

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

**BUDGET ADOPTION/REGULAR MEETING  
April 19, 2017**

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

Others Present: 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; Julie Lane, Shelter Island Reporter; Mary Ellen McGayhey, Videographer; 8 faculty/staff/ student and 0 community resident/other

Absent: Deborah Vecchio, District Treasurer; Nicolette Frasco, Student Liaison

The meeting was called to order at 6:03 pm by President Graffagnino, 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 and 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.

**2017-2018 Budget Presentation**

Mr. Laube welcomed everyone to the 2017-2018 Proposed Budget Presentation. The items presented were as follows.

- Funding the 2017-2018 Budget
- Calculating the Tax Levy
- Property Tax Report Card
- Proposed Appropriations for 2017-2018
- Three-Part Component Budget
- Estimated Impact on Property Taxes

To wrap up his presentation, Mr. Laube reviewed some important dates. The specific dates are as follows.

- May 8, 2017 – Public Budget Hearing
- May 16, 2017 – School Budget Vote

At this point, Mr. Laube opened the floor to questions, of which there were none.

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board hereby approves the recommendations of the Superintendent on the following Business Actions: 4.1 – 4.2

4.1 2017-2018 School Budget

- a. Adoption of the proposed budget for the fiscal year 2017-2018 as presented for balloting

4.2 School Property Tax Report Card

- a. Approval of the 2017-2018 School Property Tax Report Card as presented and required by State Education Law Sections 1608, 1716(7) and 2601-a(3)

Motion carried unanimously.

**Visitor Questions - None**

**Consent Agenda**

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

*Call to Order and  
Pledge of  
Allegiance*

*Mission  
Statement*

*Budget  
Presentation*

*Adoption of  
Budget &  
Approval of  
School Property  
Tax Report Card*

*Visitor Questions*

*Consent Agenda  
Minutes*

- a. Approval of Minutes
  - 1. Budget Presentation/Regular Meeting of March 20, 2017

Motion carried unanimously.

**Correspondence - None**

**Presentation**

Mr. Brian Becker thanked the Board of Education in advance for approving agenda item 9.1 – donating sick days to a member of the Shelter Island Faculty Association. Mr. Becker then went on to introduce Ms. Janine Mahoney, Ms. Jennifer Gulluscio and Ms. Jessica Nardi.

Ms. Janine Mahoney reported on the Dyslexia Awareness Day conference she attended on April 4, 2017, at the New York State Capitol in Albany. Ms. Mahoney explained that a bill has been written that would require certification or training of teachers, administrators and instructors in the area of Dyslexia and related disorders and that the bill is currently in Assembly Committee.

Ms. Jennifer Gulluscio and Ms. Jessica Nardi, Shelter Island School reading teachers, presented this month’s “Presentation of Beauty,” by announcing that April is National Poetry Month and sharing a packet of poems written by various Elementary students. They stated that they have worked with the Elementary teachers to incorporate poetry on a daily basis by exposing the students to a different poem each day for the month of April. The students are excited to pick up poems from Ms. Gulluscio and Ms. Nardi, and then review them with their teachers. In addition to reading poems, students have also been learning how to write their own poems.

**Personnel**

A motion was made by Linda Eklund, seconded by Elizabeth Melichar BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Actions: 9.1 – 9.7

9.1 Sick Days

- a. Approval to accept 37 sick days donated by members of the Shelter Island Faculty Association to the Shelter Island Union Free School District; and transfer all 37 sick days to Sharon Gibbs, as a member of the Shelter Island Faculty Association, due to extenuating circumstances.

9.2 Additional Substitute Teachers for the 2016-2017 School Year at \$110 per day (Certified or 4-Year Degree)

- a. Edward Marlatt; pending clearance for employment by the NYS Department of Education (fingerprint initiative)
- b. Thomas Smith; retroactive to April 3, 2017

9.3 Teacher Aide

- a. Thomas Smith, as a 1.0 FTE Teacher Aide, effective April 3, 2017, at a prorated salary of \$6,200.40, Step 1 of the 2016-2017 teach aide salary scale.

9.4 Amend Motion

- a. Amend the motion of March 20, 2017 from:

Approve an unpaid medical leave of absence for Lora Hamblet, Aide, to commence retroactively on March 6, 2017 through March 17, 2017; with said period credited towards the employee’s FMLA leave of absence.

to:

Approve an unpaid medical leave of absence for Lora Hamblet, Aide, to commence retroactively on March 6, 2017 through **March 28, 2017**; with said period credited towards the employee’s FMLA leave of absence.

9.5 District Clerk Pro Tem

- a. Appointment of Deborah Vecchio, as District Clerk Pro Tem, from approximately 12:30 pm – 1:30 pm for the Annual Meeting/Budget Vote on May 16, 2017.

*Consent Agenda  
Minutes  
(continued)*

*Correspondence*

*Presentations*

*Consent Agenda  
Personnel*

9.6 Vote Chairperson

- a. Appointment of Thomas Graffagnino, President, Board of Education, as the chairperson for the Annual Meeting/Budget Vote on May 16, 2017.

