

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

**REGULAR MEETING
December 12, 2016**

Members Present: Thomas Graffagnino, Mark Kanarvogel, Elizabeth Melichar, Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr. (arrived at 6:15 pm)

Others Present: Mr. Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Timothy Laube, School District Business Leader; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 8 faculty/staff/student and 1 community residents

Absent: Linda Eklund, Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness and Personnel; Nicolette Frasco, Student Liaison

The meeting was called to order at 6:03 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.

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 November 14, 2016

Motion carried unanimously.

Correspondence - None

Presentations

Shelter Island Faculty Association (SIFA) Monthly Update and Presentation of Beauty

Mr. Brian Becker stated the faculty enjoyed the Project Based Learning - Academic Workshop Exploration (AWE) which was piloted on the two half days prior to Thanksgiving break. Mr. Becker also stated the faculty is looking forward to the professional development that is being held on December 20, 2016. (Zachary Walker, educational speaker and author will be coming to the District.)

Next, Mrs. Sareyani brought everyone’s attention to the artwork placed around the room and explained it was recently featured at the Historical Society’s Holiday Party and Art Show.

Mindfulness Seminar

Ms. Laura Leever reported she had attended a mindfulness workshop where she was trained and received curriculum. With this new knowledge, Ms. Leever along with Ms. Lynne Colligan held a mindfulness workshop during the Academic Workshop Exploration (AWE). Student, Olivia Yeaman reported the workshop was valuable and taught her to let go of stresses through meditation. In closing, Ms. Colligan suggested that mindfulness be added to the school day.

Personnel

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 Personnel actions: 8.1

- 8.1 Amend Motion

Call to Order

Mission Statement

Visitor Questions

Consent Agenda Minutes

Correspondence

Presentations

Consent Agenda Personnel

- a. Amend the motion of September 19, 2016 from:

Additional Schedule C Non-Athletics for the 2016-2017 School Year

Lisa Goody, Substitute Dispatcher, at \$4,829.75
James Theinert, Student Council, \$2,779.63
Daniel Williams, Science Fair Coordinator, \$1,854.55

to:

Additional Schedule C Non-Athletics for the 2016-2017 School Year

Lisa Goody, Substitute Dispatcher, at **\$4,902.20**
James Theinert, Student Council, **\$2,821.32**
Daniel Williams, Science Fair Coordinator, **\$1,882.37**

Motion carried unanimously.

A motion was made by Kathleen Lynch, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.2

8.2 Additional Schedule C Positions

- a. Michelle Corbett, Substitute Dispatcher, effective October 19, 2016 – November 28, 2016, prorated at \$680.75
b. Mary Kanarvogel, Substitute Dispatcher, effective November 29, 2016 - June 23, 2016, prorated at \$3,458.81

Motion carried. Mark Kanarvogel recused himself.

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 Personnel actions: 8.3

8.3 Childcare Leave

- a. Approve a contractual childcare leave of absence for Brian Springer, Custodian, to commence on or about December 16, 2016 – January 6, 2017; with said period credited towards the employee's FMLA leave of absence.

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: 9.1 – 9.4

9.1 CPSE/CSE/504 Recommendations for the 2016-2017 School Year

- a. Committee on Special Education

9.2 2017-2018 Budget Calendar

- a. Approve the 2017-2018 Budget Calendar

9.3 Shared Decision Making Committee for the 2016-2017 School Year

- a. Appoint Margaret Colligan, Community Member

9.4 Amend Motion

- a. Amend the motion of April 20, 2016 from:

Approve the 2017 Senior Class Trip to Washington DC for the Presidential Inauguration, on Wednesday, January 18, 2017 through Saturday, January 21, 2017

to:

Approve the 2017 Senior Class Trip to Washington DC on **Wednesday, May 10, 2017 through Saturday, May 13, 2017.**

Motion carried. Mark Kanarvogel recused himself.

