

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

**REGULAR MEETING
November 14, 2016**

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, Elizabeth Melichar, Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr.

Others Present: Mr. Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Timothy Laube, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Nicolette Frasco, Student Liaison; Julia Brennan, Shelter Island Reporter; 14 faculty/staff/student and 5 community residents

The meeting was called to order at 6:03 pm by President Graffagnino, followed by the Pledge of Allegiance.

Mark Kanarvogel 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

Consent Agenda

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

- a. Approval of Minutes
 - 1. Regular Meeting of October 17, 2016
 - 2. Special Meeting (Library Budget Vote) of October 22, 2016

Motion carried unanimously.

Correspondence

Mr. Graffagnino acknowledged a letter received from Our Lady of the Hamptons regarding transportation and noted that the Board will have to further research the request.

Presentations

Debate Team/Club

Mr. James Bocca, Debate Team advisor introduced three members of the debate team/club – Emmett Cummings, Taylor McNemar, and David Neese. They presented a brief overview of the debate team/club which included, who they are, what they do, obstacles, objectives, debate rules & principles, and the general debate format.

Guidance Department Activities

Ms. Martha Tuthill, Guidance Counselor presented a brief overview of the guidance department activities scheduled for this year which included, job shadow day for the junior class, college admission counselors visiting Shelter Island UFSD, junior class spring college visit trip, college awareness week, senior class mentor breakfast at Peconic Landing, job/internship fair, and DECA Business Club – Career Education.

National Honor Society (NHS) Service Projects Update

Julia Labrozzi, Olivia Yeaman, Nicolette Frasco and Will Garrison, National Honor Society (NHS) members presented a brief overview of NHS which included, what is NHS, the 4 pillars of NHS, requirements for NHS membership, selection process, 4 constitutional obligations, what to expect as a member, how to be an active member, and examples of service projects. In closing, the students reported that this year’s Cardboard Camp Out included 17 participants and they raised \$1,940 on behalf of Habitat for Humanity.

Call to Order

Mission Statement

Visitor Questions

Consent Agenda Minutes

Correspondence

Presentations

Drivers Education Update

Mr. Ian Kanarvogel presented a brief overview of the new Drivers Education program which included driver & traffic safety, class overview, and new technologies being used. In further detail, Mr. Kanarvogel reviewed the State Farm Driver Feedback app that he is currently using to give students a score on how well they drove.

Summer School 2016

Ms. Jennifer Rylott and Ms. Jennifer Gulluscio presented a brief overview of Summer School 2016 which included, new formats & benefits, pre & post test scores for both math and literacy, where do we go from here, participation rate of students, and summer regression in reading. Ms. Rylott and Ms. Gulluscio also spoke about ways to improve upon the program for next year.

Personnel

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 Personnel actions: 8.1 – 8.5

8.1 Employment Agreement

- a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreement between the Shelter Island Union Free School District and Ms. Jennifer Rylott; and
BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreement.

8.2 Additional Volunteer Assistant Coach for the 2016-2017 School Year

- a. Janina Speece, Varsity Cheerleading

8.3 Additional Coaching for the 2016-2017 School Year

- a. Brian Becker, Weightlifting and Exercise Intramural Joint-Coach, \$608.69
- b. Taylor Kelly, Weightlifting and Exercise Intramural Joint-Coach, \$608.69

8.4 Resignation

- a. Accept the resignation of Lisa Goody, Substitute Dispatcher, effective October 19, 2016.

8.5 Amend Motion

- a. Amend the motion of August 15, 2016 from:
 - 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
 - to:
 - Approve a contractual childcare leave of absence for Michael Cox, Elementary Teacher, to commence on or about October 10, 2016 – **November 18, 2016**, with said period credited towards the employee’s FMLA leave of absence
- b. Amend the motion of October 17, 2016 from:
 - Approve Christopher Kline, as a Leave Replacement for Michael Cox, Elementary Teacher, effective October 11, 2016 through November 10, 2016, at a prorated salary of \$7,074.00, Step 1 MA of the 2016-2017 teacher salary scale.
 - to:
 - Approve Christopher Kline, as a Leave Replacement for Michael Cox, Elementary Teacher, effective October 11, 2016 through **November 18, 2016**, at a prorated salary of **\$8,611.75**, Step 1 MA of the 2016-2017 teacher salary scale.

Prior to taking a vote on personnel items 8.1-8.5, Mr. Graffagnino questioned the Weightlifting and Exercise Intramural program. Mr. Gulluscio explained that this program was created because students have been asking for more time in the weight room. Mr. Gulluscio also explained that “intramurals” are part of Schedule C and this is not an additional cost to the District.