Consent Agenda  
Personnel  
(continued)

9.7 Poll Workers

- a. Approval of the following poll workers for the Annual Meeting/Budget Vote on May 16, 2017, at a rate of \$125 per day

Lew Corbett                      Bettianne Morritt  
Lois Corbett                      Thomas Morritt

Motion carried unanimously.

Consent Agenda  
Program

**Program**

A motion was made by Elizabeth Melichar, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation 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. Section 504 Committee

10.2 CSE Recommendations for the 2017-2018 School Year

- a. Committee on Special Education

10.3 7<sup>th</sup> Grade Schooner Trip

- a. Approve the 7th grade class to attend the annual Black Dog Schooner Field Trip, on Sunday, June 18, 2017 through Thursday, June 22, 2017

Motion carried unanimously.

A motion was made by Kathleen Lynch, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action:

10.4 – 10.5

10.4 Election of Members to the ESBOCES Board of Education

- a. To cast votes for up to five (5) candidates for the Eastern Suffolk BOCES Board of Education for 2017-2018

10.5 ESBOCES Administrative Budget

- a. To pass a resolution either approving or disapproving the Eastern Suffolk BOCES Administrative Budget for 2017-2018

Board Members discussed each of the five (5) candidates for the Eastern Suffolk BOCES Board of Education for 2017-2018 and cast a vote for the following five (5) candidates; and authorize the District Clerk to execute said vote.

Walter Denzler                      Anne Mackesey                      Catherine Romano  
Susan Lipman                      William Miller

Board Members also discussed the Eastern Suffolk BOCES Administrative Budget for 2017-2018 and passed a resolution to approve said budget; and authorize the District Clerk to execute said approval.

Motion carried. Elizabeth Melichar recused herself.

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 recommendation of the Superintendent on the following Finance Actions:

11.1 – 11.2

11.1 Financial Reports

- a. Treasurer’s Report – March 2017
- b. Extra Class Report – March 2017

- c. Appropriation Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – March 2017
- f. Payroll Audit Report – March 2017

Consent Agenda  
Finance  
(continued)

11.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfers, for the period of March 8, 2017 through April 3, 2017, 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 Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Actions:  
12.1 – 12.2

12.1 Private School Transportation

- a. Approval to transport fourteen (14) students to the following private schools for the 2017-2018 school year:
  - 1. Ross Upper School – East Hampton, NY (2 students)
  - 2. Hayground School – Bridgehampton, NY (12 students)

12.2 Certificate of Acceptance and Payment Request

- a. Be it resolved that the Board of Education approves Application for Payment No. 6 in the amount of \$38,728 to Johnson Controls, Inc. for labor and materials provided in connection with the energy performance contract; and authorize the Board President to execute said certificate of acceptance and payment request.

Motion carried unanimously.

Consent Agenda  
Facility

**Facility - None**

**Items for Consideration - None**

Items for  
Consideration

**Old Business**

a. Red-Lined Items from Previous Board Meetings

- 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. A panel of teachers representing all grade levels and staff members, hosted a roundtable discussion on February 15<sup>th</sup> to open a dialogue with parents who send their children off-island, as well as parents of students currently enrolled in the District. Ms. Rylott continues to reach out to those parents who send their children to off-island schools and couldn't attend the roundtable discussion, to determine what causes students to attend these other schools. *Ms. Rylott reported that Mr. Cox met with the staff members who attended the roundtable forum and together they reviewed their notes and chose key items to address. As the Board of Education is confident that the issue of parents sending their children to off-island schools is being addressed, Mr. Graffagnino directed the District Clerk to remove this item from Old Business.*

Old Business

**School District Business Leader Report**

Advanced Wastewater System

Mr. Timothy Laube reported that he met with several engineering companies and he will be sending out an RFP to hire an engineering firm to design the lift station for the advanced wastewater system.

Summer Camp

Mr. Laube stated that he and Ms. Jennifer Rylott were working on a Summer Camp program and asked Ms. Rylott to begin the discussion. Ms. Rylott stated that she was looking for a way to extend our current summer school program from a few hours a day to a full day program. Ms. Rylott reached out to several different organizations and East Hampton YMCA was very open to working with our District. The plan would be for our traditional academic portion of the summer camp to be held at the Shelter Island School

School District  
Business Leader  
Report

from 9:00 am – 11:00 am and then the YMCA would bus students to East Hampton from 11:00 am - 4:00 pm, July 3, 2017 through July 27, 2017. There would be two camp options available – day camp and sports camp. The cost of the camp would be \$165 per week for the day camp and \$175 per week for the sports camp. Students will also be charged a weekly bus fee to help offset the cost of transportation. (Legal Counsel informed Mr. Laube that the transportation cost cannot be funded by the District, as this program falls outside of the regular school year.) In an effort to find funding from other organizations, Mr. Laube and Ms. Rylott met with the PTSA, the Shelter Island Educational Foundation and the Town Board. The PTSA has already committed to contributing at least \$2,000. The Shelter Island Educational Foundation is very interested in making a contribution, but they want to see what the Town is willing to do first, and the Town Board is discussing the idea further. Ms. Rylott also mentioned that the YMCA is so committed to working with our District, they are bringing programs to Shelter Island School on April 26, 2017; May 17, 2017; and June 14, 2017, from 2:30 pm – 6:30 pm to introduce their programs to our students and their families.