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 Finance actions: 10.1 – 10.2

10.1 Financial Reports

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

10.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of November 9, 2016 through December 7, 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
Finance
(continued)*

Business

A motion was made by Kathleen Lynch, 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 – 11.6

*Consent Agenda
Business*

11.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free school District and Wainscott Common School District, for student services. The term of said agreement shall be retroactive to July 1, 2016 through June 30, 2017; and authorize the Superintendent to execute said agreement.
- b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cummins Power Systems, LLC, of Bronx, NY for generator maintenance, in the amount of \$3,081.00. The term of said agreement shall be retroactive to July 1, 2016 through June 30, 2017; and authorize the Board President to execute said agreement.

11.2 Donation & Budgetary Increase

- a. Authorize the Shelter Island School District to accept a donation of \$1,100.00 from the Shelter Island Presbyterian Church for 2016 college trips.
- b. Authorization to increase the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,100.00, to be offset by the \$1,100.00 donation from the Shelter Island Presbyterian Church.
- c. Authorize the Shelter Island School District to accept a donation of \$300.00 from the Shelter Island Friends of Music for a new ukulele program.
- d. 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 Friends of Music.

11.3 Budgetary Increases

- a. Authorization to increase the budget line of Plant Maintenance Contractual, A1621-400-00-0000, in the amount of \$20,151.42 from New York Schools Insurance Reciprocal for the repair of water damage to the ceiling in a third floor classroom and roof.

11.4 Deferral of Repayment

- a. WHEREAS, as a condition of an employer rejoining the New York State Health Insurance Plan, the President of the New York State Department of Civil Service shall require an employer to pay a charge for recoupment of deficits incurred during the period of prior participation which would have been reflected in the premium which would have been paid had such employer participated during the period of withdrawal (hereinafter CHARGE); and

WHEREAS, the President of the New York State Department of Civil Service has the authority pursuant to Section 73.10 of Part 73 of Chapter V of the President’s Regulations to determine the time at which and manner in which charges for recoupment of deficits due by an employer shall be payable; and

WHEREAS, the Shelter Island Union Free School District as a condition of rejoining the New York State Health Insurance Plan is required to pay a CHARGE in the amount of \$7,938.72; and

WHEREAS, the Shelter Island Union Free School District has knowledge of and is familiar with the provisions of Section 73.10 of Part 73 of Chapter V of the President’s Regulations; and

WHEREAS, the Shelter Island Union Free School District, having satisfied itself as to the desirability of entering into a contractual relationship with the New York State Department of Civil Service for the purpose of deferring repayment of the CHARGE:

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the parties agree as follows:

1. The DEPARTMENT shall, as soon as practicable following receipt of the agreement duly executed by the Shelter Island Union Free School District, process the Shelter Island Union Free School District’s resolution electing participation in the New York State Health Insurance Program.
2. The Shelter Island Union Free School District agrees that upon the event of withdrawal or expulsion from the plan, it shall transmit the amount due within thirty (30) days of the effective date of withdrawal or expulsion.

b. Authorize the Board President to execute Deferral of Repayment agreement.

11.5 Group Vision Coverage

- a. Approve the agreement between the Shelter Island Union Free School District and J.J. Stanis and Company, Incorporated, of Garden City, NY, to manage the Davis Vision (Vision Works) Group Vision coverage for the Shelter Island Union Free School District, at a cost not to exceed \$17,000, effective January 1, 2017; and authorize the Board President to execute said agreement.

11.6 Taping of Budget Workshops

- a. Approval to tape the following seven (7) budget related workshops/meetings, at a cost of \$1,750.

January 9, 2017	March 20, 2017
January 17, 2017	April 19, 2017
January 30, 2017	May 8, 2017
February 13, 2017	

Motion carried unanimously.

Facility

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 Facility action: 12.1

12.1 Emergency Work

- a. WHEREAS, as a result of water leaks in the roof that subsequently damaged a portion of a ceiling and surrounding walls beneath the leak; and
 WHEREAS, the damage was discovered during the execution of the installation of energy performance improvement equipment; and
 WHEREAS, health and safety experts have advised that the repairs to the roof, ceiling and walls are a necessary step in order to properly safeguard the occupants and/or integrity of the building;
 NOW, THEREFORE, BE IT RESOLVED, that the Board of Education declares repairs to the Shelter Island School roof, ceiling, and walls to be an emergency as a result of the current state of the roof, ceiling, and walls; and
 BE IT FURTHER RESOLVED, that the Board of Education authorizes the repair of said roof, ceiling and walls as an ordinary contingent expense of the Board and authorizes the Superintendent, or his designee, to take necessary legal steps to repair said roof, ceiling and walls.

