

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

REGULAR MEETING
June 12, 2017

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel (arrived at 6:33 pm), Elizabeth Melichar, Alfred Brigham, Sr., Susan Binder and Kathleen Lynch

Others Present: Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Timothy Laube, School District Business Leader; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; Nicolette Frasco, Student Liaison; 20 faculty/staff/ student and 3 community resident/other

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 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.

Visitor Questions - None

Consent Agenda

A motion was made by Susan Binder, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board hereby approves the following:

- 5.1 Approval of Minutes
 - a. Public Budget Hearing/Regular Meeting of May 8, 2017
 - b. Annual District Meeting and Election of May 16, 2017
 - c. Special Meeting of June 6, 2017

Motion carried unanimously.

Correspondence - None

Presentations

Senior Class College Acceptances & Decisions

Ms. Jennifer Rylott, Academic Administrator, reviewed the post-secondary plans for the Class of 2017, as well as the diploma types they will receive. In addition, Ms. Rylott reviewed the class GPA average, the class average for SAT and ACT scores (noting that the class averages were higher than the national averages), the number of Advanced Placement and college classes taken and the total number of college applications sent.

AP Environmental in the 3rd Grade

Ms. Brittney Russo, Grades 7-12 Science Teacher explained that the Advanced Placement (AP) Exams take place in early to mid-May, leaving students with nothing more to complete in the course. Ms. Russo explored the idea of her AP students teaching elementary students and reached out to Ms. Eklund, Grade 3 teacher, to collaborate on a project. This is the second year of the AP Environmental students developing hands-on activities to teach third grade students about some of the topics they had learned throughout the year. These students created formal lesson plans, hands-on activities, age appropriate assessments, and a written self-reflection. Zoey Bolton, Julia Labrozzi, and Olivia Yeaman presented the activities and lessons they taught the third grade students. In closing, Mae Brigham, a third grade student read an overview about the lessons that she and her classmates enjoyed.

Senior Class Trip Report

Nicolette Frasco reported that the Senior Class Trip was held in Washington DC. Ms. Frasco explained that most students hadn't been to DC before and they enjoyed the educational aspect of the trip. Ms. Frasco did

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Visitor
Questions*

*Consent
Agenda*

Correspondence

Presentations

point out that her class was the oldest class on the tours because most schools visit DC in 8th grade. Ms. Frasco also shared that the class picked up the tradition of taking a class photo in front of the United States Capital Building.

Shelter Island Faculty Association (SIFA) Monthly Update

Mr. Brian Becker and Ms. Taylor Kelly, Physical Education Teachers spoke about the first annual Walk Across America event that took place in the elementary physical education classes. Ms. Kelly stated that they set a goal for walking enough laps around the track to equal the distance from Shelter Island to Disney World in Orlando, Florida and by the end of the week, they reached their goal. Ms. Kelly pointed out the students were eager to reach their goal, asking to also walk during their recess period. Parents were invited to walk with their children during their physical education classes. On the last day of the event, everyone, including parents, grandparents, teachers, secondary students, the community, etc., was invited to come walk with the students. Mr. Brian Becker thanked everyone who came out in support of the event. Mr. Becker also thanked the PTSA for providing snacks on the last day. In closing, Mr. Becker and Ms. Kelly both agreed that they will continue to host this event each year.

Elementary & Middle School Suffolk Zone Awards

Mr. Todd Gulluscio reported that the Elementary/Middle School Suffolk Zone Awards ceremony was held on May 3, 2017. Unfortunately our students were unable to attend, so Mr. Gulluscio and Mr. Brian Becker presented the students with the awards at this meeting. The recipients of the awards were, 8th grade: Matthew Strauss & Grace Olinkiewicz, 5th grade: Noah Green & Sophie Clark.

Disney Youth Education Trip

Valeria Reyes, Dayla Reyes and Olivia Overstreet, officers of the Class of 2022, presented their proposed itinerary for the Disney Youth Education Trip and stated that the cost of the trip will be approximately \$1,100 per person. The tentative dates for the trip are December 4, 2017 – December 8, 2017. Ms. Elizabeth Melichar asked how much money each of the students has raised and Ms. Gulluscio stated that on average, they have raised approximately \$400 each. In closing, the class officers asked the Board of Education for approval to attend this trip. Mr. Graffagnino thanked the students for their presentation and explained that the Board will vote on this trip at the July 13, 2017 Board of Education meeting.

