

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

REGULAR MEETING
September 21, 2015

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, 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; Julie Lane, Shelter Island Reporter; 6 faculty/staff/student and 4 community residents

The meeting was called to order at 7:01 pm, by Thomas 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.

At this time, Mr. Graffagnino read the following statement.

We are a united board. Our number one goal is the education of our students. Although we are seven members, we strive for consensus while being respectful of each member's thoughts and feelings on all matters. In our near future, we will be immersed in our budget process, as well as contract negotiations, and will oversee much needed building renovations. I look forward to working with you all.

Visitor Questions – None

Oath of Office

The Oath of Office was administered by President Graffagnino to Timothy Laube, School District Business Leader; and Connor Rice, Student Liaison.

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 August 17, 2015
 2. Special Meeting of August 25, 2015
 3. Special Meeting of September 2, 2015
 4. Special Meeting of September 14, 2015

Motion carried unanimously.

Correspondence - None

Presentations

On behalf of the Shelter Island Faculty Association (SIFA), Mr. Brian Becker thanked the PTSA for hosting the teacher luncheon and back to school barbeque. Mr. Becker then read a message from Mrs. Janine Mahoney, the National Honor Society (NHS) Advisor. Ms. Mahoney reported that Habitat for Humanity granted NHS with an additional day to help build a home. The day is tentatively set for December 19, 2015. Student Council representatives will join NHS for this build. Ms. Mahoney also shared that NHS is holding their annual Cardboard Campout on November 2, 2015 – November 3, 2015. Mr. Becker then invited administration and the members of the Board of Education to attend, "Public Education at the Crossroads", on October 8, 2015, at 7:00 pm, at Dowling College in Oakdale.

*Call to Order &
Pledge of
Allegiance*

*Mission
Statement*

*Visitor
Questions*

Oath of Office

*Consent
Agenda*

Correspondence

Presentations

Ms. Jessica Bosak and Mr. Keith Brace spoke to the Board about three upcoming music department field trips -- the 10th Grade Opera Field Trip on December 1, 2015, 8th Grade Nutcracker Field Trip on December 16, 2015 and the SCMEA/Select Choir/Jazz Band Broadway Field Trip on May 18, 2015.

*Presentations
(continued)*

A motion was made by Susan Binder, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the 10th Grade Opera Field Trip on December 1, 2015, 8th Grade Nutcracker Field Trip on December 16, 2015 and the SCMEA/Select Choir/Jazz Band Broadway Field Trip on May 18, 2015.

Motion carried unanimously

Mr. Keith Brace and Mr. Brian Becker spoke to the Board about the upcoming 7th Grade Block Island Field Trip which is scheduled for October 2, 2015. This year, the trip will tie in to Mr. Becker's 7th grade health class and physical education class. Some of the students will wear Polar Watches, which will record health data. After the trip, in their next health class, the students will share the data with the class. The students will also attend a future Board of Education meeting to share the experience with the Board.

A motion was made by Kathleen Lynch, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby approves the 7th Grade Block Island Field Trip on October 2, 2015.

Motion carried unanimously

Personnel

*Consent
Agenda
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: 9.1 – 9.8

- 9.1 Additional Substitute Teachers for the 2015-2016 School Year at \$110 per day (certified or 4-year degree), Pending Clearance for Employment by the NYS Department of Education (fingerprint initiative)
 - a. Laurie de Poto
 - b. Lillian Klupa
 - c. Fred Marienfeld
 - d. Peter Waldner
- 9.2 Substitute Nurses (R.N.) for the 2015-2016 School Year at \$110 per day), Pending Clearance for Employment by the NYS Department of Education (fingerprint initiative)
 - a. Peter Rauchut
 - b. Karen Spencer
 - c. Sharon Wicks
- 9.3 Substitute Aids for the 2015-2016 School Year at \$95 per day), Pending Clearance for Employment by the NYS Department of Education (fingerprint initiative)
 - a. Callie Atkins
 - b. Mary Boeklen
 - c. Lillian Klupa
- 9.4 Substitute Cafeteria Workers for the 2015-2016 School Year at \$10 per hour)
 - a. Sharon Wicks
- 9.5 Additional Extra Duty - Summer 2015
 - a. Debra Brewer to provide extra duty, as needed, retroactive to the period of time between July 29, 2015 through August 31, 2015, at a rate of \$15.00 per hour
- 9.6 Amendment of Motion
 - a. Amend the motion of July 1, 2015 from:
 - Appoint Leonard Skuggevik, as purchasing agent for the 2015-2016 school year.
 - to:
 - Appoint Timothy Laube, as purchasing agent for the 2015-2016 school year, effective September 22, 2015.

