

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

REGULAR MEETING
February 25, 2016

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

Absent: Alfred Brigham, Sr.

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; Connor Rice, Student Liaison; Julie Lane, Shelter Island Reporter; Mary Ellen McGayhey, Town of Shelter Island Videographer; 14 faculty/staff/student and 0 community residents

The meeting was called to order at 6:02 pm by President Graffagnino, followed by the Pledge of Allegiance.

Linda Eklund 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.

Budget Presentation #2

Mr. Skuggevik welcomed everyone to the second presentation to be held in preparation of the 2016-2017 school budget and reviewed the academic highlights of the 2015-2016 school year. Mr. Skuggevik then turned the presentation over to Mr. Timothy Laube, School District Business Leader. Topics presented by Mr. Laube included, Tax Cap Update, and Administrative Budget. Mr. Laube reviewed the schedule of the dates and topics for the remaining 2016-2017 school budget meetings, and noted that all the meetings will begin at 6:00 pm. The schedule is as follows.

- March 14, 2016 – Educational Program
- March 21, 2016 – Capital
- March 28, 2016 – Budget Overview
- April 20, 2016 – Budget Adoption

Mr. Laube ended his presentation and opened the floor to any questions or concerns.

Mr. Graffagnino asked Mr. Laube to further review the Employee Retirement System and Teacher Retirement System percentages. Mr. Laube showed how these numbers fluctuate over the years how and they typically reflect the state of the economy.

Ms. Lynne Colligan asked Mr. Laube to review a slide that showed a five year overview of the administrative budget. Ms. Colligan asked if the cost of the Special Education and Business Office consultants we contracted with in prior years, were included in the administrative salary lines for the past five years. Mr. Laube indicated that most of the consultant costs were included in the salary line, with the exception of one that was included in the contractual line.

Visitor Questions – None

Consent Agenda

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

- a. Approval of Minutes
 1. Regular Meeting of January 11, 2016

*Call to Order
and Pledge of
Allegiance*

*Mission
Statement*

*Budget
Presentation*

*Visitor
Questions*

*Consent
Agenda*

Motion carried unanimously.

Correspondence

Correspondence

Mr. Graffagnino acknowledged receipt of a letter from the organization, Strong East Ramapo.

Presentations

Presentations

Shelter Island Faculty Association (SIFA) Monthly Update

Ms. Lynn Green reported on behalf of SIFA that Mr. James Bocca, English Teacher and Ms. Jessica Bosak, Chorus Teacher have collaborated on a unit of music and poetry. Ms. Green also reported that Ms. Kerri Knipping's 3rd grade class has been working on country research projects. On Tuesday, March 1, 2016, the class will hold a multi-cultural event, presenting their projects to parents and other classes. In closing, Ms. Green spoke about Mr. Becker's meditation program that he has started with the third grade and hopes to expand upon in the future.

Senior Class Trip

Ms. Meghan Lang and Mr. James Theinert, the Senior Class Co-Advisors, along with Kelly Colligan and Henry Lang, members of the Class of 2016, presented the Board with an overview of the Class of 2016's itinerary for their senior class trip. The class is planning a trip to Williamsburg, Virginia, Wednesday, May 11, 2016 through Sunday, May 15, 2016.

Ms. Melichar inquired about the cost of the trip. Ms. Lang explained that the cost of the trip will be approximately \$1,100 per student. Students have already raised a portion of the necessary funds and they will be responsible to personally cover the balance.

Ms. Melichar then asked if the entire class was attending the trip. Ms. Lang stated she anticipates that only twelve (12) out of the nineteen (19) students will attend. Ms. Melichar voiced concern that some may not attend due to their financial situation, but Ms. Lang and Mr. Theinert both assured Ms. Melichar this was not the case.

Mr. Mark Kanarvogel inquired about the number of chaperones. Ms. Lang stated that based on the current number of students attending, there will be three (3) chaperones, but this number could change if the number of participants changes.

At this time, Mr. Graffagnino explained that the Board of Education has a new procedure for field trip presentations, in which the trip is presented at one meeting and approved at the next meeting. This new procedure will allow Board Members to take the time to review the details of the trip and ask in depth questions before having to vote. Mr. Graffagnino stated that the Board of Education will vote on the 2016 Senior Class Trip, at the March 21, 2016 Board Meeting.

Vending Machine

Mr. John Reardon apologized for not having asked the Board of Education or Administration for permission to have a vending machine delivered to the school and explained that although it was after the fact, he was now asking the Board of Education for their approval. Mr. Reardon highlighted the following points in support of the machine -- there is no contract needed for the machine and it is free of charge, the only cost to the District is for the electricity and the items to stock it with, the machine won't be on during the operating hours of the Cafeteria, the products will be limited to water and PowerAde, the cost of the products will be \$1.50 -- a 50% markup, and the money raised will go to the Student Council extraclassroom fund.