Personnel

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action:
8.1

- 8.1 Additional Substitutes for 2016-2017 School Year at \$95 per day
 - a. Michael Melichar

Motion carried. Elizabeth Melichar recused herself.

A motion was made by Kathleen Lynch, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action:
8.2 – 8.5

- 8.2 Personnel for Summer School 2017
 - a. Appoint Jennifer Gulluscio, as Summer School Coordinator, at a rate of \$1,376.00, effective June 13, 2017.
 - b. Appoint the following personnel for the Leap Into Learning Summer School Program, effective July 3, 2017 through July 27, 2017, for 34 hours each, at his/her individual hourly rate:
 - 1. James Bocca, teacher
 - 2. Rachel Brigham, teacher
 - 3. Jessica Nardi, teacher
 - 4. Natalie Regan, teacher
 - 5. Deborah Brewer, aide
 - c. Appoint the following personnel for the Specialized Reading Summer School Program, effective July 3, 2017 through July 27, 2017, at her individual hourly rate:

1. Janine Mahoney, 24 hours
 - d. Appoint the following personnel as Leap Into Learning Summer School Substitute Teachers (as needed), effective July 3, 2017 through July 27, 2017, at her individual hourly rate:
 1. Jennifer Gulluscio
 2. Janine Mahoney
 - e. Appoint Janine Mahoney as the Special Class Summer School Program Teacher, as mandated by the Committee on Special Education (CSE), effective July 3, 2017 through August 11, 2017, for 108.75 hours, at her individual hourly rate.
 - f. Appoint the following personnel as Special Class Summer School Substitute Teachers (as needed), effective July 3, 2017 through August 11, 2017.
 1. Rachel Brigham
 2. Natalie Regan
- 8.3 Summer 2017 Extra Duty
- a. Lisa Goody to provide extra duty, as needed, between the period of June 26, 2017 and September 5, 2017, at a rate of \$15.00 per hour
 - b. Deborah Brewer to provide extra duty, as needed, between the period of June 26, 2017 and September 5, 2017, at a rate of \$15.00 per hour
- 8.4 Extra Compensation
- a. Walter C. Brigham, III to provide computer support and supervision for the period of time between July 1, 2017 and September 5, 2017, at his daily rate
 - b. Martha Tuthill to provide guidance counseling services for the period of June 26, 2017 and September 1, 2017, not to exceed 15 days, at her daily rate
 - c. Meghan Lang to provide assistance to the guidance counselor for the period of June 26, 2017 and September 1, 2017, not to exceed 10 days, at her daily rate
- 8.5 Resignation
- a. Accept the resignation of Thomas Smith, Teacher Aid, effective June 9, 2017
- Motion carried. Alfred Brigham, Sr. recused himself.

Program

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action: 9.1 – 9.3

- 9.1 CSE/504 Recommendations for the 2016-2017 School Year
 - a. Committee on Special Education
 - b. 504 Committee
- 9.2 CSE/504 Recommendations for the 2017-2018 School Year
 - a. Committee on Special Education
 - b. 504 Committee
- 9.3 Destruction of Ballots from May 17, 2016 Annual Budget Vote & Election
 - a. BE IT RESOLVED, that pursuant to Education Law Section 2034, the Board of Education hereby authorizes the District Clerk to destroy all of the ballots cast, spoiled and unused in the May 17, 2016 Annual District Budget Vote and Board of Education Election.

Motion carried unanimously.

Finance

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions: 10.1 – 10.3

- 10.1 Financial Reports

- a. Treasurer’s Report – April 2017
- b. Treasurer’s Report – May 2017
- c. Extra Class Report – April 2017
- d. Extra Class Report – May 2017
- e. Appropriations Status Report
- f. Revenue Status Report
- g. Claim Auditor’s Report – May 2017
- h. Payroll Audit Report – May 2017

10.2 Budget Transfers & Journal Entries

- a. Accept and approve Budget Transfer & Journal Entry Reports for the period of April 29, 2017 through May 31, 2017, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

10.3 Tax Anticipation Note (TAN)

- a. Adoption of the Tax Anticipation Note Resolution of the Shelter Island Union Free School District, New York, authorizing the issuance of not to exceed \$2,000,000 Tax Anticipation Notes for the fiscal year ending June 30, 2018.

