

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

**BUDGET / REGULAR MEETING
January 17, 2017**

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, Elizabeth Melichar, Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr. (arrived at 6:57 pm)

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; Mary Anne Sadowski, Legal Counsel; Julie Lane, Shelter Island Reporter; Christopher Tehan, Town of Shelter Island Videographer; 10 faculty/staff/student and 7 community residents

Absent: Nicolette Frasco, Student Liaison

The meeting was called to order at 5:15 pm by President Graffagnino. Mr. Graffagnino immediately called for a motion to go into Executive Session to meet with legal counsel.

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 5:15 pm, to meet with legal counsel.

At 6:03 pm, the Board of Education came out of Executives Session. Mr. Graffagnino asked everyone to rise for 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 - Administration

Mr. Timothy Laube, School District Business Leader welcomed everyone to the 2017-2018 school budget presentation. Topics presented by Mr. Laube included, School Budget Organization, Administration: 3-Year Comparison, Administration: 2016-2017 vs. 2017-2018, Administration Benefits: 3-Year Comparison, and Administration Benefits: 2016-2017 vs. 2017-2018. 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.

- January 30, 2017 – Educational Program
- February 13, 2017 – Facilities & Capital
- March 6, 2017 – Budget Workshop
- March 20, 2017 – Budget Overview
- March 22, 2017 – Budget Workshop (if needed)
- April 19, 2017 – Budget Adoption
- May 8, 2017 – Budget Hearing

Mr. Laube ended his presentation and opened the floor to any questions or concerns. Catrina Heinmann, a parent asked how many student are enrolled in the District. Jennifer Rylott responded with 225. There were no other questions.

Visitor Questions – None

Consent Agenda

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

Call to Order

Executive Session

Pledge of Allegiance

Mission Statement

Budget Presentation

Visitor Questions

Consent Agenda

- a. Approval of Minutes
 - 1. Regular Meeting of December 12, 2016
 - 2. Budget Meeting of January 9, 2017

Motion carried unanimously.

*Consent
Agenda
(continued)*

Correspondence

Presentations

Correspondence - None

Presentations

Haiti Mission Trip

Mrs. Mahoney introduced Mr. Joseph Ryan, a Stony Brook University Nursing Student who teamed up with Shelter Island National Honor Society member, Sophia Strauss to help Haitians in the wake of Hurricane Matthew, which hit the island of Haiti on October 4, 2016, killing over 1,000 people. Sophia Strauss reached out to the Shelter Island community to gather donations of supplies for Mr. Ryan to bring to Haiti. Mr. Ryan thanked Sophia Strauss, the members of National Honor Society, and the Shelter Island community for their overwhelming support. Mr. Ryan presented a brief slide show of his trip to Haiti. To show his gratitude to Shelter Island, Mr. Ryan presented the National Honor Society members with a plaque. Mr. Ryan also thanked Sophia Strauss for spearheading the outreach and presented her with a personal gift from Haiti.

SIFA Monthly Update

Mr. Brian Becker reported that Mr. Peter Miedema's Participation in Government class have been discussing specific issues that impact Shelter Island and affordable housing was one of the most important. Students recently attended a Town Board meeting to observe town government and students were given the opportunity to speak to the Town Board about the affordable housing issue. The students are continuing to collect information about this topic and will present again at a future Town Board meeting.

Mr. Becker also reported about Mr. Christopher Conrardy's classes, stating that during the Academic Workshop Exploration (AWE) in November, the students built inventions. He also reported that Mr. Conrardy's Internship class is currently working at Coecles Harbor, and as a final item, Mr. Becker showed the Board of Education, a gavel that Mr. Conrardy's class made for him to use at Shelter Island Faculty Association (SIFA) meetings.

Mr. Becker closed his report by highlighting Ms. Laura Mayo who recently saved someone's life by performing the Heimlich Maneuver. Mr. Becker pointed out that Ms. Mayo learned the maneuver from Nurse Mary Kanarvogel at a recent first aid class given to the District's coaching staff, further stating that this is a good example of how teachers are always learning and take their knowledge beyond the classroom.