Kathleen Lynch stated that she would only vote to approve the vending machine if only water was sold, as PowerAde contains too many unhealthy ingredients. Other Board members agreed.

Mark Kanarvogel inquired about whether or not the vending machine would compete with the concessions that are held as class fundraisers. Mr. Reardon stated that the cost of a beverage from the machine is greater than the usual cost of beverages sold at concessions, so he doesn't believe it would pose a problem.

A motion was made by Kathleen Lynch, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves a Student Council sponsored vending machine, which will not operate during the same hours of the Cafeteria and will only contain water.

Motion carried. Mark Kanarvogel opposed.

*Consent
Agenda
Personnel*

Personnel

A motion was made by Linda Ekund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.1

9.1 Resignation of Personnel

- a. Roberta Garris, Reading, effective June 30, 2016, for the purpose of retirement
- b. Virginia Gibbs, Mathematics, 7-12, effective June 30, 2016, for the purpose of retirement
- c. Richard Osmer, Physical Education, effective June 30, 2016, for the purpose of retirement
- d. John Reardon, Industrial Arts, effective June 30, 2016; for the purpose of retirement

Motion carried unanimously.

At this time, each of the members of the Board of Education thanked the retirees for their many years of dedication and service to the District.

Mr. Jack Reardon and Mrs. Virginia Gibbs were both present at the meeting. Mr. Reardon expressed his gratitude to the District, stating that his many years here have been fantastic. Mrs. Gibbs expressed that her retirement is bittersweet, and stated that it has been an honor and a privilege to have worked in her home district for so many years.

A motion was made by Linda Ekund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 9.2

9.2 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 (School Related Professionals) for the 2015-2016 school year; and authorize the Board President to execute said agreement

Motion carried unanimously.

*Consent
Agenda
Program*

Program

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 Program action: 10.1 – 10.3

10.1 CSE Recommendation for the 2015-2016 School Year

- a. Committee on Special Education

10.2 School Calendar – 2016-2017

- a. Approval of the Shelter Island District's School Calendar for the 2016-2017 school year

10.3 2015-2016 Professional Development Plan

- a. Approval of the 2015-2016 Professional Development Plan

Motion carried unanimously.

*Consent
Agenda
Finance*

Finance

A motion was made by Kathleen Lynch, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 11.1 – 11.3

11.1 Financial Reports

- a. Treasurer's Report – December 2015
- b. Extra Class Report – December 2015
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – January 2016
- f. Payroll Audit Report – January 2016

11.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of January 6, 2016 through February 2, 2016, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Audit Corrective Action Plan

- a. Accept the Superintendent’s Audit Corrective Action Plan from the audit management letter or the period ending June 30, 2015, as required by regulations of the State Education Department Commissioner

Motion carried unanimously.

*Consent
Agenda Finance
(continued)*

*Consent
Agenda
Business*

Business

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 Business actions: 12.1 – 12.2

12.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and G. Construction Enterprise, LLC, of Bay Shore, NY, in the amount of \$390,000.00, for General Contractor work at the Shelter Island School, pursuant to the September 23, 2014 voter authorized bond referendum; 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 Dominion Construction Corporation, of Farmingdale, NY, in the amount of \$878,300.00, for Mechanical Contractor work at the Shelter Island School, pursuant to the September 23, 2014 voter authorized bond referendum; and authorize the Board President to execute said agreement.
- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Palace Electrical Contractors, Incorporation, of Wantagh, NY, in the amount of \$42,240.00, for Electrical Contractor work at the Shelter Island School, pursuant to the September 23, 2014 voter authorized bond referendum; and authorize the Board President to execute said agreement.
- d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Johnson Controls, Incorporated, of Syosset, NY, in the amount of \$202,000.00, for the Automatic Temperature Control work at the Shelter Island School, pursuant to the September 23, 2014 voter authorized bond referendum; and authorize the Board President to execute said agreement.

Motion carried unanimously.

Facility

*Items for
Consideration*

Old Business

Facility – None

Items for Consideration - None

Old Business

Pre-Kindergarten Program

Mr. Skuggevik reported that the Pre-Kindergarten Committee met and all members were in favor of a 4 year Pre-Kindergarten program to be held in our building. To determine parent interest in this program, Jennifer Rylott created and mailed a survey to the parents of 3 and 4 year old Shelter Island residents, but very few have been returned. In order to make it easier for parents, Mr. Skuggevik shared that an online survey will be posted on the school’s website.

At this time, Ms. Kathleen Lynch, who sits on the Pre-Kindergarten Committee asked that Mr. Skuggevik and Ms. Rylott keep in mind, the idea of not only both a 3 year old program and a 4 year old program, but also for these programs to be full time programs. Ms. Rylott stated that she is concerned about the needs of the preschool across the street, but completely understands the need and desire of expanding the Pre-Kindergarten program in our school.

