

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

**REGULAR MEETING**  
August 17, 2015

Members Present: Thomas Graffagnino, Linda Eklund, Susan Binder, and Kathleen Lynch

Others Present: Mr. Leonard Skuggevik, Superintendent; Jennifer Rylott, Academic Administrator; Todd Gulluscio, Director of Physical Education/District Operations; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 0 faculty/staff/student and 0 community residents

Absent: Alfred Brigham, Sr., Mark Kanarvogel and Elizabeth Melichar

The meeting was called to order at 6:03 pm, by Thomas Graffagnino, followed by the Pledge of Allegiance.

Kathleen Lynch 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**

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

- a. Approval of Minutes
  - 1. Regular Meeting of July 20, 2015
  - 2. Special Meeting of July 29, 2015
  - 3. Special Meeting of August 13, 2015

Motion carried unanimously.

**Correspondence**

Mr. Graffagnino acknowledged that the Board of Education received an email from a student, an email from a parent and a letter from a community member.

**Presentations – None**

**Personnel**

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1 – 8.5

- 8.1 Substitute Teachers for the 2015-2016 School Year at \$110 per day (certified or 4-year degree)
  - a. Catherine Brigham
  - b. Heather Cusak
  - c. William Alan Garrison
  - d. Jenifer Maxson
  - e. Marian McEnroe
  - f. Cynthia Nieves
  - g. Phyllis Power
- 8.2 Substitute Nurse (R.N.) for the 2015-2016 School Year at \$110 per day
  - a. Kathleen Renault
- 8.3 Permanent Substitute for the 2015-2016 School Year

*Call to Order &  
Pledge of  
Allegiance*

*Mission  
Statement*

*Visitor  
Questions*

*Consent  
Agenda*

*Correspondence*

*Presentations*

*Consent  
Agenda  
Personnel*

- a. Jasmine Frasco, as a Permanent Substitute Teacher, at a rate of \$175 per day, and to grant five (5) sick days, effective September 8, 2015 – June 24, 2016

8.4 Schedule C Athletics for the 2015-2016 School Year

- a. Richard Osmer, Athletic Director, at \$5,627.39

8.5 Additional Schedule C Non-Athletics for the 2015-2016 School Year

- a. Jessica Bosak, Elementary Play Director, at \$737.21
- b. John Kaasik, Play Director/Producer, at \$4,829.75
- c. Bryan Knipfing, 9<sup>th</sup> Grade Advisor, \$737.21

Motion carried unanimously.

At this time, Linda Eklund raised the question of whether or not the District should consider hiring two Permanent Substitutes each year, and requested a printout of the faculty attendance report to help determine whether or not this is necessary. The Board agreed that this should be an item for consideration at the next board meeting and Mr. Skuggevik agreed to provide the Board with an attendance report.

**Program**

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 Program action: 9.1

9.1 First Reading

- a. Policy #5321 – Use of the District Credit Card
- b. Policy #5640 – Smoking and Tobacco Use
- c. Policy #8280 – Instruction for English Language Learners

Motion carried unanimously.

At this time, Kathleen Lynch mentioned that adults smoke on school property when they are picking up their children and/or attending ball games. Ms. Lynch asked that “No Smoking” signs to be installed on the Softball Field, Fiske Field, the playground area, and school parking lot. Mr. Skuggevik assured Ms. Lynch that he would ask Michael Dunning to have these signs installed.

**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: 10.1 – 10.2

10.1 Financial Reports

- a. Treasurer’s Report - July 2015
- b. Extra Class Report – July 2015
- c. Appropriations Status Report – July 1, 2015 – June 30, 2016
- d. Revenue Status Report – July 1, 2015 – June 30, 2016
- e. Claim Auditor’s Report – July 2015
- f. Payroll Audit Report – July 2015

10.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of July 16, 2015 through August 12, 2015, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

**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: 11.1 – 11.3

*Consent  
Agenda  
Personnel  
(continued)*

*Consent  
Agenda  
Program*

*Consent  
Agenda  
Finance*

*Consent  
Agenda  
Business*

11.1 2014-2015 School Year Contracts

- a. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and East End Kids Therapy, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015.

11.2 2015 – 2016 School Year Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cunningham Air Duct & Chimney Services, of Bayport, NY, for two annual kitchen exhaust duct cleanings, at a cost of \$910.00. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; 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 Cunningham Air Duct & Chimney Services, of Bayport, NY, for the annual boiler cleaning, at a cost of \$1,350.00. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; 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 Cummins Power Systems, LLC, of Ronkonkoma, NY, for generator maintenance, at a cost of \$2,135.00. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; 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 John Scaramucci/Harry Goldman Water Testing, certified water system operator and water tester, of Mattituck, NY, for the 2015-2016 school year. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; and authorize the Board President to execute said agreement.
- e. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and Pathfinder Village, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016.
- f. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and The Summit School, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016.
- g. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and East End Kids Therapy, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016.
- h. Approve the annexed agreement between the Board of Education of the Shelter Island Union Free School District and Otis Elevator Company, of Plainview, NY, for annual maintenance, at a cost of \$2,700. The term of said agreement shall be November 1, 2015 through October 31, 2016; and authorize the Board President to execute said agreement.
- i. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Parkway Pest Services, of New Hyde Park, NY, for pest control, at a cost of \$250 per month. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; and authorize the Board President to execute said agreement.
- j. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Complete Rehabilitation, PT, OT, SLP of the Hamptons, PLLC, for student services for

Consent  
Agenda  
Business  
(continued)

the 2015-2016 school year. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; and authorize the Board President to execute said agreement.