Motion carried unanimously.

Items for Consideration - None

Old Business

*Consent Agenda
Business
(continued)*

*Consent Agenda
Facility*

*Items for
Consideration*

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 and he will find other vendors to work with. *Mr. Skuggevik reported that a new portable sound system has been purchased and received.*
- 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. *Mr. Skuggevik reported that the committee is meeting on December 13, 2016 to finalize the job descriptions for each Schedule C position.*
- 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 is scheduled to be held prior to the February break. More details to follow.*
- 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.*
- 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 is being drafted.*

School District Business Leader Report

Mr. Kanarvogel questioned how a substitute pay increase would affect the contractual sick day payout upon retirement. Mr. Laube stated that upon retirement, teachers are compensated for all accumulated sick days (up to 200 days) at the daily sub rate plus \$15. Therefore, raising the substitute pay rate would increase the amount paid to teachers upon their retirement.

Director of Athletics, Physical Education, Health, Wellness & Personnel Report - None

Academic Administrator's Report

Historical Society Holiday Open House & Student Art Show

Ms. Jennifer Rylott stated that Stephanie Sareyani had already spoke about the student art show, but added that she herself has attended each year and is impressed by how the event has grown.

Superintendent's Report

Science Fair

School District
Business Leader
Report

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

Academic
Administrator's
Report

Superintendent's
Report

Mr. Skuggevik reported that the Annual Science Fair was held on Friday, December 2, 2016. Emma Gallagher won Best in Fair for the Senior Division and Grace Olinkiewicz won Best in Fair for the Junior Division. Mr. Skuggevik thanked Daniel Williams, Brittney Bothwell and Robert Miller for helping to make the Science Fair a great success in Sharon Gibbs' absence.

APPR

Mr. Skuggevik explained that the New York State Education Department has updated the APPR plan and we are currently working off of #3012-d. The old plan calculated teacher scores based on observations (60%), local growth (20%) and state exam (20%). The new plan now calculates teacher scores based on observations (50%) and state exam (50%).

Shared Decision Making

Mr. Skuggevik reported that the Shared Decision Making Committee met for the first time earlier in the day, and reviewed and updated the current plan. The next meeting is scheduled for December 19, 2016.

Farm to School Grant

Mr. Skuggevik reported that Shelter Island School along with neighboring North Fork Schools applied for a Farm to School Grant and received \$68,000 to be distributed amongst all the schools. Shelter Island School will put the money towards the edible garden and the cafeteria.

Board Member Reports

Kathleen Lynch reported that the Wellness Committee will be meeting soon.

Thomas Graffagnino read a construction update from Mike Dunning.

Alfred Brigham, Sr., reported that he had the opportunity to judge the Science Fair. Mr. Brigham stated that the projects were great and the entire program was well done.

Student Liaison Report – None

Visitor Comments

Catrina Heimann, a parent, stated that she would like to see the District allocate more money towards field trips. Mr. Skuggevik stated that we already allocate a large amount of money towards field trips and he offered to review the list of trips with Ms. Heimann.

Mr. Becker followed up on the earlier APPR conversation. Mr. Becker stated that SIFA appreciates the TED model because it brings out the strengths and weaknesses of teachers based on observations. This allows for improving teaching as a whole, rather than making it all about test scores.

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 6:53 pm, to discuss the employment of particular individuals in the District pursuant to Section 105(e).

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 9:15 pm.

Jacqueline Dunning
District Clerk

The Board of Education of the Shelter Island Union Free School District will meet on Monday, January 9, 2017, at 6:00 pm, in the Conference Room for a 2017-2018 Budget Introduction. The next regular meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday January 17, 2017, at 6:00 pm, in the Conference Room.

*Superintendent's
Report
(continued)*

*Board Member
Reports*

*Student Liaison
Report*

*Visitor
Comments*

*Executive
Session*

Adjournment