

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

**REGULAR MEETING**  
June 13, 2016

**Members Present:** Thomas Graffagnino, Linda Eklund (arrived at 6:19 pm), Mark Kanarvogel (left at 7:37 pm and returned at 8:02 pm), Elizabeth Melichar, Alfred Brigham, Sr.(arrived at 6:18 pm), Susan Binder and Kathleen Lynch

**Others Present:** 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; Connor Rice, Student Liaison; 17 faculty/staff/ student and 16 community resident/other

**Members Absent:** Timothy Laube, School District Business Leader

The meeting was called to order at 6:03 pm by President Graffagnino, followed by the Pledge of Allegiance. At this time, President Graffagnino asked everyone to remain standing for a moment of silence in memory of the lives lost in the Orlando, Florida attack.

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 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**

Ms. Margaret Doyle, parent inquired about obtaining job descriptions for each of the administrative positions. Mr. Graffagnino advised her to submit a Freedom of Information Act (FOIL) request and the District would provide her with the requested information.

Ms. Doyle also inquired about the difference between tenure of an administrator versus tenure of a teacher. Mr. Skuggevik explained that tenure of an administrator is not set in stone, while the tenure of a teacher is.

**Consent Agenda**

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

- a. Approval of Minutes
  - 1. Budget Adoption/Regular Meeting of April 20, 2016
  - 2. Public Budget Hearing/Regular Meeting of May 9, 2016
  - 3. Annual District Meeting and Election of May 17, 2016
  - 4. Special Meeting of May 24, 2016

Motion carried unanimously.

**Correspondence - None**

**Presentations**

Mr. Daniel Williams, teacher, spoke about his first year Intel students and explained how the Intel program empowers students to go to great heights. Mr. Williams then introduced Ms. Sarah Lewis, Ms. Francesca Frasco, and Ms. Mia Clark who then presented their research, the same research they recently presented at the Protein Symposium at the Weill School of Medicine in Manhattan.

Ms. Martha Tuthill, Guidance Counselor, shared with the Board of Education, the post-secondary plans for the Class of 2016, as well as the diploma types they will receive.

Mr. Brian Becker, Shelter Island Faculty Association (SIFA) President, thanked the public for passing the 2016-2017 budget. He also thanked the Board of Education for allowing our four (4) new hires to come in for a transition day before our retirees leave. Next, Mr. Becker spoke about a 2-day self-defense course offered in

*Call to Order  
and Pledge of  
Allegiance*

*Mission  
Statement*

*Visitor  
Questions*

*Consent  
Agenda*

*Correspondence*

*Presentations*

one of the physical education classes. At this time, Ms. Kathleen Lynch spoke briefly about the success of the classes and stated that she would like to see this added to the physical education program in the future. Mr. Becker briefly touched on an elementary music award the District is receiving from Suffolk County Music Educators Association, and stated that Ms. Jennifer Rylott would speaking about it more in depth. In closing, Mr. Becker spoke about this month's presentation of beauty and introduced Ms. Grace Olinkiewicz, student, who presented the Board of Education with a short story she wrote.

Ms. Virginia Gibbs, teacher, introduced the following students, Jason Green, Tyler Gulluscio, Nicholas Mamisashvili, Theodore Olinkiewicz, Jane Richards and Brandon Valesquez. These students then reviewed the itinerary and fundraising efforts for the Disney Youth Education Trip to be held on December 4, 2016 – December 9, 2016. Ms. Elizabeth Melichar asked if all of the 7<sup>th</sup> grade students are attending and Ms. Gibbs informed her that only one student has chosen not to go. At this time, Mr. Graffagnino thanked Ms. Gibbs and the students for their presentation and explained that as it is District policy, the Board of Education will discuss the details of the trip and vote on it at the next Board of Education meeting which is scheduled for July 12, 2016, at 6:00 pm, in the Conference Room.

Ms. Rylott presented an overview of the newly structured Summer School program.

