

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

**REGULAR MEETING  
December 16, 2015**

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel (left at 8:45 pm), Elizabeth Melichar (left at 8:45 pm), Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr. (arrived at 6:57 pm)

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; 13 faculty/staff/student and 5 community residents

The meeting was called to order at 6:04 pm by President Graffagnino, followed by the Pledge of Allegiance. When done reciting the Pledge of Allegiance, President Graffagnino requested that everyone remain standing for a moment of silence in honor of the lives lost in the terror attacks that took place in San Bernadino, California, two weeks prior to the meeting.

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 – None**

**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. Regular Meeting of November 18, 2015

Motion carried unanimously.

**Correspondence - None**

**Presentations**

SIFA Monthly Update

Ms. Lynn Green, Shelter Island Faculty Association (SIFA), Vice President, reported on student driven instruction that is currently taking place in Mr. James Theinert’s Business & Finance Class. Ms. Green also reported that the students in Ms. Kanarvogel’s Wellness Class have become certified, through the American Heart Association, to provide First Aid.

Socratic Seminars

Mr. James Bocca, English Language Arts Teacher, presented an overview of Socratic Seminars. Mr. Bocca explained that Socratic Seminars are an instructional method that facilitates a focused, intensive discussion among students using a complex text as a springboard. The object of a Socratic Seminar is to arrive at some consensus in answer to a universal question or in response to a challenging thesis. Three (3) student who have participated in Socratic Seminars also spoke about what they enjoy about the Socratic Seminar.

Disney Youth Education Field Trip

Mrs. Virginia Gibbs presented a slide show of the highlights from the 8<sup>th</sup> Grade Disney Youth Education Field Trip, and spoke about several educational opportunities that were presented to the students. Mrs. Gibbs mentioned that the employees of Disney acknowledged her 20 years of chaperoning the Disney Youth Education

*Call to Order*

*Pledge of Allegiance*

*Mission Statement*

*Visitor Questions*

*Consent Agenda*

*Correspondence*

*Presentations*

Field Trip by presenting her with a piece of Disney artwork. The members of the Board of Education congratulated Mrs. Gibbs and thanked her for her 20 years of service.

*Presentations  
(continued)*

#### Pathways & Weighting

Ms. Jennifer Rylott and Ms. Martha Tuthill presented an overview of the Secondary School Pathways and Grade Weighting. They explained that the Pathways were developed to provide academic challenges for all students. With regards to weighting, Ms. Martha Tuthill, Guidance Counselor, surveyed twenty-six (26) schools in Suffolk County to find out whether or not they weighted students' scores. Of the 26 schools, 23 do weight scores and 3 do not weight scores. As colleges are receiving weighting scores from the majority of schools, weighting our students' grades put them on an even playing field with their peers in other schools. In addition, if a college wants to see a raw score instead, they can follow a formula to determine the unweighted grade.

#### 7<sup>th</sup> Grade Schooner Trip

On behalf of the Shelter Island Educational Foundation, Michael Dunning reported to the Board of Education that the Foundation would like to sponsor the 7<sup>th</sup> Grade Schooner Trip again this year. The trip would be held on Sunday, June 19, 2016 through Thursday, June 23, 2016. Mr. Dunning then introduced Mr. James Bocca and Mr. Ian Kanarvogel, who chaperoned the trip the previous year. Both gentlemen explained the benefits of this trip and asked the Board of Education for their permission to continue the annual tradition.

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent to approve the seventh grade class to attend the annual Black Dog Schooner Field Trip on Sunday, June 19, 2016 through Thursday, June 23, 2016.

Motion carried unanimously.

#### **Personnel**

*Personnel*

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 Personnel actions: 8.1 - 8.9

- 8.1 Additional Substitute Teacher 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. Donna Issenberg
  - b. Thomas Hashagen
- 8.2 Additional Substitute Aid for the 2015-2016 School Year at \$95 per day, Pending Clearance for Employment by the NYS Department of Education (fingerprint initiative)
  - a. Kimberly Atkins
- 8.3 Additional Substitute Nurse (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. Constantina Rando
- 8.4 Additional Coaching for the 2015-2016 School Year
  - a. Bryan Gallagher, Running Club Joint-Advisor, at \$399.79
  - b. Toby Green, Running Club Joint-Advisor, at \$399.79
  - c. Bryan Knipfing, Running Club Joint-Advisor, at \$399.79
- 8.5 Amend Motion
  - a. Amend the motion of July 20, 2015 from:

Appoint Peter Miedema, Varsity Girls' Basketball Coach for the 2015-2016 school year, at \$6,096.52

to read as follows:

Appoint Peter Miedema, Varsity Girls' Basketball Coach, for the period of November 16, 2015 to November 20, 2015, prorated to \$508.04, as a result of not having enough athletes for a Varsity Girls' Basketball Team.