- k. Approve the agreement between Cullen & Danowski, LLP, of Port Jefferson Station, NY, for additional accounting services, at a cost of \$18,750.00. The term of said agreement shall be retroactive to July 1, 2015 through December 31, 2015; and authorize the Board President to execute said agreement.
- l. Approve the agreement between Universal Tank Services, Inc., of Hicksville, NY, for cleaning and refitting the acid neutralization tank, at a cost of \$6,000, pursuant to the May 20, 2014 voter authorized capital reserve referendum; and authorize the Board President to execute said agreement.
- m. Approve the contract for transportation services, for a passenger coach, for the Nutcracker Field Trip as follows; and authorize the Board President to execute said contract.
  - 1. Hampton Jitney on December 16, 2015, in the amount of \$1,150.00

11.3 Additional Bids for the 2015-2016 School Year

- a. Approval to award the Milk and Dairy Products Bid #2014-15-02C to:
  - 1. Arshamomaque Dairy, Inc., of Greenport, NY

Motion carried unanimously.

*Consent  
Agenda  
Business  
(continued)*

*Facility*

*Items for  
Consideration*

*Old Business*

*Director of  
Physical  
Education &  
District  
Operations  
Report*

*Academic  
Administrator's  
Report*

**Facility - None**

**Items for Consideration**

The Board of Education determined that another meeting would need to be held prior to the start of the new school year, in order to appoint the new social studies teacher. The Board members, along with administration agreed on setting this special meeting for Wednesday, September 2, 2015, at 5:00 pm, in the Conference Room.

**Old Business**

The Board acknowledged the following committee members for the 2015-2016 School Year.

- Buildings & Grounds/Health & Safety: Tom Graffagnino & Mark Kanarvogel
- Policy: Elizabeth Melichar & Susan Binder
- Academic: Alfred Brigham, Sr., Susan Binder, & Kathleen Lynch
- Wellness: Linda Eklund & Kathleen Lynch

The Board also acknowledged that Susan Binder agreed to be on the Shared Decision Making Committee.

The Board then discussed that the following committees still had vacancies. The four (4) members present agreed they should wait to commit to any other committees until all seven (7) members were present.

- Audit: Linda Eklund, Tom Graffagnino, & **OPEN**
- Shared Decision Making: Susan Binder & **OPEN**
- Joint Professional Practices: Linda Eklund & **OPEN**

**Director of Physical Education & District Operations Report**

Mr. Gulluscio congratulated last year's girls' volleyball team for receiving the American Volleyball Coaches Association Team Academic Award. Mr. Gulluscio also mentioned that over the summer, some of the members of the cross country team participated in a Nike Camp in New Hampshire, and in closing he reminded everyone that the fall sports season begins in a week.

**Academic Administrator's Report**

Ms. Rylott distributed tentative copies of the master schedule to the members of the Board of Education. She reported that Martha Tuthill will be available on August 31, 2015 – September 4, 2015, to addresses any schedule changes. Ms. Rylott closed her report by sharing the current enrollment numbers for the 2015-2016 school year.

**2015 – 2016 Enrollment a/o August 17, 2015**

Elementary:	85
Secondary:	138
Exchange Students:	<u>2</u>
Total:	225

*Academic  
Administrator's  
Report  
(continued)*

*Superintendent's  
Report*

*Board Member  
Reports*

*Visitor  
Comments*

*Executive  
Session*

*Adjournment*

**Superintendent's Report**

Mr. Skuggevik gave a very brief summary of the New York State Assessment scores. He explained it is difficult to compare growth from one year to the next because so many factors have changed from one year to the next. Mr. Skuggevik was pleased to report that Shelter Island School is ranked in the top 20 of Long Island schools for graduates who receive an advanced Regents diploma.

**Board Member Reports**

Kathleen Lynch mentioned that at the last Board Meeting, she had requested a multi-lingual version of the school website and that Jacqueline Dunning pointed out to her that the current website actually does offer many different language options. Ms. Lynch was very pleased.

Susan Binder publically thanked Mr. Peter Needham for his several years of service as the Sailing Club advisor and is hopeful that in the future, more students will be interested and the club could be revived.

**Visitor Comments – None**

**Executive Session**

A motion was by made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:41 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 Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 7:18 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 Wednesday September 2, 2015, at 5:00 pm, in the Conference Room.