

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

**REGULAR MEETING**  
September 19, 2016

Members Present: Thomas Graffagnino, Linda Eklund (arrived at 7:01 pm and left at 9:10 pm), Mark Kanarvogel (left at 9:10 pm), Elizabeth Melichar, 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; Nicolette Frasco, Student Liaison; Ambrose Clancy, Shelter Island Reporter; 8 faculty/staff/student and 7 community residents

The meeting was called to order at 6:06 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 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**

Ms. Tracy McCarthy, parent, inquired about getting copies of the July 2016 and August 2016 meeting minutes. The District Clerk told Ms. McCarthy she will get her the minutes and will ensure they are posted on the website. Ms. McCarthy also inquired about personnel item 9.11 on the agenda – Employment Agreements, and asked for an explanation of “annexed agreement” and “non-aligned personnel”. Mr. Graffagnino explained that “annexed agreement” is an update to an original contract. Mr. Laube explained that “non-aligned personnel” refers to those staff members who are not part of the union – Jacqueline Dunning, Michael Dunning and Deborah Vecchio. Ms. McCarthy then referred to agenda items 11.1 and 11.2 – Financial Reports and Budget Transfers, asking if these reports and such are available to her. Mr. Laube, School District Business Leader indicated they were available.

**Oath of Office**

The Oath of Office was administered by President Graffagnino to Nicolette Frasco, Student Liaison.

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

- a. Approval of Minutes
  1. Regular Meeting of August 15, 2016
  2. Special Meeting of August 22, 2016
  3. Special Meeting of August 29, 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**

Shelter Island Faculty Association (SIFA) Update

Mr. Brian Becker reported that the teachers are enthusiastic to be back and are looking forward to another great year. Mr. Becker also thanked the PTSA for the Back to School BBQ.

*Call to Order and  
Pledge of  
Allegiance*

*Mission  
Statement*

*Visitor Questions*

*Student Liaison  
Oath of Office*

*Consent Agenda  
Approval of  
Minutes*

*Correspondence*

*Presentations*

### Music Department Field Trips

Ms. Jessica Bosak, Music Teacher and Mr. Keith Brace, Band Teacher, presented three music department field trips to the Board of Education for their consideration. The trips include the 8<sup>th</sup> grade Nutcracker trip on December 21, 2016, the 10<sup>th</sup> grade Opera trip on January 30, 2017 and the Broadway trip (School of Rock) for students involved in various music related extracurricular programs on May 17, 2016. At this time, Mr. Graffagnino thanked Ms. Bosak and Mr. Brace and explained that as it is District policy, the Board of Education will discuss the details of the trips and vote on them at the next Board of Education meeting which is scheduled for October 17, 2016, at 6:00 pm, in the Conference Room.

### **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: 9.1 – 9.8

#### 9.1 Leave of Absence

- a. Approval of a paid medical leave of absence for Sharon Gibbs, Science Teacher, to commence on September 6, 2016 through on or about October 31, 2016, with said period credited towards the employee's FMLA leave of absence.

#### 9.2 Leave Replacements

- a. Robert Miller, as a Leave Replacement for Sharon Gibbs, Science Teacher, effective retroactively to September 6, 2016 through October 31, 2016, at a prorated salary of \$12,302, Step 1 MA of the 2016-2017 teacher salary scale.

#### 9.3 Bereavement Days

- a. Grant three (3) bereavement days to Mary Anne Impastato, Senior Account Clerk, retroactively for September 7 – 9, 2016.

#### 9.4 Teacher Aide

- a. Maria DiOrio, as a .63 FTE Teacher Aide for Special Education, effective retroactively to September 6, 2016, at a prorated salary of \$13,021, Step 1 of the 2016-2017 teacher aide salary scale.

#### 9.5 Permanent Substitute for the 2016-2017 School Year

- a. Jasmine Frasco, as a Permanent Substitute Teacher, at a rate of \$175 per day, and to grant five (5) sick days, effective September 6, 2016 – June 23, 2017.

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

- a. Chris Coyne
- b. Shannon Coyne
- c. Meagan Glenn
- d. Lee Yuen Lew
- e. Robert Miller
- f. Emily O'Brien
- g. Thomas O'Leary
- h. Richard Osmer

#### 9.7 Additional Substitute Aide for the 2016-2017 School Year, at \$95 per day

- a. Mariana Koehler Torrealba

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

- a. Lisa Goody, Substitute Dispatcher, at \$4,829.75
- b. James Theinert, Student Council, \$2,779.63
- c. Daniel Williams, Science Fair, \$1,854.55

Motion carried unanimously.

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.9

- 9.9 Additional Volunteer Coach for the 2016-2017 School Year  
a. Father Peter DeSanctis, Varsity Golf.