8.6 Additional Volunteer Coach for the 2015-2016 School Year

- a. Peter Miedema, Junior High, Junior Varsity and Varsity Boys and Girls Basketball

8.7 Resignation of Personnel

- a. Jerome Mundy, School Monitor, effective December 23, 2015.

8.8 Affordable Care Act Resolution for Ongoing Employees

WHEREAS, the Patient Protection and Affordable Care Act authorizes the Shelter Island School District to determine full-time status of ongoing employees in order to establish eligibility for health insurance coverage; and

WHEREAS, eligibility will be determined prior to the start of the health plan year each year; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for ongoing employees to determine whether an employee is a full-time employee; and

WHEREAS, the Shelter Island School District desires to establish a look-back standard measurement period, administrative period and stability period for its ongoing employees; and

WHEREAS, the Shelter Island School District provides a health plan and is a participating municipality under the East End Health Plan and

WHEREAS, the Shelter Island School District's health plan year is a fiscal year which runs from July 1<sup>st</sup> to June 30<sup>th</sup>; and

NOW THEREFORE, BE IT RESOLVED, that the standard measurement period for ongoing employees shall be a period of 12 consecutive months to be measured from May 1<sup>st</sup> to April 30<sup>th</sup> the following year, beginning with May 1, 2015 and continuing each year thereafter; and

BE IT FURTHER RESOLVED, that the administrative period for ongoing employees shall be a period of 61 days to be measured from May 1<sup>st</sup> to June 30<sup>th</sup>; and

BE IT FURTHER RESOLVED, that the stability period for ongoing employees, determined to have averaged at least 30 hours of service per week (130 hours of service per calendar month) during the standard measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period on July 1<sup>st</sup> and to continue until June 30<sup>th</sup>, the following year, beginning with July 1, 2016 and continuing each year thereafter; and

BE IT FURTHER RESOLVED, that the stability period for ongoing employees, determined not to have averaged 30 hours of service or more per week (130 hours of service or more per calendar month) during the standard measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period on July 1<sup>st</sup> and to continue until June 30<sup>th</sup> the following year, beginning with July 1, 2016 and continuing each year thereafter; and

BE IT FURTHER RESOLVED, that notwithstanding the foregoing, the Shelter Island School District reserves the right to elect to provide insurance coverage to otherwise eligible employees who are not currently provided insurance coverage or to elect not to provide insurance coverage to otherwise eligible employees.

8.9 Affordable Care Act Resolution for New Variable Hour, New Part-Time and New Seasonal Employees

WHEREAS, the Patient Protection and Affordable Care Act authorizes the Shelter Island School District to determine full-time status of new variable hour/new part-time/new seasonal employees in order to establish eligibility for health insurance coverage; and

WHEREAS, the regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for new variable hour/new part-time/new seasonal employees to determine whether an employee is a full-time employee; and

WHEREAS, the Shelter Island School District desires to establish a look-back initial measurement period, administrative period and stability period for its new variable hour/new part-time/new seasonal employees; and

WHEREAS, the Shelter Island School District provides a health plan and is a participating municipality under the East End Health Plan; and

WHEREAS, the Shelter Island School District's health plan year is a fiscal year which runs from July 1<sup>st</sup> to June 30<sup>th</sup>; and

NOW THEREFORE, BE IT RESOLVED, that the initial measurement period for new variable hour/new part-time/new seasonal employees shall be a period of 12 consecutive months which shall begin the first day of the first calendar month following the employee's start date; and

BE IT FURTHER RESOLVED, that the administrative period for new variable hour/new part-time/new seasonal employees shall be a period which shall begin at the end of the initial measurement period and shall continue through the end of the first full calendar month beginning on or after the end of the initial measurement period; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour/new part-time/new seasonal employees, determined to have averaged at least 30 hours of service per week (130 hours of service a calendar month) during the initial measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour/new part-time/new seasonal employees, determined not to have averaged 30 hours of service or more per week (130 hours of service or more per calendar month) during the initial measurement period, shall be a period of 12 consecutive calendar months to begin immediately after the administrative period; and

BE IT FURTHER RESOLVED, that notwithstanding the foregoing, the Shelter Island School District reserves the right to elect to provide insurance coverage to otherwise eligible employees who are not currently provided insurance coverage or to elect not to provide insurance coverage to otherwise eligible employees.

Motion carried unanimously.