Audit Report

Mr. David Tellier, from Nawrocki Smith, the District's auditing firm, reviewed the scope of the audit ending June 30, 2016. He reported that no significant deficiencies were found.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent to accept and approve the audit reports for the fiscal year ending June 30, 2016.

Motion carried unanimously.

*Consent
Agenda
Personnel*

Personnel

A motion was made by Susan Binder, 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 – 9.4

9.1 Extra Teaching Periods

- a. Laura Mayo, ESL Teacher, to teach five (5) extra periods on a bi-weekly basis for the 2016-2017 school year, at a rate of \$2,819.55, retroactive to January 5, 2017 through June 23, 2017.
- b. Bryan Knipfing, ESL Teacher, to teach seven (7) extra periods on a bi-weekly basis for the 2016-2017 school year, at a rate of \$5,243.50, retroactive to January 3, 2017 through June 23, 2017.

9.2 Teacher Aide

- a. Christopher Kline, as a 1.0 FTE Teacher Aide for Special Education, effective retroactively to January 9, 2017, at a prorated salary of \$11,810.00, Step 1 of the 2016-2017 teacher aide salary scale.

- 9.3 Additional Substitute Teacher Aide for the 2016-2017 School Year, at \$95 per day
 - a. Libby Liszanckie; pending clearance for employment by the NYS Department of Education (fingerprint initiative)
- 9.4 Additional Coaching for the 2016-2017 School Year
 - a. Jacqueline Brewer, Varsity Softball, at \$5,711.80

Motion carried unanimously.

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 9.5

9.5 Employment Agreement

WHEREAS, for reasons of economy, efficiency, and reorganization, the Board of Education (hereinafter "Board") has determined to abolish the position of Director of Physical Education and District Operations, the incumbent of which is Todd Gulluscio; and

WHEREAS, as part of the proposed reorganization, the Superintendent of Schools has made a recommendation for the creation of a new job title, to wit, Director of Athletics, Physical Education, Health, Wellness & Personnel; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to effectuate the recommendation of the Superintendent of Schools;

NOW, THEREFORE, BE IT RESOLVED:

1. The Board herewith abolishes the position of Director of Physical Education and District Operations, effective July 1, 2016.
2. The incumbent of the position of Director of Physical Education and District Operations, Mr. Todd Gulluscio, shall be, and hereby is, appointed to the position of Director of Athletics, Physical Education, Health, Wellness & Personnel, effective July 1, 2016. In connection with the foregoing, the Board of Education has determined that fifty percent (50%) or more of the duties of Mr. Gulluscio's current position of Director of Physical Education and District Operations are included within the job duties of the position of Director of Athletics, Physical Education, Health, Wellness & Personnel. Therefore, based upon the Education Law of the State of New York, the incumbent of the position of Director of Physical Education and District Operations, Mr. Gulluscio, is entitled to the appointment, effective July 1, 2016, to the position of Director of Athletics, Physical Education, Health, Wellness & Personnel. Further, based upon past meritorious service of Mr. Gulluscio, he shall be appointed with tenure to the position of Director of Athletics, Physical Education, Health, Wellness & Personnel and shall carry all of the seniority and fringe benefits accumulated in the position of Director of Physical Education and District Operations; and
3. Mr. Gulluscio's salary and benefits shall be paid in accordance with the written employment agreement annexed hereto; and the Board President has been authorized to execute said agreement.

Motion carried unanimously.

Program

A motion was made by Elizabeth Melichar, seconded by Susan Binder, 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/504 Recommendations for the 2016-2017 School Year
 - a. Committee on Special Education
 - b. 504 Committee
- 10.2 First Reading
 - a. Policy #1510 – Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)
 - b. Policy #6121 – Sexual Harassment of District Personnel
- 10.3 2016-2017 Shared Decision Making Plan

- a. Adopt the 2016-2017 Shared Decision Making Plan

Motion carried unanimously.