**Personnel**

A motion was made by Mark Kanarvogel, seconded by Linda Ekund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action:  
8.1

8.1 New Hire

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Christopher Conrardy, as .783 FTE Technology Education Teacher, effective September 1, 2016, at \$52,439, Step 1 BA of 2015-2016 teacher salary scale, prorated to \$41,060 with a four (4) year probationary period through September 1, 2020.

Motion carried unanimously.

At this time, Mr. Conrardy thanked the Board of Education and the Administration for this opportunity and stated he was honored to be at Shelter Island UFSD.

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

8.2 New Hire

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Jessica Nardi, as Literacy Teacher, effective September 1, 2016, at \$52,439, Step 1 BA of 2015-2016 teacher salary scale, with a four (4) year probationary period through September 1, 2020, in the tenure area of Elementary Education.

BE IT FURTHER RESOLVED THAT: Ms. Nardi must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of her probationary appointment to be granted or considered for tenure.

Motion carried unanimously.

At this time, Ms. Nardi thanked the Board of Education and Administration for this opportunity.

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 Personnel Action:  
8.3

8.3 New Hire

- a. BE IT RESOLVED THAT: The Board of Education hereby approves Natalie Regan, as Pre-Kindergarten Teacher, effective September 1, 2016, at \$60,601, Step 1 MA of 2015-2016

teacher salary scale, with a four (4) year probationary period through September 1, 2020, in the tenure area of Elementary Education.

BE IT FURTHER RESOLVED THAT: Ms. Regan must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of her probationary appointment to be granted or considered for tenure.

Motion carried unanimously.

At this time, Ms. Regan thanked the Board of Education and Administration for this opportunity and stated she is so excited to work with the pre-kindergarten grade level students.

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: 8.4 – 8.8, and 8.10

8.4 Additional Substitutes for 2015-2016 School Year at \$110 per day (certified or 4-year degree)

- a. Christopher Conrardy
- b. Taylor Kelly
- c. Patricia Kreppein
- d. Jessica Nardi

8.5 Personnel for Summer School 2016

- a. Appoint Jennifer Gulluscio, as Summer School Coordinator, at a rate of \$1,376.45, effective June 14, 2016.
- b. Appoint the following personnel for the Leap Into Learning Summer School Program, effective July 5, 2016 through July 29, 2016, for 30 hours each, at his/her individual hourly rate:
  1. James Bocca, teacher
  2. Michael Cox, teacher
  3. Lynn Green, teacher
  4. Natalie Regan, teacher
  5. Deborah Brewer, aide
- c. Appoint the following personnel for the Specialized Reading Summer School Program, effective July 5, 2016 through August 12, 2016, at her individual hourly rate:
  1. Rachel Brigham, 24 hours
  2. Janine Mahoney, 12 hours
- d. Appoint the following personnel as Leap Into Learning Summer School Substitute Teachers (as needed), effective July 5, 2016 through July 29, 2016, at his/her individual hourly rate:
  1. Rachel Brigham
  2. Jennifer Gulluscio
  3. 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 5, 2016 through August 12, 2016, 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 5, 2016 through August 12, 2016.
  1. Rachel Brigham
  2. Natalie Regan

8.6 Substitute Poll Worker

- a. Approve Jean Dickerson, Substitute Poll Worker, retroactively for the Annual Meeting/Budget Vote of May 17, 2016, at a rate of \$125.00/day.