Motion carried unanimously.

Business

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 Business Actions:

11.1 - 11.3

11.1 Change Order

- a. Approve the following change order under the Shelter Island School portion of the General Construction Work Scope; and authorize the Board President to sign any necessary documents.

SED No.:	58-07-01-02-0-001-026
Contract For:	Shelter Island- Alterations/Sitework
Contractor:	G. Construction Enterprises, LLC, Bayshore, NY
Original Contract Price:	\$390,000.00
Change Order #1 – Contractor to supply & install a flat 5/8” steel lenti for supporting a course of blocks that were not previously supported due to the window configuration.	\$4,615.80
Change Order #2 – Contractor to provide extended/overtime hours to accommodate the mechanical contractor.	\$7,460.00
Change Order #3 – Contractor to increase insurance requirements as requested by the District	\$5,000.00
Total Revised Contract Price	\$407,075.80

11.2 Insurance Recovery & Budget Increase

- a. Authorize the Shelter Island School District to accept insurance recovery monies in the amount of \$11,318.90 from New York Schools Insurance Reciprocal (NYSIR), for the replacement of

bleachers damaged during a storm; and authorize to increase the budget line of Plant Maintenance Contractual, A.1621.400.00.0000, in the amount of \$11,318.90, to be offset by said insurance recovery monies.

Consent
Agenda
Business
(continued)

11.3 2016 – 2017 School Year Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island School District and Bridgehampton Union Free School District, for student services. 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.
- b. Approve the agreement between the Board of Education of the Shelter Island School District and Condon Engineering, P.C., of Mattituck, NY, for engineering services for the proposed sewer connection, at a cost of \$9,000.00. The term of said agreement shall be June 13, 2017 through the completion of work; and authorize the Board President to execute said agreement.

Motion carried unanimously.

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Actions:
11.4

11.4 2017 – 2017 School Year Contracts

- a. Approve the contract between the Board of Education of the Shelter Island School District and Eastern Suffolk BOCES, for services in the 2017-2018 school year, at a cost of approximately \$198,112.21, subject to such additions or subtractions in services that may be necessary to meet the needs of the district; and authorize the Board President to execute said agreement.

Motion carried. Elizabeth Melichar recused herself.

Consent
Agenda Facility

Facility

A motion was made by Susan Binder, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Facility Action:
12.1

12.1 Excessing Equipment

- a. One (1) – Hewlett Packard 3600 Printer (repair costs more than replacement) – Shelter Island Barcode #20090081/003004

Motion carried unanimously.

Items for
Consideration

Items for Consideration

The members of the Board of Education discussed the *suggested* 2017-2018 School Board Meeting Dates and Mr. Graffagnino asked his fellow members to let the District Clerk, know if anyone had a conflict.

New suggested dates are as follows. These dates will be adopted at the Re-Organizational meeting on July 13, 2017 if no one comes forward with a conflict.

August 14, 2017	November 13, 2017	February 12, 2018	May 7, 2018
September 18, 2017	December 11, 2017	March 19, 2018	May 15, 2018
October 16, 2017	January 16, 2018	April 18, 2018	June 11, 2017

Old Business

Old Business

Red-Lined Items from Previous Board Meetings:

1. Financial Impact of Removing the District from the New York State Lunch Program: (Introduced at the April 19, 2017 Board Meeting) At the recommendation of the Wellness Committee, Mr. Timothy Laube is exploring how much State Aid the District would lose if removed from the New York State Breakfast and Lunch Programs. *May 8, 2017 Update: Mr. Laube reported that for the 2015-2016 school year the District was reimbursed \$52,000 in State Aid. Mr. Laube stated that if the District was to forego State Aid, those monies would have to come out of the General Fund each year. Ms. Lynch*

stressed that this is only an investigation to determine if leaving the confines of the State program would help to increase participation in the lunch program and ultimately increase sales. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained the last Wellness Committee meeting had been canceled so there was no update to report.)