- 9.7 Mentor(s)/Mentee for the 2015-2016 School Year at a Rate of \$1,500, per Shelter Island Faculty Association Contract
 - a. Peter Miedema/Sean Brennan
 - b. Laura Leever/Laura Mayo
 - c. Janine Mahoney/Bryan Knipfing
 - d. James Dibble/Martha Tuthill
 - e. Michael Cox & James Bocca /Michelle Yirce (Co-Mentors at a rate of \$750 each, per Shelter Island Faculty Association Contract)
- 9.8 Additional Schedule C Non-Athletics for the 2015-2016 School Year
 - a. Martha Tuthill, DECA Club Advisor, at \$737.21

*Consent
Agenda
Personnel
(continued)*

Prior to the motion being carried, Mr. Graffagnino asked Mr. Skuggevik how the mentor/mentee process works. Mr. Skuggevik explained that the mentoring positions are advertised when new teachers are hired. Typically, a teacher within the same content area will apply, but in some cases this may not be viable. The mentor then works with the mentee every day and meets with the Superintendent to discuss any concerns.

Motion carried unanimously.

Program

A motion was made by Linda Eklund, 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 – 10.2

*Consent
Agenda
Program*

- 10.1 Second Reading and Adoption
 - a. Policy #5321 – Use of the District Credit Card
 - b. Policy #5640 – Smoking and Tobacco Use
 - c. Policy #8280 – Instruction for English Language Learners
- 10.2 CSE Recommendation for the 2015-2016 School Year
 - a. Committee on Special Education

Motion carried unanimously.

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 – 11.2

*Consent
Agenda Finance*

- 11.1 Financial Reports
 - a. Treasurer’s Report - August 2015
 - b. Extra Class Report – August 2015
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor’s Report – August 2015
 - f. Payroll Audit Report – August 2015
- 11.2 Budget Transfers
 - a. Accept and approve Budget Transfer Reports for the period of August 13, 2015 through September 16, 2015, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Prior to the motion being carried, Ms. Eklund asked Mr. Skuggevik a question about the BOCES budget lines on the Appropriation Status Report. Mr. Skuggevik told Ms. Eklund he would look into the specific lines questioned and get back to her.

Motion carried unanimously.

Business

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., 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 2014-15 school year, at a final costs of \$190,401.56, 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 Lynn Cataldo, of East Marion, NY, for student services. 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 Town of Shelter Island, for the FIT Center. The said agreement shall be effective July 1, 2015; and authorize the Board President to execute said agreement.
- d. Approve the contract for transportation services, for a passenger coach, for the Broadway Field Trip as follows; and authorize the Board President to execute said contract.
 - 1. Hampton Jitney on May 18, 2016, in the amount of \$1,275.00
- e. Approve the contract for transportation services, for a passenger coach, for the 10th Grade Opera Field Trip as follows; and authorize the Board President to execute said contract.
 - 1. Hampton Jitney on December 1, 2015, in the amount of \$1,150.00

12.2 Change Orders

- a. Accept a change order (Project #MCC #2013-55) from McClave Engineering, PC, to reflect a decrease in the amount of \$7,500.00 for unspent contractual allowances for the Capital Projects - Repointing; and hereby authorize the Board President to execute the necessary documents to effectuate said change order.

Motion carried unanimously.

Facility

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 Facility action: 13.1

13.1 Excessing Materials – Broken/Outdated/Replaced – No Value

- a. TV: SI Barcode 02001
- b. Freezer: SI Barcode 20140026
- c. Overhead Projector: SI Barcode 00541
- d. Rolling Wood Cabinet: SI Barcode 00235
- e. Vacuums: SI Barcode 2009072, and SI Barcode 20100183
- f. Dishwashers: SI Barcode 003118, and SI Barcode 000317
- g. Air Conditioners: SI Barcode 20090027, SI Barcode 20090076, SI Barcode 2009153, SI Barcode 2009476, and SI Barcode 2009071

Motion carried unanimously.

Items for Consideration

At a previous meeting, Ms. Eklund had asked Mr. Skuggevik if perhaps it was beneficial for the District to hire two Permanent Substitutes, as it seems most days there are at least two (2) teachers out. Mr. Skuggevik reported that while on most days the District requires two (2) substitutes, the cost is much too expensive to bring in a second full-time Permanent Substitute. Ms. Eklund was satisfied with this response.

*Consent Agenda
Business*

*Consent Agenda
Facility*

*Items for
Consideration*

Mr. Graffagnino mentioned that ESBOCES had a current Board Member resign and will hold a special election on November 18, 2015 to elect a candidate to fill the open seat. As a result, the Shelter Island Board of Education will need to meet on November 18, 2015. Mr. Graffagnino suggested moving the November 16, 2015 Regular Board of Education Meeting to November 18, 2015 instead. The Board discussed the idea and agreed.