*Consent Agenda
Program (cont'd)*

*Consent Agenda
Finance*

Finance

A motion was made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 11.1 – 11.2

11.1 Financial Reports

- a. Treasurer's Report – December 2016
- b. Extra Class Report – December 2016
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – December 2016
- f. Payroll Audit Report – December 2016

11.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer and Journal Entry Reports for the period of December 9, 2016 through January 11, 2017, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

*Consent Agenda
Business*

Business

A motion was made by Susan Binder, 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 – 12.2

12.1 Contract

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Ace Canvas & Tent Corporation, of Ronkonkoma, NY, in the amount of \$3,655.00, for the rental of a tent and folding chairs, to be used for end of the year ceremonies; and authorize the Board President to execute said agreement.

12.2 Donation & Budgetary Increase

- a. Authorize the Shelter Island School District to accept a donation of \$300.00 from the Shelter Island Lions Club Foundation for a new ukulele program.
- b. Authorization to increase the budget line of Music Program M & S, A2110.450.00.0018, in the amount of \$300.00 to be offset by the \$300.00 donation from the Shelter Island Lions Club Foundation.

Motion carried. Mark Kanarvogel recused himself.

*Consent Agenda
Facility*

Facility

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 13.1

13.1 Excessing Equipment

- a. Four (4) Dell 13" Monitors – Serial #003227, #003252, #003088, #003175 (obsolete)
- b. One (1) Hewlett Packard HP 1000L Printer – Serial #20144440075 (beyond repair)
- c. Seven (7) Toshiba R20 Tablets – Serial #20100028, #20090292, #20090397, #20100021, #20090287, #20100019, #20090260 (obsolete)

Motion carried unanimously.

*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, at 3 pm in the Conference Room. At the November 14th meeting, Mr. Skuggevik reported that the JPPC Committee discussed the job descriptions for each position. The committee met on December 13, 2016 to finalize the job descriptions for each Schedule C position. The committee met again on January 4, 2017. *All Advisors have reviewed and signed their list of responsibilities. At the last JPPC meeting, in order for all secondary grades to have an advisor, the committee discussed the possibility of adding a 6th grade advisor position to Schedule C. The committee also requested that grades 6-8 be more involved in Student Council.*
- Parents Sending Children to Off-Island Schools: The Board of Education and Administration continue to look into different ways to reach out to the parents who send their children to off-island schools in order to learn why and what we can do to bring students back. At the October 17th meeting, Mr. Graffagnino announced that the District has been speaking with Oysterponds Union Free School District with regards to tuitioning in their students to our District and therefore increasing enrollment. The Board will update the public as the conversation with Oysterponds continues. Mr. Skuggevik announced there will be an Open House event for the families who send their children off-island. This event was originally anticipated to be held prior to the February break, but will now be held off until a later date. *Mr. Cox is currently working with the elementary teachers to put an improvement plan in place that will allow for more opportunities for our elementary students. Once the improvement plan is complete, Mr. Cox will share the plan with parents who are currently sending their children to off-island schools.*
- Shared Decision Making (SDM): At the September 19th meeting, Mr. Skuggevik stated he would update the SDM Plan and put together the committee members. At the October 17th meeting, Mr. Skuggevik stated he still needed the names of three parents from the PTSA, plus a community member and will set a meeting once he has the names. As of the week of October 24th, Michelle Corbett, PTSA President provided Mr. Skuggevik with the names of the three parents who will participate on this committee. After placing an ad in the Reporter seeking a community member, the committee is complete and the kickoff meeting was scheduled for 3:00 pm, on December 12, 2016. The committee met on December 12, 2016 and reviewed and updated the current plan. The committee met again on December 19, 2016 and finalized the plan. *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 will meet again on January 23, 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. Ms. Dunning compiled a list of sub pay at several other Districts. Mr. Laube computed the financial impact an increase would have on the District. 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.*
- Our Lady of the Hamptons Transportation Request: On November 10, 2016, the Board of Education received a letter from Our Lady of the Hamptons asking the District to consider transporting Shelter Island students to and from their school. At the Board's request, Mr. Laube researched the cost of fulfilling this request and determined it would cost the District an additional \$67,800. *A response to Our Lady of the Hamptons was mailed on December 21, 2016.*

School District Business Leader's Report - None

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

Winter Athletics Update

Mr. Gulluscio provided a brief overview of the current winter athletic teams. Mr. Gulluscio also mentioned that the boys Winter Track team has the same schedule as the Greenport team so Shelter Island School and Greenport School are sharing the transportation costs to the track meets.

