

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

REGULAR MEETING
August 15, 2016

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, Elizabeth Melichar (arrived 6:09 pm), Alfred Brigham, Sr., Susan Binder, and Kathleen Lynch

Others Present: Mr. Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Physical Education/District Operations; Timothy Laube, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 5 faculty/staff/student and 3 community residents

The meeting was called to order at 5:05 pm by President Graffagnino.

A motion was by made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 5:06 pm to discuss the employment of particular individuals in the District, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

The regular meeting began at 6:17 pm, followed by the Pledge of Allegiance.

Elizabeth Melichar 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.

Visitor Questions – None

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

- a. Approval of Minutes
 - 1. Re-Organizational / Regular Meeting of July 12, 2016
 - 2. Special Meeting of August 8, 2016

Motion carried unanimously.

Correspondence

Mr. Graffagnino acknowledged that the Board of Education received a thank you note from a Class of 2016 Graduate.

Presentations

2017 Shelter Island Public Library Vote

Ms. Terry Lucas, Director of the Shelter Island Public Library, kindly requested a special district meeting of the voters of the district to be held on Saturday, October 22, 2016, from 10:00 am to 4:00 pm, for the Shelter Island Public Library’s 2017 operating budget.

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: A special meeting of the voters of the school district be scheduled for Saturday, October 22, 2016, pursuant to the request of the Board of Trustees of the Shelter Island Public Library, for the purpose of voting on the library’s 2017 operating budget and that the District Clerk be and hereby is directed to take all such steps as are necessary to conduct said special meeting.

Motion carried unanimously

Call to Order

Executive Session

Pledge of Allegiance

Mission Statement

Visitor Questions

Consent Agenda

Correspondence

Presentations

Shelter Island Faculty Association (SIFA) Summer Update

Mr. Brian Becker noted that since school is not in session, SIFA does not have a beautification piece to add to this meeting. Mr. Becker then stated that this summer teachers have been participating in professional development, recharging and getting ready to return in September.

Mr. Graffagnino asked for an update regarding the status of the artwork that a student had presented and dedicated to the Board of Education at a previous meeting. Ms. Dunning stated she will touch base with Mrs. Sareyani for an update.

Block Island Field Trip

Mr. Todd Gulluscio and Mr. Brian Becker spoke to the Board about the upcoming 7th Grade Physical Education Block Island Field Trip which is scheduled for early October 2016. Mr. Gulluscio explained that the students will use heart monitors while biking on the trip, and will present their findings to the Board afterwards. Mr. Becker stated that the trip consists of a bike tour of Block Island with stops at various historical sites.

Personnel

A motion was made by Kathleen Lynch, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1

8.1 Contractual Personnel Salary

- a. Ian Kanarvogel, .50 FTE Teacher Aide, at a salary of \$29,248, Step 7 of the 2015-2016 teacher aide salary scale, prorated to \$14,624, and to teach Drivers Education and Health, at .50 FTE, at a salary of \$52,439, Step 1 BA of the 2015-2016 teacher salary scale, prorated to \$26,220, effective September 1, 2016.

Motion carried. Mark Kanarvogel recused himself.

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 Personnel actions: 8.2 – 8.9

8.2 Leave Replacements

- a. Christopher Ruggi, as a Leave Replacement for Elizabeth Eklund, Elementary Teacher, effective on or about September 26, 2016 through December 21, 2016, at a prorated salary of \$17,272, Step 1 MA of the 2015-2016 teacher salary scale.
- b. Janina Speece, as a Leave Replacement for Kerri Knipfing, Elementary Teacher, effective September 6, 2016 through November 11, 2016, at a prorated salary of \$14,241, Step 1 MA of the 2015-2016 teacher salary scale.

8.3 Childcare Leave

- a. Approve a contractual childcare leave of absence for Michael Cox, Elementary Teacher, to commence on or about October 10, 2016 – November 11, 2016, with said period credited towards the employee's FMLA leave of absence

8.4 Substitute Teachers for the 2016-2017 School Year at \$110 per day (certified or 4-year degree)

- a. Donna Issenberg
- b. Lillian Klupka
- c. Fred Marienfeld
- d. Jenifer Maxson
- e. Marian McEnroe
- f. Phyllis Power
- g. Christopher Ruggi
- h. Janina Speece
- i. Mary Theinert

8.5 Substitute Nurse (R.N.) for the 2016-2017 School Year at \$110 per day

- a. Kathleen Renault

- 8.6 Substitute Aid for the 2016-2017 School Year at \$95 per day
 - a. Mary Boeklen
 - b. Kathleen Renault
- 8.7 Substitute Cafeteria Worker for the 2016-2017 School Year at \$10 per hour
 - a. Mary Boeklen
- 8.8 Co-Curricular Position Resignation
 - a. Accept the resignation of Sharon Gibbs as Science Fair Coordinator for the 2016-2017 school year.
- 8.9 Ratify Memorandum of Agreement
 - a. Approval to ratify the Memorandum of Agreement (MOA) between the negotiating representatives of the Shelter Island Faculty Association and the Shelter Island Union Free School District.

