Skuggevik congratulated the faculty, students and parents for all of their hard work.

Legislative Breakfast

Mr. Skuggevik announced that he had attended the Annual Legislative Breakfast at Longwood High School. The three major points made by the legislators who were present were -- the 2% tax cap is not going away, unfunded mandates will have to be addressed, and districts will see record dollar amounts in State Aid this year.

Joint Professional Practice Committee (JPPC)

Mr. Skuggevik stated that the JPPC committee met again on February 7, 2017 and agreed upon the creation of a 6th grade advisor position, as well as making grades 6, 7, and 8 part of Student Council. The next meeting is scheduled for March 7, 2017, at 3:00 pm, in the Conference Room.

Shared Decision Making (SDM)

An SDM meeting was held earlier in the day. The members discussed terms of office, reviewed procedures and outlined goals. The committee also discussed the idea of allowing students to wear hats in the building, something that is currently against the school dress code. The next SDM meeting is scheduled for March 20, 2017, at 3:00 pm, in the Conference Room.

Board Member Reports

Mark Kanarvogel thanked Michael Dunning, the custodial crew and Walter Richards for clearing the snow on school property and getting the building ready for when everyone returned. Mr. Kanarvogel also stated he is pleased the District is being proactive with security and encouraged anyone with questions about the new procedure to call either Michael Dunning or Todd Gulluscio.

Mr. Graffagnino also thanked Michael Dunning and the custodial crew, for the work they did to get the building ready after the snow storm. Mr. Graffagnino stressed that the new security procedures are not meant to be alarming or to keep parents out of the building. Instead, they are meant to keep everyone in the building safe which is the #1 priority of the Board of Education.

Student Liaison Report

Ms. Nicolette Frasco stated that she attended the first ever Cooking Club, run by Mr. James Theinert and Mrs. Jacqueline Dunning. Ms. Frasco said it was well attended and she, along with everyone else enjoyed it very much. Ms. Frasco was also pleased that Student Council's Spirit Week was a great success. Ms. Frasco mentioned that Student Council is planning a Dodgeball Tournament to be held on Thursday, February 16, 2017. In closing, Ms. Frasco reported that the National Honor Society's Souper Bowl event brought in 723 items, along with \$25 worth of cash donations.

*Academic
Administrator
Report*

*Superintendent
Report*

*Board Member
Reports*

*Student Liaison
Report*

Visitor Comments

Tracy McCarthy, a parent in the audience, commended the Board of Education for taking steps to ensure the school is as safe as it can be. Ms. McCarthy did note that since the introduction of the lobby doors being locked, there have been times she didn't have to be buzzed in and there have also been times when she was left waiting in the vestibule because Lisa was away from her desk. Ms. McCarthy stated she was happy to hear that a Roundtable Discussion would be taking place on February 15, 2017, but was wondering how Mr. Cox reached out to the parents who send their children to off-island schools and suggested that future events be advertised in the Shelter Island Reporter's Community Clips section. Mr. Cox agreed. Ms. Julie Lane, a reporter for the Shelter Island Reporter stated that she would put it on the Reporter's website. Another suggestion made by a Board Member was to ask the Police Department to put it on the electronic billboard. Mr. Cox stated he would look into the billboard.

*Visitor
Comments*

Executive Session

A motion was made by Elizabeth Melichar, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:32 pm, to discuss negotiations and the employment of a particular individual in the District pursuant to Section 105(e).

*Executive
Session*

Motion carried unanimously.

Adjournment

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 9:34 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday March 6, 2017, at 6:00 pm, in the Conference Room.