8.7 Summer 2016

- a. Lisa Goody to provide extra duty, as needed, between the period of June 27, 2016 and September 6, 2016, at a rate of \$15.00 per hour
- b. Meghan Lang to provide extra duty, as needed, between the period of June 27, 2016 and September 6, 2016, at a rate of \$15.00 per hour

8.8 Extra Compensation

- a. Walter C. Brigham, III to provide computer support and supervision for the period of time between July 1, 2016 and September 6, 2016, at his daily rate
- b. Martha Tuthill to provide guidance counseling services for the period of June 27, 2016 and September 6, 2016, not to exceed 15 days, at her daily rate

8.10 Amend Motion

- a. Amend the motion of April 11, 2016 from:

Cindy J. Azzaro Pipia, as a Leave Replacement for Debra Sears, Special Education Teacher, effective on or about April 18, 2016 through June 8, 2016, at a prorated salary of \$8,787.29, Step 1 MA of the 2015-2016 teacher salary scale.

to:

Cindy J. Azzaro Pipia, as a Leave Replacement for Debra Sears, Special Education Teacher, effective on or about April 18, 2016 through June 21, 2016, at a prorated salary of \$11,211, Step 1 MA of the 2015-2016 teacher salary scale.

Motion carried unanimously.

A motion was made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action:  
8.9

8.9 Census

- a. Approve Mary Kanarvogel for the administration of the bi-annual census, at a rate of \$1,500.

Motion carried. Mark Kanarvogel recused himself.

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action:  
8.11

8.11 Tenure Recommendation

- a. Approval of the tenure recommendation of Todd Gulluscio, in the tenure area of Director of Physical Education and District Operations, effective July 1, 2016

Motion carried unanimously.

**Program**

A motion was made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action: 9.1 – 9.2

9.1 CSE Recommendations for the 2015-2016 School Year

- a. Committee on Special Education

9.2 CSE/Sub CSE Recommendations for the 2016-2017 School Year

- a. Committee on Special Education
- b. Sub Committee on Special Education

Motion carried unanimously.

**Finance**

A motion was made by Linda Eklund, seconded by Susan Binder, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions:  
10.1 – 10.5

- 10.1 Financial Reports
- a. Treasurer's Report - May 2016
  - b. Extra Class Report – May 2016
  - c. Appropriations Status Report
  - d. Revenue Status Report
  - e. Claim Auditor's Report – May 2016
  - f. Payroll Audit Report – May 2016
- 10.2 Budget Transfers
- a. Accept and approve Budget Transfer Reports for the period of May 14, 2016 through June 6, 2016, 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, 2017.
- 10.4 Certificate of Acceptance and Payment Request
- a. Be it resolved that the Board of Education approves Application for Payment No. 1-R in the amount of \$146,728 to Johnson Controls, Inc. for labor and materials provided in connection with the energy performance contract.
- 10.5 Budgetary Increases & Decreases
- a. Authorization to increase the budget line of Medical Insurance Retirees, A9060.805.00.0000, in the amount of \$5,134.55 from Retiree Drug Subsidy (RDS) for the 2010 audit that was conducted by Part D Advisors, the firm that the East End Health Plan (EEHP) engaged to perform the audit; and further to authorize payment of \$2,053.82 to Part D Advisors, to be offset by the \$5,134.55 received.
  - b. Authorize a decrease to Unassigned Fund Balance, A911, in the amount of \$946.42, for the Edible Garden Fundraising in March 2015 that was closed into prior year fund balance; and Authorize an increase to the budget line of Edible School Garden Materials & Supplies, A2850.457.00.0000, in the amount of \$946.42

Motion carried unanimously.

### **Business**

A motion was made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Actions: 11.1 and 11.3

- 11.1 2015 – 2016 School Year Contracts
- a. Approve the agreement between the Board of Education of the Shelter Island School District and Riverhead Central School District, 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.
- 11.3 Amend Motion
- a. Amend the motion of April 20, 2016 from:
    - Approval to transport sixteen (16) students to the following private schools for the 2016-2017 school year:
      1. Ross Lower School – Bridgehampton, NY (2 students)
      2. Ross Upper School – East Hampton, NY (3 students)
      3. Hayground School – Bridgehampton, NY (10 students)
      4. Child Development Center of the Hamptons Charter School, East Hampton, NY (1 student)

to read as follows:

Approval to transport seventeen (17) students to the following private schools for the 2016-2017 school year:

1. Ross Lower School – Bridgehampton, NY (4 students)
2. Ross Upper School – East Hampton, NY (3 students)
3. Hayground School – Bridgehampton, NY (10 students)

Motion carried unanimously.