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

#### Self Defense Class

Mr. Gulluscio and Mr. Becker presented photos from the self-defense classes that took place in the Physical Education classes for Junior and Senior girls. Mr. Gulluscio explained that the Junior and Senior boys will also partake in self-defense classes this year. Mr. Gulluscio stressed that these classes are to help prepare our students for when they leave our Island.

#### Physical Education – Walk Across America

Mr. Gulluscio reported that the Physical Education Department will host the first annual Walk Across America event on May 8, 2017 – May 12, 2017. During Physical Education classes, parents will have the opportunity to walk laps around the track with their children. On May 12, 2017, at 1:45 pm – 2:45 pm, there will be a culminating event for everyone to walk around the track together. At the end of the event, the students will tabulate how many miles they walked and then they will equate that to which State they walked to. The goal is to walk enough miles to get to Florida.

#### Wellness Committee

Mr. Gulluscio reported that the Wellness Committee met on March 29, 2017 and April 18, 2017. The committee is reviewing the Wellness Policy and when completed, they will bring those changes to the Policy Committee. Mr. Gulluscio also reported that the committee has three items they are asking the Board of Education to consider.

1. Consider the possibility of removing the District from the New York State School Lunch Program
2. Consider the exploration of a potential redesign of the cafeteria and courtyard
3. Consider the exploration of a whole-school mindfulness program

The Board of Education was in full support of the exploration of these items. Mr. Graffagnino asked Mr. Gulluscio who would oversee each of the three items. Mr. Gulluscio stated the following.

- Tim Laube, as the Business Official and Wellness Committee member would explore the ramifications of leaving the New York State School Lunch Program.
- The Wellness Committee, along with other faculty/staff members needed along the way would explore the potential redesign of the cafeteria and courtyard.
- Mr. Gulluscio himself, along with the Wellness Committee would explore the whole-school mindfulness program. At this time, Susan Binder stated that the committee would like to recommend that Laura Leever and Lynne Colligan be included in this exploration, as they have already been formally trained in a mindfulness program.

#### Spring Athletic Season

Mr. Gulluscio stated that sixteen (16) students are participating in the Baseball program and fifteen (15) students are participating in the Softball program. Mr. Gulluscio also announced that the Athletics Award Ceremony is going back to being a dinner and is scheduled for June 7, 2017. The District is seeking sponsorship to at least cover the cost of coaches and students.

*School District  
Business Leader  
Report  
(continued)*

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

**Academic Administrator Report**

New York State English Language Arts Assessments

Ms. Jennifer Rylott reported that for the New York State English Language Arts exam, for students in grades 3-8, the District had a participation rate of 61% which is greater than last year which was 54%. The New York State Math exams for students in grades 3-8 will be held on May 4, 2017 – May 4, 2017. Ms. Rylott will report on that exam at the next board meeting.

Shelter Island Secondary School Drama Club Production of “Curtains”

Ms. Rylott congratulated the cast and crew of “Curtains”, along with The Kaasiks for yet another phenomenal job. Ms. Rylott acknowledged that there are so many talented people involved comprised of The Kassiks, the students, faculty members, community members.

**Superintendent Report**

2017 Yearbook

Mr. Skuggevik announced that this year’s yearbook is operating in the black. He congratulated Lynn Colligan and Devon Treharne, the yearbook advisors for a job well done. Mr. Skuggevik also announced that there will be yearbook dinner held at the Pridwin on June 15, 2017.

Shared Decision Making

Mr. Skuggevik stated that the Shared Decision Making Committee will be meeting again on Thursday, April 20, 2017.

**Board Member Reports**

Ms. Elizabeth Melichar reported that she had the opportunity to attend a Robotics Competition at Hofstra University along with Walter Brigham and Leonard Skuggevik. Ms. Melichar stated that it was very exciting and she will share a visual presentation at a future board meeting.

Mr. Thomas Graffanino thanked Timothy Laube, Business Office staff, Administration, and Faculty for their role in putting together a solid budget.

Ms. Kathleen Lynch congratulated Ms. Melichar for recently receiving two prestigious awards – the Administrator of the Year Award from the Council of Supervisors & Administrators, and the 2017 Child Abuse, Neglect & Violence Prevention Professional of the Year from the Suffolk County Child Protection Advisory Board.

**Student Liaison Report - None**

**Visitor Comments – None**

**Executive Session**

A motion was made by Mark Kanarvogel, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:26 pm, to discuss the employment of particular individuals in the District pursuant to Section 105 (e).

Motion carried unanimously.

**Adjournment**

A motion was made by Elizabeth Melichar, seconded by Mark Kanarvogel, to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 9:15 pm.

\_\_\_\_\_  
Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, May 8, 2017, at 6:00 pm, in the Conference Room.

*Academic  
Administrator  
Report*

*Superintendent  
Report*

*Board Member  
Report*

*Student Liaison  
Report*

*Visitor  
Comments*

*Executive  
Session*

*Adjournment*