Motion carried. Thomas Graffagnino recused himself.

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: 9.10-9.12

- 9.10 Rescind Motion  
a. Rescind the following motion of April 20, 2016:  
Approve a contractual childcare leave of absence for Kerri Knipfing, Elementary Teacher, to commence on or about June 20, 2016 through June 24, 2016, with said period credited towards the employee's FMLA leave of absence.
- 9.11 Employment Agreements  
a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island School District and non-aligned personnel; and  
BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.  
b. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreement between the Shelter Island Union Free School District and Mr. Timothy Laube; and  
BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreement.
- 9.12 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 Superintendent and Board President to execute said agreements.

Motion carried unanimously.

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: 9.13

- 9.13 Amend Motion  
a. Amend the following motion of August 15, 2016 from:  
Approve 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.  
to:  
Approve Christopher Ruggi, as a Leave Replacement for Elizabeth Eklund, Elementary Teacher, effective on or about **September 8, 2016** through December 21, 2016, at a prorated salary of **\$21,528.50, Step 1 MA of the 2016-2017 teacher salary scale.**

Motion carried unanimously. *(Linda Eklund had not yet arrived to the meeting at this point so therefore there is no recusal.)*

A motion was made by Elizabeth Melichar, 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: 9.14 – 9.15

- 9.14 Mentor/Mentee for the 2016-2017 School Year at a Rate of \$1,500, per Shelter Island Faculty Association Contract
- a. Brian Becker / Taylor Kelly
  - b. Walter Brigham / Patricia Kreppein
  - c. Lynne Colligan & Peter Miedema / Christopher Conrardy (Co-Mentors at a rate of \$750 each, per Shelter Island Faculty Association Contract
  - d. Lynn Green / Natalie Regan
  - e. Jennifer Gulluscio / Jessica Nardi
  - f. Janine Mahoney / Robert Miller
  - g. Michael Cox / Ian Kanarvogel
- 9.15 CPR Training
- a. Mary Kanarvogel to provide Adult, Child, Infant CPR/AED Certification, Healthcare Provider and First Aid Training for the 2016-2017 school year, with compensation as follows.
    - Adult, Child, Infant, CPR/AED Certification at \$40 per coach/employee
    - Healthcare Provider and First Aid Training, at \$57 per person

Motion carried. Mark Kanarvogel recused himself.

**Program**

A motion was made by Susan Binder, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program action:

10.1 – 10.3

- 10.1 Block Island Field Trip
- a. Approve the 7th Grade Class to attend the Block Island Field Trip, on Friday September 30, 2016; rain date of Friday, October 7, 2016.
- 10.2 CSE / CPSE / 504 Recommendation for the 2016-2017 School Year
- a. Committee on Special Education
  - b. Committee on Preschool Special Education
  - c. 504 Committee
- 10.3 Undue Burden Independent Evaluator Hardship Waiver
- a. WHEREAS, the Shelter Island Union Free School District has an approved Annual Professional Performance Review (“APPR”) Plan in place, effective for the 2016-2017 school year;  
WHEREAS, the District seeks to submit an Undue Burden Independent Evaluator Hardship Waiver application to the State Education Department since compliance with the independent evaluator requirement would create an undue burden on the District;  
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the Undue Burden Independent Evaluator Hardship Waiver application to the State Education Department;  
BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of to execute such application on behalf of the District.

Motion carried unanimously.

**Finance**

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 Finance actions:

11.1 – 11.2

- 11.1 Financial Reports
- a. Treasurer’s Report – August 2016
  - b. Extra Class Report – August 2016
  - c. Appropriations Status Report

- d. Revenue Status Report
- e. Claim Auditor's Report – August 2016
- f. Payroll Audit Report – August 2016

11.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of August 6, 2016 through August 12, 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)*

*Consent  
Agenda  
Business*

**Business**

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions:  
12.1 – 12.2

12.1 Contracts

- a. Approve the final Eastern Suffolk BOCES contract for services in the 2015-16 school year, at a final costs of \$192,578.22, which includes all services that were necessary to meet the needs of the District; 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 Sag Harbor Union Free School District, for off-island private school transportation services, at a cost of \$7,000. The term of said agreement will be retroactive to September 9, 2016 through June 23, 2017; and authorize the Board President to execute said agreement.

12.2 Certificate of Acceptance and Payment Requests

- a. Be it resolved that the Board of Education approves Application for Payment No. 3 in the amount of \$382,629 to Johnson Controls, Inc. for labor and materials provided in connection with the energy performance contract.
- b. Be it resolved that the Board of Education approves Application for Payment No. 4 in the amount of \$211,318 to Johnson Controls, Inc. for labor and materials provided in connection with the energy performance contract.
- c. Be it resolved that the Board of Education approves Application for Payment No. 5 in the amount of \$66,643 to Johnson Controls, Inc. for labor and materials provided in connection with the energy performance contract.