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 CPSE/CSE/504 Recommendations for the 2016-2017 School Year
 - a. Committee on Preschool Special Education
 - b. Committee on Special Education
 - c. 504 Committee

- 9.2 Professional Development Committee for the 2016-2017 School Year
 - a. Leonard Skuggevik, Superintendent
 - b. Jennifer Rylott, Curriculum Specialist
 - c. Todd Gulluscio, School Administrator
 - d. Karen Brush, Parent
 - e. Michael Cox, Teacher
 - f. Janine Mahoney, Teacher
 - g. Brittney Russo, Teacher
 - h. James Theinert, Teacher
 - i. Daniel Williams, Teacher
 - j. Walter Brigham, College Professor

Motion carried unanimously.

Finance

A motion was made by Susan Binder, 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 – October 2016
 - b. Extra Class Report – October 2016
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor’s Report – October 2016
 - f. Payroll Audit Report – October 2016

- 10.2 Budget Transfers
 - a. Accept and approve Budget Transfer Reports for the period of October 11, 2016 through November 8, 2016, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

Business

A motion was made by Susan Binder, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 11.1 – 11.4

- 11.1 Donation & Budgetary Increase
 - a. Authorize the Shelter Island School District to accept a donation of \$3,099.00 from the Shelter Island Educational Foundation for the Nutcracker trip on December 21, 2016.
 - b. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$3,099.00, to be offset by the \$3,099.00 donation from the Shelter Island Educational Foundation.
 - c. Authorize the Shelter Island School District to accept a donation of \$3,000.00 from the Shelter Island Educational Foundation for the Broadway trip on May 17, 2017.

- d. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$2,381.50 and budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$618.50, to be offset by the \$3,000.00 donation from the Shelter Island Educational Foundation.
 - e. Authorize the Shelter Island School District to accept a donation of \$1,400.00 from the Shelter Island Educational Foundation for the NYC Opera Trip on January 30, 2017.
 - f. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$250.00, and the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,150.00, to be offset by the \$1,400.00 donation from the Shelter Island Educational Foundation
- 11.2 Membership for New York State School Boards Association (NYSBBA)
- a. Approve the 2017 membership for the New York State School Boards Association, at a cost of \$4,304.00
- 11.3 Yearbook Club
- a. WHEREAS, the Yearbook Club, a club approved by the Shelter Island Board of Education of the Shelter Island School District, annually produces a yearbook for the students and families of the Shelter Island School District for purchase; and
WHEREAS, the Yearbook Club raises funds to pay for the yearbook through sales of yearbooks and advertising purchased in the yearbook; and
WHEREAS, sales of yearbooks and advertisements for the Yearbook Club for the fiscal school year of 2015-16 totaled \$4,434 and did not sufficiently cover \$8,917.92 cost to produce the 2016 yearbook; and
BE IT RESOLVED, that the Shelter Island Board of Education of the Shelter Island School District, of the State of New York authorizes the District to pay Jostens Inc., of 21336 Network Place, Chicago, IL, the balance remaining for the production of the 2016 school yearbook at a cost not to exceed \$5,000.00.
- 11.4 Additional Private School Transportation for the 2016-2017 School Year
- a. Approval to transport one (1) additional student to Ross Upper School, Bridgehampton, NY, effective November 3, 2016.

Motion carried unanimously.

At this time, Mr. Gregory Martin, a parent in the audience questioned 11.3 - Yearbook Club and asked why there was a loss. Mr. Timothy Laube explained that not enough ads or books were sold in 2016. Mr. Graffagnino assured Mr. Martin that there have been changes made this year so this doesn't happen again. Mr. Martin asked where the money will come from. Mr. Laube explained it will from the General Fund and that these monies are available to cover this loss only because another item in the budget came in under the budgeted amount.

Facility

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility action: 12.1 – 12.2

- 12.1 Items to Excess
 - a. Gymnasium Mats (no longer usable for the program)
- 12.2 Equipment Donations
 - a. Thirty (30) spackle buckets from Shelter Island Ace Hardware, valued at \$214.75
 - b. "The Dominator" basketball training equipment from Liberty Lawn & Landscape, LLC, Shelter Island Police Benevolent Association, Shelter Island Fire Department, Margaret and Norbert Doyle, Shelter Island Lions Club Foundation, Annmarie Seddio, and an anonymous donor, valued at \$3,918.00

Motion carried unanimously.

At this time, Mr. Todd Gulluscio thanked the donors for the above items.

Items for Consideration

At this time, the Board reviewed the 2107-2018 Budget Calendar and agreed that each member will take a closer look at the dates and will vote on it at the December 12, 2016 meeting.

Ms. Elizabeth Melichar asked that the Board consider looking into the feasibility of a pay increase for our substitute teachers or an alternate incentive to bring more high quality substitutes to our District.