Motion carried unanimously

At this time, Mr. Brian Becker thanked the Board of Education and Administration for coming together and working amicably towards the contract.

At this point in the meeting, President Graffagnino announced that Personnel Action 8.10 would be tabled until the next meeting, as further discussions needed to be held.

- 8.10 Mentor/Mentee for the 2016-2017 School Year at a Rate of \$1,500, per Shelter Island Faculty Association Contract
 - a. Peter Miedema / Christopher Conrardy
 - b. Brian Becker / Taylor Kelly
 - c. Walter Brigham / Patricia Kreppein
 - d. Jennifer Gulluscio / Jessica Nardi
 - e. Lynn Green / Natalie Regan

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 Personnel actions: 8.11 – 8.12

- 8.11 Volunteer Assistant Coaches for the 2016-2017 School Year
 - a. Jay Card, Jr., Varsity Golf
 - b. James Colligan, Varsity Boys Basketball
 - c. James Theinert, Junior High, Junior Varsity and Varsity Boys Basketball
 - d. Michael Dunning, Junior Varsity Baseball
 - e. Bryan Gallagher, Varsity Softball
- 8.12 Memorandum of Agreement
 - a. Approve the Memorandum of Agreement (MOA) between the Board of Education of the Shelter Island Union Free School District and the Shelter Island Faculty Association for the 2016-2017 school year; and authorize the Board President to execute said agreement.

Motion carried unanimously

Program

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 Program action: 9.1 – 9.2

- 9.1 District Special Education Plan
 - a. Approve the updated Shelter Island School Special Education Plan
- 9.2 CSE/Sub CSE/504/CPSE Recommendations for the 2016-2017 School Year

- a. Committee on Special Education
- b. Sub Committee on Special Education
- c. 504 Committee
- d. Committee on Preschool Special Education

Motion carried unanimously.

*Consent
Agenda
Program
(continued)*

*Consent
Agenda Finance*

Finance

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 10.1 – 10.2

10.1 Financial Reports

- a. Treasurer’s Report – June 2016
- b. Treasurer’s Report - July 2016
- c. Extra Class Report – June 2016
- d. Extra Class Report – July 2016
- e. Appropriations Status Report – July 1, 2016 – June 30, 2017
- f. Revenue Status Report – July 1, 2016 – June 30, 2017
- g. Claim Auditor’s Report – June 2016
- h. Claim Auditor’s Report – July 2016
- i. Payroll Audit Report – June 2016
- j. Payroll Audit Report – July 2016

10.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of July 7, 2016 through August 9, 2016, 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 Kathleen Lynch, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 11.1 – 11.5

11.1 2015 – 2016 School Year Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Bridgehampton Union Free School District, for student services, at a cost of \$23,896.32. The term of said agreement shall be retroactive to September 8, 2015 through June 26, 2016; and authorize the Board President to execute said agreement.

11.2 2016 – 2017 School Year Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Never Better Solutions, LLC, of Bay Shore, NY, for asbestos removal related to the bond work that was voter authorized on September 23, 2014, at a cost of \$6,261.00; 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 J.C. Broderick & Associates, Incorporated, of Hauppauge, NY, for asbestos air monitoring services and laboratory analysis related to the bond work that was voter authorized on September 23, 2014, at an estimated cost of \$3,126.00; and authorize the Board President to execute said agreement.
- c. Authorize the extension of the following transportation contracts with Sunrise Bus, Incorporated, for the 2015-2016 school year.

1. Contract #261702 – On Island Occupational Education - \$29,859.20
2. Contract #260360 – Sports - \$68.34/hour for a bus, \$62.73/hour for a van, with a yearly estimate of \$60,121.00
3. Contract #260364 – Off Island Route #2 Private Schools - \$109,118.02, with a monitor for the year
4. Contract #265592A – On Island Home to School - \$56,726.30

*Consent
Agenda
Business
(continued)*

11.3 Bids for the Period of August 28, 2016 – January 30, 2017

- a. Approval to award the School Lunch Product Items Bid #2016-17-01C 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

11.4 Additional Bids for the 2016-2017 School Year

- a. Approval to award the Milk and Dairy Products Bid #2016-17-02C to:
 1. Arshamomaque Dairy, Inc., of Greenport, NY

11.5 Additional Private School Transportation for the 2016-2017 School Year

- a. Approval to transport one (1) additional student to Ross Upper School, East Hampton, NY for the 2016-2017 school year.

Motion carried unanimously.

*Consent
Agenda Facility*

Facility

A motion was made by Susan Binder, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 12.1

12.1 Excessing Equipment

- a. Brother Printer MFC 9840 – Serial# 20140021 (repair costs more than replacement)
- b. Dell Vostro 200 Computer – Serial# 20100180 (obsolete – all useable parts have been removed)
- c. Dell Vostro 200 Computer – Serial# 20090436 (obsolete – all useable parts have been removed)
- d. Dell Optiplex 320 Computer – Serial# 003051 (obsolete – all useable parts have been removed)
- e. Dell Optiplex 740 Computer – Serial# 003094 (obsolete – all useable parts have been removed)
- f. Dell Optiplex 740 Computer – Serial# 20090072 (obsolete – all useable parts have been removed)

Motion carried unanimously.