Suffolk Zone Awards

Mr. Todd Gulluscio spoke about the Suffolk Zone Awards where one male and one female athlete in the Senior Class, from each District, was honored at an awards dinner. Melissa Frasco and Will Garrison received the award this year. Mr. Gulluscio, along with Mr. Skuggevik, Mr. Becker and Ms. Kelly attended the awards dinner with these students and the students' parents.

Anti-Defamation League Partnership

Mr. Gulluscio announced that the Anti-Defamation League peer training program, "A World of Difference", began today, January 17, 2017 and will run for three days. Mr. Gulluscio stated that twenty-two (22) students in grades 8-11 are being trained in the program. The program begins with these 22 students and then they will take the lessons they've learned and spread them to their peers. Mr. Gulluscio explained that the Anti-Defamation League continues to provide support for two years to ensure the program remains strong. Mr. Gulluscio also mentioned that the Elementary students will participate in a similar program in the near future.

Director of Athletics, PE, Health, Wellness & Personnel Report (cont'd)

Academic Administrator's Report

PTSA Holiday Boutique

Ms. Rylott thanked the PTSA for another successful Holiday Boutique, stating that it was a great success, as always.

Academic Administrator's Report

New York State Seal of Biliteracy

Ms. Rylott stated that the District is in the process of notifying the State of New York that we would like to offer the New York State Seal of Biliteracy to our graduates. This seal was established to recognize high school graduates who have attained a high level of proficiency in listening, speaking, reading, and writing in one or more languages, in addition to English. Ms. Rylott stated that discussions are taking place to determine what students will need to do to earn this seal. Currently, the Senior Oral Comprehensive Report presented entirely in Spanish is one idea being considered.

Superintendent's Report

Superintendent's Report

Shared Decision Making

Mr. Skuggevik reported that the Shared Decision Making Committee met twice in December. He pointed out that the 2016-2017 Shared Decision Making Plan was adopted earlier in this evening's meeting. The committee will meet again on January 23, 2017 and future meeting topics include; allowing students to wear hats in school, field trips, and 6th grade Spanish.

JPPC

Mr. Skuggevik reported that all Advisors have reviewed their list of responsibilities. At the last JPPC meeting, the committee discussed the possibility of adding a 6th grade advisor to Schedule C, in order for all secondary grades to have an advisor. JPPC is also requesting that grades 6-8 be more involved in Student Council.

Professional Development

Mr. Skuggevik reported that on December 20, 2016, Dr. Zachary Walker provided professional development to the Shelter Island School faculty, as well as the faculty of Montauk School and Bridgehampton School. The three districts shared the cost of this workshop. Positive feedback was received from many teachers. Mr. Skuggevik also mentioned that Shelter Island is working on future collaborative projects with Montauk School and Bridgehampton School.

Board Member Reports

Board Member Reports

Kathleen Lynch thanked Ms. Laura Mayo and Mr. Bryan Knipfing for the extra hours of work they are providing our English as a New Language (ENL) students and families.

Elizabeth Melichar congratulated Janine Mahoney for being named the Reporter's Person of the Year.

Student Liaison Report

Student Liaison Report - None

Visitor Comments - None

Visitor Comments

Executive Session

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:58 pm, to discuss negotiations and the employment of particular individuals in the District pursuant to Section 105(e).

Executive Session

Adjournment

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 8:52 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday January 30, 2017, at 6:00 pm, in the Conference Room.

*Adjournment
(continued)*