Old Business

a. Red-Lined Items from Previous Board Meetings

- New sound system for Gymnasium: *(At the September 19th board meeting, Mr. Gulluscio reported that the sound system will be replaced in a few phases. This year, in Phase 1, the speakers, along with a few other components, will be replaced. At the October 17th meeting, Mr. Gulluscio reported that this is a work in progress. At the November 14th meeting, Mr. Gulluscio reported that the vendor he was using has shut down this portion of his business. Mr. Gulluscio is meeting with a new vendor.*
- 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 and another meeting is scheduled for November 29, 2016.*
- 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 perhaps bring them back here. 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 increasing enrollment. The Board will update the public as the conversation with Oysterponds continues.*
- 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 the Shared Decision Making committee. An ad seeking a community member has been placed in the November 10th issue of Reporter. The Board will appoint the community member at the December 12, 2016 meeting.*

School District Business Leader Report

Mr. Laube reported that all of the retirees have submitted their paperwork and documents for making the change over to New York State Health Insurance Plan (NYSHIP) and he thanked Ms. Deborah Vecchio, District Treasurer for overseeing the project.

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

Fall Athletics Report

Mr. Gulluscio reported that 52 students participated in the fall athletic season. Some of the highlights of the season included one member of the Varsity Golf team qualified for the county playoff and both the Boys and Girls Cross Country Teams were undefeated and competed in the States finals.

Winter Athletics Preview

Mr. Gulluscio reported that 79 students have registered to participate in the winter season. This is up from 64 students last year. Mr. Gulluscio also reported that citizenship is going to be a focus this year. Student athletes will be reminded to be an upstander and not a bystander.

Suffolk Zone Conference

Mr. Gulluscio reported that he, along with Mr. Brian Becker, Ms. Taylor Kelly and Ms. Mary Kanarvogel attended the New York State Association for Health, Physical Education, Recreation and Dance (NYSAPERD) Conference on November 8, 2016.

Consent Agenda
Facility
(continued)

Items for
Consideration

Old Business

School District
Business Leader
Report

Director of
Athletics, PE,
Health, Wellness
& Personnel
Report

DASA Certification Class

Mr. Gulluscio reported that on November 3, 2016, a DASA certification course was held at the Shelter Island School. Section XI sent trainers to the District to facilitate the course and teachers from within the District, as well as neighboring districts had the opportunity to attend.

New York State Public High School Athletic Association (NYSPHSAA) Captain’s Club

Mr. Gulluscio announced that our students will participate in the NYSPHSAA Captain’s Club leadership. This program brings team captains together once a month to view a webinar that explores what it takes to be a team leader.

Academic Administrator’s Report

Special Education Department Technology Update

Ms. Jennifer Rylott reported that the Special Education Department’s technology has been updated to include new Apple TVs which are being funded through the 611 Special Education Grant. In the past, the department only had desk top computers and white boards or chalk boards. With this new technology, teachers have the ability to work with apps and interact with students. Special Education teachers received training for this new technology during the recent Superintendent’s Conference Day.

Superintendent’s Report

Superintendent’s Conference Day

Mr. Skuggevik Superintendent’s Conference Day was held on Tuesday, November 8, 2016. Faculty and staff members received new state mandated training and there were several professional development opportunities for the teachers.

Project Based Learning – Academic Workshop Exploration (AWE)

Mr. Skuggevik announced that Mr. Walter Brigham and Mr. James Theinert, along with input from their colleagues, created the Academic Workshop Exploration (AWE). On the two half days prior to the Thanksgiving Break, secondary students will break out into eight (8) different workshops based on the interest of each student. A character education discussion will also be built in to both of these days.

Board Member Reports

Kathleen Lynch thanked Jacqueline Dunning, District Clerk for having the Board Appreciation student artwork hung in the conference room.

Susan Binder reported that the Policy Committee continues to review policy to bring to the Board for adoption at future meetings.

Mark Kanarvogel requested that when students are on field trips, the chaperones take a photo of each child with their phone the morning of the trip. This photo would be a very important tool to have if a student was separated from the group. Mr. Kanarvogel also asked if older students could take time off to read to the Elementary students.

Thomas Graffagnino, in support of Mr. Kanarvogel’s suggestion about photographing students on a field trip, requested that the Field Trip Regulation be updated to include this information. Mr. Graffagnino again thanked Mrs. Sareyani for the Board Appreciation student artwork and thanked Jacqueline Dunning for having it hung in the Conference Room. Mr. Graffagnino also mentioned that he is looking into scheduling a Board Workshop/Retreat for this winter.

Elizabeth Melichar thanked Jacqueline Dunning for keeping the Policy Committee updated and moving forward. Ms. Melichar also thanked the teachers in the District who go above and beyond for our students, helping them to reach new heights.

Student Liaison Report

Nicolette Frasco reported that Student Council hosted their annual “Anything Goes” event on Halloween. They changed some of the events this year and received a positive response. Ms. Frasco, in response to Mr. Kanarvogel’s idea for the older students reading to the Elementary students, reported that Student Council is already looking into creating this program.

Director of Athletics, PE, Health, Wellness & Personnel Report (continued)

Academic Administrator’s Report

Superintendent’s Report

Board Member Reports

Student Liaison Report

Visitor Comments - None

Visitor Comments

Executive Session

Executive Session

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:50 pm, to discuss the employment of particular individuals in the District pursuant to Section 105(e).

Adjournment

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 9:25 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday December 12, 2016, at 6:00 pm, in the Conference Room.