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 Business Actions:  
11.2

11.2 2016 – 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 2016-2017 school year, at a cost of approximately \$231,511.08, 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.

**Facility**

Mr. Graffagnino read a facility update from Mr. Michael Dunning regarding the Bond work and Energy Performance Contract.

**Items for Consideration**

The members of the Board of Education discussed the *suggested* 2016-2017 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 12, 2016 if no one comes forward with a conflict.

August 15, 2016	November 14, 2016	February 13, 2017	May 8, 2016
September 19, 2016	December 12, 2016	March 20, 2017	May 16, 2017
October 17, 2016	January 17, 2017	April 19, 2017	June 12, 2017

**Old Business – None**

**School District Business Leader Report - None**

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

Athletic Awards Ceremony

Mr. Gulluscio reported that on June 9, 2016, our athletes were celebrated at the annual sports awards ceremony. At the ceremony, Mr. Richard Osmer, who is retiring, was honored for his years of service as Athletic Director, Coach and Teacher.

Butch Dellacave Award

Mr. Gulluscio reported that Tristan Wissemann and Margaret Michalak were celebrated as student athletes at the annual Butch Dellacave Award breakfast.

6<sup>th</sup> and 7<sup>th</sup> Grade Parent Orientation

Mr. Gulluscio announced that there will be an incoming 6<sup>th</sup> and 7<sup>th</sup> grade parent orientation on June 20, 2016, at 6:00 pm, in the Auditorium. The purpose of the meeting is to review the requirements, policies, offerings, etc. of the District with the incoming 6<sup>th</sup> grade parents who will be new to the secondary school, as well as to review these items with the incoming 7<sup>th</sup> grade parents.

Shelter Island Bucks Assembly

Mr. Gulluscio stated that students in grades K-8 attended an assembly with the Shelter Island Bucks. The Bucks players spoke about what it really takes to be a student athlete, sending a very positive message to our students.

*Consent  
Agenda  
Business  
(continued)*

*Facility Report*

*Items for  
Consideration*

*Old Business*

*School District  
Business Leader  
Report*

*Director of PE  
and District  
Operations  
Report*

**Academic Administrator’s Report**

Suffolk County Music Educators Association – 2016 Elementary School of Excellence Award

Ms. Rylott explained that the Suffolk County Music Educators Association has recognized Elementary Schools for music excellence for the first time this year. Out of 100 applicants, only five were chosen to receive this honor, and Shelter Island was one of them. Ms. Rylott will be attending an awards ceremony where our music teachers will be presented with a banner to be hung in our school. Ms. Rylott congratulated both Ms. Jessica Bosak and Mr. Keith Brace for this recognition.

5<sup>th</sup> Grade Oral Comprehensive Projects

Ms. Rylott explained that the 5<sup>th</sup> grade oral comprehensive projects require students to write an argumentative essay, as well as a reflective piece on their grades K-5 experience at our school. Ms. Rylott was very impressed by the work done by our students and their actual presentations and congratulated the 5<sup>th</sup> grade class, as well as teachers, Mr. Michael Cox and Ms. Michelle Yirce, on a job well done.

Newsday Kidsday Articles

Ms. Rylott mentioned that the Shelter Island Kidsday articles were published in the May 26, 2016 issue of Newsday. Ms. Rylott shared that it was very exciting for our students to see their work printed in the newspaper.

Teeny Award Winner

Ms. Rylott congratulated Rodrigo Barros, student, for winning a Teeny Award for Best Supporting Actor in a Musical.

Pre-K Informational Meeting

Ms. Rylott mentioned that there will be a roundtable discussion regarding the pre-k program. At this meeting, registration packets will be available for anyone who still hasn’t registered their child.