2. Potential Redesign of Cafeteria & Courtyard: (Introduced at the April 19, 2017 Board Meeting) The Wellness Committee is exploring different ways to improve the design of the cafeteria and the courtyard. *May 8, 2017 Update: Ms. Lynch reported that the Wellness Committee met again and they continue to explore different ways to enhance the physical appearance of both the inside and outside of the cafeteria to make it more inviting. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained the last Wellness Committee meeting had been canceled so there was no update to report.)*
3. PK-12 Mindfulness Program: (Introduced at the April 19, 2017 Board Meeting) *At the recommendation of the Wellness Committee, Mr. Gulluscio continues to explore the concept of a PK-12 mindfulness program. (At the June 12, 2017 Board Meeting, Mr. Gulluscio explained the last Wellness Committee meeting had been canceled so there was no update to report.)*

School District Business Leader Report

New York State Child Nutrition Audit

Mr. Laube reported that the New York State Child Nutrition audit of the cafeteria was recently held and went very well. The District was cited for having “Outstanding” reviews for its procurement and resource management. The District was cited for two small issues – violating the “Buy America provision” for purchasing cans of beans which were imported from Italy. The other pertained to webinars that several staff members must view on an annual basis. In closing, Mr. Laube shared that the auditors did recommend changing the way the students enter the food line, suggesting they enter where they currently exit, and exit where they currently enter.

Cafeteria Online System for Parents – Making Payments & Monitoring Purchases

Mr. Laube announced that the District will be offering an online payment option for parents to put money on their child’s lunch account. There is no cost to the District, but there is a small fee to the parent. The system also allows parents to see a report of what their child is purchasing in the cafeteria. The system is expected to be up and running for September 2017. In closing, Mr. Laube did stress that this is an additional option for parents and for those who prefer, cash or check can still be submitted to the cafeteria.

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

Athletic Awards Dinner

Mr. Gulluscio reported that the annual Athletic Awards Ceremony was held on June 7, 2017. Mr. Gulluscio added that forty-one (41) of our student athletes received the Scholar Athlete award this year.

Academic Administrator’s Report

5th Grade Oral Comprehensive Projects & 12th Grade Oral Comprehensive Exams

Ms. Rylott reported that she had the opportunity to sit on the panel for both the 5th Grade Oral Comprehensive Projects and the 12th Grade Oral Comprehensive Exams and noted that it has become evident that students are becoming more confident in public speaking. Ms. Rylott also pointed out the quality of the attention to detail and the thought process that the students put into their projects.

Valedictorian Luncheon

Ms. Rylott reported that she attended the Valedictorian Luncheon on June 1, 2017, along with Mr. Skuggevik, Ms. Tuthill, the District’s Valedictorian, Oliva Yeaman, and Olivia’s parents. Ms. Rylott stated that the guest speaker at the luncheon each year is always inspiring and she really enjoyed this year’s speaker.

Elementary Spring Concert

Ms. Rylott congratulated the elementary students, along with their music teachers, Ms. Jessica Bosak and Mr. Keith Brace, on another wonderful concert. Ms. Rylott stated that the highlight of the night was the 4th and 5th Grade ukulele and vocal performance of “Let It Be”.

Old Business
(continued)

School District
Business Leader
Report

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

Academic
Administrator
Report

Last YMCA Fun Day

Ms. Rylott reminded everyone that the last YMCA Fun Day is scheduled for Wednesday, June 14, 2017, at 2:30 pm – 4:30 pm. Ms. Rylott announced that the Early Bird Registration deadline has been extended to June 14th. Elizabeth Melichar inquired about how many students were already registered for the program. Ms. Rylott explained that on average, there are 6-7 students registered for every week of the program and that once the Early Bird Registration deadline passes, the YMCA will begin a full advertising campaign in order to reach children who do not live on Shelter Island all year round. Ms. Melichar suggested having applications available at the Shelter Island Public Library and Shelter Island Town Hall in order to reach more people. Ms. Rylott stated that she will suggest this idea to the YMCA.