Motion carried. Elizabeth Melichar recused herself.

*Consent  
Agenda  
Facility*

**Facility**

A motion was made by Mark Kanarvogel, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions:  
13.1

13.1 Excessing Equipment

- a. Brother Printer MFC 9840 – Serial# 20090688 (repair costs more than replacement)
- b. Hewlett Packard HP3600 Printer – Serial #003117 (repair costs more than replacement)
- c. Hewlett Packard HP 3600 Printer – Serial #20090036 (repair costs more than replacement)
- d. Dell Vostro 2700 Printer – Serial #003120 (obsolete, stripped for parts)
- e. Dell Vostro 2700 Printer – Serial #003184 (obsolete, stripped for parts)

Motion carried unanimously.

*Items for  
Consideration*

**Items for Consideration - None**

**Old Business**

The following red lined items from the August 15, 2016 Meeting were discussed.

*Old Business*

- **New sound system for Gymnasium:** (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.)
- Debate Team: **The Board of Education would like to continue to learn more about the Debate Team.** (Mr. Skuggevik stated that the Debate Team meets twice a week for the entire year. Approximately 12 students participate, but that number tends to drop the second half of the year.)
- Joint Professional Practices Committee to meet in early September (**District Clerk will schedule this meeting once SIFA committee members have been chosen.**) Mr. Becker stated he needs an agenda for the meeting so the appropriate SIFA members can attend. **Mr. Skuggevik stated he will supply an agenda to Mr. Becker the next day.**
- Art Work from Student: (Artwork has been hung in the Conference Room.) Mr. Graffagnino pointed out the newly hung artwork and once again thanked Colibri Lopez, Class of 2016 graduate for the gift.

Old Business  
(continued)

School District  
Business  
Leader Report

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

Academic  
Administrator's  
Report

### **School District Business Leader Report**

Mr. Laube briefly spoke about the cost savings for the health insurance plan for the Shelter Island Faculty Association (SIFA). Based on the new Memorandum of Agreement between the Shelter Island Union Free School District and SIFA, there will be a savings of \$119,619 to the District in the 2017-2018 budget. This savings is a result of the change in insurance plans from East End Health Plan to New York State Health Insurance Plan (NYSHIP).

Gregory Martin, parent, questioned the insurance waiver incentive offered to members of the Shelter Island Faculty Association who do not participate in the District's insurance plan. Mr. Laube explained that it is more cost effective to pay the waiver incentive, than it is for the District to pay for the health insurance plan. Mr. Graffagnino also added that based on the new contract, going forward, the incentive percentage will be lower for new hires than it has been in the past.

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

#### Fall Athletics Update

Mr. Gulluscio reported that 53 students are registered for the fall season Varsity and Junior Varsity sports, which is 56% participation of the eligible population.

#### Wellness Committee

Mr. Gulluscio announced that the Wellness Committee is seeking two (2) community members to join the committee and anyone who is interested should send him an email stating their interest. A parent in the audience asked for information about the responsibilities of the Wellness Committee. Mr. Gulluscio explained that the Wellness Committee makes recommendations to the Board of Education regarding policy and program throughout the year.

#### Physical Education Department

Mr. Gulluscio thanked Mr. Brian Becker and Ms. Taylor Kelly, Physical Education teachers, for the activities they provided at the PTSA Back to School BBQ.

#### School of Distinction Award

In closing Mr. Gulluscio presented the Board of Education with the New York State Public High School Athletic Association (NYSPHSAA) School of Distinction Award. This honor is achieved when every varsity team has had a 90 or above average during their season. Mr. Graffagnino thanked Mr. Gulluscio and congratulated the student athletes who earned the award.

### **Academic Administrator's Report**

#### Substitute Teacher Orientation

Ms. Rylott reported that along with Mary Kanarvogel and Todd Gulluscio, she held a Substitute Teacher Orientation over the summer where they reviewed protocols, safety, attendance, and the Dignity for All Students Act. The substitutes were also given a tour of the building.

### Back to School Nights

Ms. Rylott reported that the Back to School Nights will be held this week. Ms. Rylott reviewed the new formats being used for these events -- grades 6-12 will be set up more like a college fair, where parents can travel to the tables of those teachers they wish to meet. Elementary will have students involved, as they will be the tour guides for their parents, taking them to their various classes. Ms. Rylott stated that there will be surveys for the parents to fill out so the District can determine the success of the new formats.

### PTSA Events

Ms. Rylott thanked the PTSA for all of the wonderful events they provided within the first week of school – Faculty Luncheon, Boo Hoo Breakfast and Back to School BBQ.