**Superintendent’s Report**

12<sup>th</sup> Grade Oral Comprehensive Exams

Mr. Skuggevik spoke about how impressive the 12<sup>th</sup> grade oral comprehensive exams were. The students prepared a thesis, backed it up in their presentation and then shared their thoughts about their K-12 Shelter Island Experience.

Prom 2016

Mr. Skuggevik mentioned that the Prom was a huge success and everyone looked great and was well behaved.

Spring Concert

Mr. Skuggevik reported that the Spring Concerts were both enjoyable and the new community participation in the Grades 7-12 concert was very special.

Project Based Learning Pilot

Mr. Skuggevik explained that the 6<sup>th</sup> and 7<sup>th</sup> grade students are currently working on a maze project as part of the project based learning pilot. Once the project is complete, Mr. Skuggevik will update the Board of Education at a future meeting.

**Board Member Reports**

Kathleen Lynch mentioned that the PTSA Potluck Dinner will be held on Monday, June 20, 2016. Ms. Lynch went on to say that she just completed her first full year as a Board Member and she thanked her fellow board members and Jacqueline Dunning, District Clerk for always answering her questions and making her feel welcomed. In closing, Ms. Lynch thanked Thomas Graffagnino and Mark Kanarvogel for running again and being elected to another three year term.

Ms. Susan Binder shared that the Shelter Island Educational Foundation fundraiser will be held on July 3, 2016, from 5:00 pm – 7:00 pm, at her home and she encouraged everyone to attend.

*Academic Administrator’s Report*

*Superintendent’s Report*

*Board Member Reports*

Mr. Thomas Graffagnino regretted not being able to attend the retirement party due to a complication at work and publicly thanked all of the retirees for their service not only to the students of our District, but especially to his own children.

*Board Member Reports (continued)*

Ms. Linda Eklund mentioned how special the retirement party was in part to there being so many past retirees in attendance.

Ms. Elizabeth Melichar also spoke about the retirement party and the retirees. She stated that being an educator is truly a calling and thanked all past and present teachers for their dedication to our students.

**Student Liaison Report**

*Student Liaison Report*

Mr. Graffagnino pointed out that this was Connor Rice’s last meeting as the Board Liaison and thanked him for his service to the Board of Education. Connor thanked the Board for making him feel welcome.

**Visitor Comments**

*Visitor Comments*

Ms. Janine Mahoney reported that the National Honor Society students raised over \$2,000 at the Relay for Life event and thanked the Board of Education for allowing her the opportunity to attend the event with these students.

Ms. Virginia Gibbs reported that grades 6-7 raised \$1,062 as part of the St. Judes Mathathon this year, and over the course of 20+ years, they raised \$23,677.

Ms. Jennifer Gulluscio pointed out how our PK-12 building is very special. Ms. Gulluscio witnessed a few 5<sup>th</sup> graders who were in the “specials” hallway getting ready to present their Oral Comprehensive Projects when a few of the seniors walked by and asked what they were doing. When the seniors learned that the 5<sup>th</sup> graders were doing a project very similar to the Oral Comprehensive Exam they were just required to do, they were very impressed and were high-fiving the 5<sup>th</sup> grade students. Ms. Gulluscio stated that it was a magical moment.

Ms. Martha Tuthill announced that the Academic Wall of Fame would be announced at the Elementary and Grades 6-12 Awards Ceremonies. Ms. Tuthill also asked Julie Lane to help us reach out to the community to gather any of the missing Valedictorian and Salutatorian names.

*Executive Session*

**Executive Session**

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:36 pm, to discuss negotiations pursuant to Section 105 (e).

Motion carried unanimously.

*Adjournment*

**Adjournment**

A motion was made by Linda Eklund, seconded by Susan Binder, to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 10:17 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 Tuesday, July 12, 2016, at 6:00 pm, in the Conference Room.