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby agrees to move the Board Meeting of November 16, 2015, to November 18, 2015, in order to accommodate the ESBOCES special election to fill a vacancy on the ESBOCES Board of Education.

Motion carried unanimously

Old Business

The Board discussed that the Audit, Share Decision Making, and Joint Professional Practices committees still had vacancies. Kathleen Lynch agreed to join the Shared Decision Making committee and Alfred Brigham, Sr. agreed to join the Joint Professional Practices committee. As no one else was able to join the Audit Committee, it was agreed that this committee would be reduced to two (2) board members.

Director of Physical Education & District Operations Report

Mr. Gulluscio reported that the Cross Country Team had a meet on Shelter Island for the first time since 1991/1992. He thanked the Shelter Island Country Club for hosting the team. Mr. Gulluscio then spoke about the Character Education Committee, which met for the first time last week and included 19 students, a variety of teachers and administration. In closing, Mr. Gulluscio stated that there is a slight increase in usage of the on-island bus this year.

Academic Administrator's Report

Ms. Rylott announced that there are two Back to School Nights this week. The first is for grades 6-12, which will mimic the grades 6-12 model of the school, and the second is for our elementary grades. Ms. Rylott then thanked the PTSA for the faculty luncheon, Boo Hoo Breakfast and Barbeque; all of which were held on the very first week of school. Ms. Rylott reminded the Board of Education that at the August meeting she had given them a tentative master schedule with enrollment numbers and now that students are done dropping/adding classes, she will be send them an updated/final master schedule with enrollment numbers very soon. In closing, Ms. Rylott shared that she is working on a three year comparison of the Summer School program and will have a proposal for the Board. Ms. Rylott is anticipating presenting this information at the October Board Meeting.

Superintendent's Report

Mr. Skuggevik reported that the opening week of school was a smooth one and thanked everyone for their efforts in making it so successful. Mr. Skuggevik then gave a presentation regarding test scores and compared Shelter Island student scores to Eastern Suffolk districts, as well as Suffolk/Nassau districts combined. Mr. Skuggevik concluded that Shelter Island students are answering more questions correctly than the other districts.

In closing, Mr. Skuggevik spoke about the back parking lot. It was brought to his attention that there was concern about student safety, as the lot is congested at drop off and pick up times. Both Mr. Skuggevik and Mr. Dunning observed the lot on various occasions and concluded that there wasn't a safety concern at this time.

Board Member Reports

Linda Eklund asked if there was a reason why Board meetings begin at 7:00 pm instead of 6:00 pm. Ms. Dunning explained that the start time is set by the Board of Education and could be changed. In order to find out how the public would feel about such a change, Ms. Dunning will post a question on the District's Facebook page. Results will be discussed at the October Board Meeting.

*Items for
Consideration
(continued)*

Old Business

*Director of PE &
District
Operations
Report*

*Academic
Administrator's
Report*

*Superintendent's
Report*

*Board Member
Reports*

Elizabeth Melichar mentioned that the Board of Education, along with Leonard Skuggevik, attended a Board Retreat. Ms. Eklund was kind enough to offer the Ram's Head Inn as the venue, and Mary Anne Sadowski, Ingerman Smith facilitated the retreat. Ms. Melichar stated that she learned some new things and enjoyed the refresher course for the things she already knew.

*Board Member
Reports
(continued)*

Kathleen Lynch shared one of several No Smoking/No Tobacco signs that will be posted around school grounds.

*Student Liaison
Report*

Student Liaison Report

Connor Rice reported that Student Council will be holding a Car Wash on Sunday, September 27, 2015, at 9:00 am - 12:00 pm, in the school parking lot.

Visitor Comments

Visitor Comments

Ms. Kate Davidson; parent, shared that two of her children have newly hired, Ms. Michelle Yirce, as their teacher, and they really love her. Ms. Davidson also asked Mr. Skuggevik if the preschool program will ever be expanded or will it always be just six (6) preschool students combine with the kindergarten students. Mr. Skuggevik explained that it will be at least three (3) years before a decision can be made because they need three years' worth of data in order to know exactly how well the combined program works. In closing, Ms. Davidson announced that the first PTSA meeting of this school year will be held on Tuesday, September 29, 2015, at 7:00 pm, in the Conference Room and Mr. Skuggevik will be the guest speaker.

Ms. Michelle Corbett inquired about moving the crossing guard to a post where there is currently more foot traffic. Mr. Skuggevik explained that the Town of Shelter Island reached out to the State because Route 114 is a State road and the State denied their request to add another cross walk. As a result, school personnel is looking into other options. In closing, Ms. Corbett mentioned that the Internship Program has begun and is already successful. Ms. Kathleen Lynch asked Ms. Corbett to report about it at a future meeting.

Adjournment

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 8:10 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday October 13, 2015, at 7:00 pm, in the Conference Room.