### Enrollment

Ms. Rylott reported that enrollment for the 2016-2017 school year is currently 225, and noted that this is up from 2014.

## **Superintendent's Report**

### Opening of School

Mr. Skuggevik thanked everyone involved in the opening of school and reported that students and faculty had a smooth start to the new school year. Mr. Skuggevik thanked Mr. Michael Dunning and the custodial crew for all they did to create the new Pre-K classroom.

## **Board Member Reports**

Thomas Graffagnino thanked the Town of Shelter Island and the Shelter Island Country Club for allowing the District to use the golf course for our home Cross Country meets. Mr. Graffagnino also thanked the faculty, and buildings & grounds department for making everything come together so well for the start of the new school year.

Elizabeth Melichar had the pleasure of being at drop off on the first day of school and reported everyone looked like they were ready to go that morning. Ms. Melichar thanked the faculty for making the first day of school a success.

Mark Kanarvogel shared that he gave a tour of the Emergency Medical Services building (ambulance barn) to Mr. Conrardy and his internship class. He also shared that he donated some older engines for students to work on.

Susan Binder applauded the faculty and administration for creating the new back to school formats.

Kathleen Lynch congratulated Michael Cox on the successful new teacher induction held over the summer. Ms. Lynch also thanked the PTSA for sponsoring a luncheon for the new teachers at Ram's Head Inn as part of the new teacher induction.

## **Student Liaison Report**

Nicolette Frasco reported that the members of the National Honor Society are very proud of the responses they have received from the positive notes left on each locker for the first day of school. Ms. Frasco also shared that National Honor Society and Yearbook will have tables at the grades 6-12 Back to School Night.

## **Visitor Comments**

Hilary McDonald, parent, asked if the Pre-K room and Library will continue to use the current set up. Ms. McDonald added that elementary students are complaining that it's very tight when they are in the Library. Mr. Skuggevik stated that we are looking at different options to create more space for the Library.

Cori Cass, community member, asked if there was a significant increase to Michael Dunning's (Maintenance Crew Chief) salary, specifically a 29% - 30% increase. Mr. Graffagnino explained that while Mr. Dunning did get a significant increase, it is not 29%-30%, and that this increase is based on the savings Mr. Dunning brings to the District, as he is taking on the role of project manager for all of the

*Academic  
Administrator's  
Report  
(continued)*

*Superintendent's  
Report*

*Board Member  
Reports*

*Student Liaison  
Report*

*Visitor  
Comments*

bond work. This increase also brings his salary more in-line with the same position in neighboring districts. Mr. Cass went on to ask if the increase which is based on savings to the District now, makes sense for the legacy of this position. Mr. Graffagnino stated that the Board acknowledges that this is a significant increase, but even before the bond work, Mr. Dunning was bringing great savings to the District with his ability to do many projects in house, that in the past, the District had to hire outside companies to complete. Gregory Martin, parent, asked if Mr. Dunning's raise was part of the 2016-2017 budget presented to the voters in May. Mr. Graffagnino stated that it was part of the 2016-2017 budget presented to the voters in May.

**Linda Eklund arrived. (7:01 pm)**

Tracy McCarthy, parent, asked why the school isn't having discussions with the parents of students who attend school off-island, asking why they don't attend school here. Linda Eklund acknowledged that this is an issue that has been discussed for several years and still needs to be addressed. **The Board of Education will look at ways to facilitate this in the future.**

Ms. McCarthy voiced concern about the decline in enrollment over the last several years. Jennifer Rylott explained that we were losing students because we weren't offering enough AP courses and/or college courses. The Pathways Program was created to address this issue by providing more opportunity to take advanced courses and we have also added more AP course and college course offerings. Mr. Graffagnino stated that it is anticipated that the full-time Pre-K program will address enrollment by bringing students in from the start of their educational career. In the past, families have sent their children to full-time Pre-K off the island and once they start school in another district, it's difficult to get them back.

Ms. McCarthy inquired about seeing a copy of the District's 5 Year Plan. Ms. Eklund responded that the 5 Year Plan is always evolving and Ms. Melichar added that any information pertaining to the 5 Year Plan is presented at Board of Education Meetings and these materials are posted on the District's website.

As the parents in the audience were showing interest in being more involved in the school, Ms. Eklund brought up the Shared Decision Making (SDM) Committee and suggested these parents be part of the committee. **Mr. Skuggevik stated that he would update the SDM plan and put together the committee members soon.**

**Executive Session**

A motion was by made by Kathleen Lynch, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:44 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 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 9:26 pm.

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Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday October 17, 2016, at 6:00 pm, in the Conference Room.

Executive  
Session

Adjournment