*Academic
Administrator
Report
(continued)*

Unveiling of Valedictorian and Salutatorian

Ms. Rylott reported that the unveiling of the Valedictorian and Salutatorian on the Academic Wall of Fame was held today. Students in grades 9-12 were invited down to the lobby for the unveiling and then students in grades 6-8 came down after them. Olivia Yeaman, Valedictorian and Will Garrison, Salutatorian spoke to the students in grades 6-8 to encourage them to always do their best and that with hard work and dedication they too could be Valedictorian and Salutatorian of their class.

*Superintendent
Report*

Superintendent’s Report

Bullet Aide

Mr. Skuggevik announced that Senator LaValle has secured \$25,000 in bullet aide for the District.

Application for Additional College Credits in Science

Mr. Skuggevik stated that the District is applying for Suffolk Community College course credits for Environmental Science and Physics courses.

Shared Decision Making

Mr. Skuggevik reported that the Shared Decision Making Committee had their last meeting of the year and that the committee has met their goal to increase field trips and parent involvement and next year the committee will focus on Middle States Association. Ms. Eklund stated that the Board of Education would like a written report of what the committee has done this year.

Thank You

Mr. Skuggevik thanked Mr. Alfred Brigham, Sr. for his dedication and service to the District. (Mr. Brigham’s term as Board Member expires on June 30, 2017 and will be filled by Ms. Tracy McCarthy effective July 1, 2017.)

*Board Member
Reports*

Board Member Reports

Mr. Thomas Graffagnino thanked Nicolette Frasco for her service as Student Liaison to the Board of Education, and wished her well in college.

Mr. Graffagnino thanked Alfred Brigham, Sr. for his years of service on the Board of Education and presented Mr. Brigham with a gift from his fellow Board Members and District Clerk. (The gift was a hand-painted plate by Stephanie Sareyani, featuring a depiction of the Shelter Island School building.)

Mr. Alfred Brigham, Sr. thanked everyone and stated he enjoyed his time on the Board of Education.

Ms. Kathleen Lynch reported that in continuation of the Self Defense program, the 11th and 12th grade students participated in a co-ed discussion about self-defense. Ms. Lynch reported that the conversation was very mature and thoughtful. Ms. Lynch would like to see both the physical portion and discussion portion of the Self Defense course to continue each year, with the hope for creating an actual physical education unit or possibly even starting it at a younger grade level.

Mr. Mark Kanarvogel stated that a bench was built in memory of Christian Emerson Goody, Member of the Class of 2014. Mr. Kanarvogel shared that students; Tommy Lenzer, Evan Thilberg and Elijah Topliff built the bench under the guidance of Mr. Conrardy. Mr. Kanarvogel pointed out that Mr. Conrardy would pull the boys from lunch and study hall to work on the bench. Mr. Kanarvogel stated that Mr. Conrardy has done an outstanding job during his first year as a Shelter Island teacher.

Student Liaison Report

Ms. Nicolette Frasco reported that Student Council Elections for the 2017-18 school year took place on June 9, 2017. Ms. Sarah Lewis was elected as President and will therefore be the Board’s Student Liaison for the 2017-2018 school year. Ms. Frasco also reported that on June 21, 2017 there will be a field day event for students in grades 6-12. The teams will consist of a mix of students from all grade levels. In closing, Ms. Frasco thanked the Board of Education for the opportunity to participate as the Student Liaison to the Board and stated that she is looking forward to college and feels that Shelter Island School has prepared her for this next step.

Student Liaison Report

Visitor Comments

Mr. Brian Becker stated that Mr. Thomas Smith, Teacher’s Aide asked him to thank the Board of Education for the opportunity to work in the District. Mr. Smith had to leave the District sooner than originally anticipated due to an earlier start to a program he had registered for prior to taking the position in the District.

Visitor Comments

Executive Session

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 7:10 pm, to discuss the employment of particular individuals in the District.

Executive Session

Motion carried unanimously.

Adjournment

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, to adjourn the meeting.

Motion carried unanimously

Adjournment

The meeting adjourned at 9:32 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Thursday, July 13, 2017, at 6:00 pm, in the Conference Room.