*Items for
Consideration*

Items for Consideration

The Board of Education determined that another meeting would need to be held prior to the start of the new school year, in order to address outstanding personnel issues. The Board members, along with administration agreed on setting such meeting for Monday, August 29, 2016, at 5:00 pm, in the Conference Room.

Old Business

Old Business

The Board acknowledged the following committee members for the 2016-2017 School Year.

- Buildings & Grounds/Health & Safety: Tom Graffagnino & Mark Kanarvogel
- Policy: Elizabeth Melichar & Susan Binder
- Academic: Alfred Brigham, Sr., Susan Binder, & Kathleen Lynch
- Wellness: Susan Binder & Kathleen Lynch
- Audit: Linda Eklund, Tom Graffagnino
- Joint Professional Practices: Linda Eklund & Alfred Brigham, Sr.

The following red lined items from the July 12, 2016 Meeting were discussed.

- New sound system for Gymnasium: Administration will research (*Mr. Gulluscio reported that a vendor is scheduled to come on August 17, 2016*)
- Debate Team: See them in action and review Schedule C level (*The Board of Education would like the advisors to present about the Debate Team so they can learn more about it. Mr. Skuggevik clarified to the Board that according to the advisors this is not yet a competitive team, but the intent is to build it to be so.*)
- Landmark Books (Book Craft Club): Level II Schedule C (\$1,491.99) - Enrollment for 2015-16 was fifteen (15) students in grades 3-7, broken out as follows:

| | |
|------------------------------------|------------------------------------|
| 3 rd Grade – 5 students | 6 th Grade – 3 students |
| 4 th Grade – 1 student | 7 th Grade – 1 student |
| 5 th Grade – 5 students | |
- Joint Professional Practices Committee to meet in early September
- Range of different Varsity coach salaries. What do other East End districts pay for these positions? (*Mr. Gulluscio reported that our coaching salaries are in line with other East End Districts.*)

*Old Business
(continued)*

*School District
Business Leader
Report*

*Director of
Physical
Education &
District
Operations
Report*

*Academic
Administrator's
Report*

*Superintendent's
Report*

*Board Member
Reports*

School District Business Leader Report - None

Director of Physical Education & District Operations Report

Summer Update

Mr. Gulluscio congratulated our student athletes and coaches for having received two honors for last year's seasons—NYSPHSAA School of Distinction and New York State Stay in the Game. Mr. Gulluscio then thanked Mr. Michael Dunning and the custodial crew for refinishing the gym floor, and in closing, Mr. Gulluscio reported that the athletic registration portal for the fall season is currently open and reminded everyone that it closes later in the week.

Academic Administrator's Report

Summer Orientation for Substitutes

Ms. Rylott reported that she, Todd Gulluscio, and Mary Kanarvogel will be hosting a summer orientation for our substitute teachers. They will review the attendance process, classroom management, the evacuation plan and will end with a questions and answers section.

Superintendent's Report

State Assessment Scores

Mr. Skuggevik presented, The Growth of Shelter Island School – As We Move from Good to Great! This presentation gave an overview of the growth in test scores, as well as the college credit courses offered in the District.

Ms. Elizabeth Melichar requested that a copy of this presentation be posted on the District website.

Board Member Reports

Ms. Kathleen Lynch welcomed Nina Speece and Christopher Ruggi, and then congratulated Ian Kanarvogel.

Mr. Mark Kanarvogel asked Ms. Speece and Mr. Ruggi to introduce themselves. Both gave a brief introduction of themselves. Mr. Kanarvogel then went on to say how hard the custodial staff is working to get the school ready for opening day.

Mr. Thomas Graffagnino welcomed Ms. Speece and Mr. Ruggi, and then thanked Mr. Ian Kanarvogel for stepping up and taking the course needed for his Driver's Education certification.

Ms. Linda Eklund congratulated Mr. Ian Kanarvogel, Ms. Speece, and Mr. Ruggi.

Piggybacking on to what Mr. Kanarvogel reported, Ms. Elizabeth Melichar pointed out that it takes every faculty member and staff member, in addition to the custodians to get the school ready for opening day. Ms. Melichar then thanked the faculty and staff.

Mr. Alfred Brigham, Sr. also welcomed Ms. Speece, and Mr. Ruggi, and congratulated Mr. Ian Kanarvogel.

Visitor Comments – None

Executive Session

A motion was by made by Elizabeth Melichar, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:46 pm to discuss the employment of particular individuals, pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 7:40 pm.

*Visitor
Comments*

*Executive
Session*

Adjournment

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday August 29, 2016, at 5:00 pm, in the Conference Room.