Director of Physical Education & District Operations Report

Winter and Spring Sports Seasons

Mr. Gulluscio reported that the High School Winter Season has come to an end and the Spring season will begin on Monday, March 7, 2016. The Spring sports being offered this year are Varsity Softball and Junior Varsity Baseball.

Athletics Awards Ceremony

Mr. Gulluscio shared that this year's Athletics Awards Ceremony is scheduled for Thursday, June 9, 2016, at 6:00 pm, in the Gymnasium.

School District Business Leader Report

Energy Performance Contract

Mr. Laube stated that the nature of this report requires it to be discussed in Executive Session.

Academic Administrator's Report

Kidsday Class of the Week

Ms. Rylott reported that the current 5th grade is participating in a Newsday project called, "Newsday Class of the Week." The students are working hard writing articles that highlight parts of Shelter Island, as well as jokes, puzzles, poems, etc. These items will be featured in the Kidsday section of Newsday for an extended period of time from May 29, 2016 through June 2, 2016. Ms. Rylott thanked Ms. Tina Miller, School Librarian, for bringing this project idea to the District, and also thanked Ms. Michelle Yirce, 4th/5th Grade English Language Arts/Social Studies Teacher, for facilitating the project in the classroom.

Superintendent's Report

Common Core State Standards Review

Mr. Skuggevik presented a summary of the Common Core Task Force Review. The four (4) main themes for improvement are as follows.

- Establish new, high quality New York Standards
- Develop better curriculum guidance and resources
- Significantly reduce testing time and preparation, and ensure tests fit curriculum and standards
- Ensure a successful transition to the new system

Mr. Skuggevik also reviewed the specific changes to the examinations, the 95% participation rate, along with the ramifications of not meeting the 95% participation.

Ms. Susan Binder asked Mr. Skuggevik to ensure that parents and teachers understand that the results of these tests do not have an effect on our students. Ms. Melichar suggested that Mr. Skuggevik post his presentation on the school website.

Technology Update

Mr. Skuggevik reported that other districts are impressed by our District's use of technology and are interested in learning more from Mr. Walter Brigham.

Board Member Reports

Ms. Kathleen Lynch reported that the Wellness Committee met and will meet again to further discuss healthier snack options to be sold in the Cafeteria. Ms. Lynch also reported that a few 7th grade students approached her about having a Spring Fling Dance. Ms. Lynch spoke with the PTSA and they agreed to host the dance.

Mr. Thomas Graffagnino reported that he had attended an East End Health Plan meeting, along with Mr. Skuggevik, Mr. Laube and Mr. Becker. Mr. Graffagnino also reported that the Negotiations Committee has met and negotiations are going well.

Ms. Elizabeth Melichar explained that the Policy Committee continues to review policies. Ms. Melichar also mentioned that ESBOCES has adopted updates to the Dignity for all Students Act (DASA) and that the Policy Committee, along with Mr. Todd Gulluscio, the District's DASA Coordinator, needs to review our current policy and related regulations to ensure they are up-to-date.

*Director of
Physical
Education and
District
Operations
Report*

*School District
Business Leader
Report*

*Academic
Administrator's
Report*

*Superintendent's
Report*

*Board Member
Reports*

Ms. Susan Binder thanked Ms. Janine Mahoney, National Honor Society (NHS) Advisor, and Mr. and Mrs. James Eklund for hosting another beautiful and meaningful NHS Induction Ceremony for our students and their families. At this time, Ms. Lynch jumped in to also thank Ms. Binder for volunteering as wait staff at the event.

Board Member Reports (continued)

Student Liaison Report

Mr. Connor Rice reported that there will be a dance at Greenport School for students who attend Greenport School, South School and Shelter Island School.

Student Liaison Report

Visitor Comments

Ms. Janine Mahoney, Special Education Teacher, inquired about how the District would move forward in filling the positions of those teachers whose retirement was approved earlier in the meeting. Ms. Mahoney also wanted to know if these positions would be filled in the same capacity. Mr. Graffagnino responded by saying that the positions would be filled in a “needed” capacity, giving the example of the possibility that the Industrial Arts position may be reduced because the District may look at outsourcing the driver education classes. Mr. Skuggevik also added that the advertisement of these positions will run immediately and our typical interview process will be followed.

Visitor Comments

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 7:38 pm, to discuss negotiations and the employment of a particular individual in the District pursuant to Section 105(e).

Executive Session

Motion carried unanimously.

Adjournment

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

Motion carried unanimously.

Adjournment

The meeting adjourned at 9:17 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday March 14, 2016, at 6:00 pm, in the Conference Room.