*Personnel  
(continued)*

**Program**

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 Program action: 9.1 – 9.3

- 9.1 Second Reading and Adoption
  - a. Policy #3310 – Public Access to Records Policy
- 9.2 First Reading
  - a. Policy #8460 – Field Trips and Excursions
- 9.3 CSE Recommendation for the 2015-2016 School Year
  - a. Committee on Special Education

Motion carried unanimously.

*Program*

**Finance**

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, 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 – November 2015
  - b. Extra Class Report – November 2015
  - c. Appropriations Status Report
  - d. Revenue Status Report
  - e. Claim Auditor's Report – November 2015
  - f. Payroll Audit Report – November 2015

- 10.2 Budget Transfers

*Finance*

- a. Accept and approve Budget Transfer Reports for the period of November 12, 2015 through December 9, 2015, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

*Finance  
(continued)*

Motion carried unanimously.

**Business**

*Business*

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 Business actions: 11.1 – 11.2

11.1 Donation & Budgetary Increase

- a. Authorize the Shelter Island School District to accept a donation of \$1,000.00 from the Shelter Island Presbyterian Church for college trips for Juniors and Seniors.
- b. Authorization to increase the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,000.00, to be offset by the \$1,000.00 donation from the Shelter Island Presbyterian Church.
- c. Authorize the Shelter Island School District to accept a donation of \$2,000.00 from the Shelter Island Educational Foundation for new equipment for the school newspaper.
- d. Authorization to increase the budget line of Plant Operations Equipment A1620.200.00.0000, in the amount of \$2,000.00 to be offset by the \$2,000.00 donation from the Shelter Island Educational Foundation.
- e. Authorize the Shelter Island School District to accept a donation of \$300.00 from the Shelter Island Faculty Association (SIFA) for materials and supplies for the Academic Wall of Fame.
- f. Authorization to increase the budget line of Central Administration Materials & Supplies, A1240.450.00.0000, in the amount of \$300.00, to be offset by the \$300.00 donation from the Shelter Island Faculty Association (SIFA).

11.2 Taping of Budget Workshops

- a. Approval to tape the following five (5) budget related workshops/meetings, at a cost of \$1,250.
  - January 11, 2016
  - February 8, 2016
  - March 14, 2016
  - March 21, 2016
  - March 28, 2016

Motion carried unanimously.

**Facility – None**

*Facility*

**Items for Consideration**

Elizabeth Melichar and Susan Binder explained that while the Policy Committee was reviewing the Field Trip Policy, they thought it would be a good idea to have a group present a trip proposal at one meeting, but not have the Board of Education vote on it until the following month's meeting. This would allow Board Members to ask questions and gather more information, in order to make the most informed decision. As the five (5) other Board Members were in agreement with this idea, the Policy Committee will now incorporate this into the Field Trip Regulations.

*Items for  
Consideration*

**Old Business - None**

*Old Business*

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

Suffolk Zone Awards

Mr. Todd Gulluscio spoke about the Suffolk Zone Awards where one male and one female athlete in the Senior Class, from each District, was honored at an awards dinner. Kenna McCarthy and Peter Kropf were the District's recipients of this year's award.

*Director of PE &  
District  
Operations  
Report*

Fall Season

Mr. Gulluscio announced that the Shelter Island Boys Varsity Cross Country team received the League Sportsmanship Award.

Winter Sports Season

Mr. Gulluscio shared that this winter the sports program consists of Basketball at the Boys Varsity, Boys Junior Varsity and Girls Junior Varsity levels, as well as Cheerleading, and Junior High Boys Basketball and Junior High Girls Volleyball.

**School District Business Leader’s Report**

Affordable Care Act

Mr. Timothy Laube shared that the Affordable Care Act compliance is proceeding nicely and the staff in the Business Office is on top of it.

Travel Flex Plan

Mr. Laube also shared that 24 out of 27 eligible employees are participating in the new Travel Flex Plan.

Energy Performance Contract

Mr. Laube closed his report by telling the Board of Education that an RFP for the Energy Performance Contract will be obtained and on an agenda for Board approval at an upcoming meeting.

**Academic Administrator’s Report**

2016 Summer School Update

Ms. Jennifer Rylott reported that the District’s engineers, McClave Engineering, are going to visit St. Mary’s Church to ensure that it meets the New York State Education Department standards, since construction will not allow the District to hold Summer School classes in the school, this year. Ms. Rylott shared that she is working closely with Ms. Virginia Gibbs and Ms. Jennifer Gulluscio to discuss the new schedule for this year, as well as to review curriculum.

**Superintendent’s Report**

Field Trip Funding and Payments

Mr. Skuggevik clarified that all overnight field trips are priced the same – advisors report to a travel agent the number of students attending and the number of chaperones attending. Depending on the number of students, some of the adult chaperones may be free of charge. The cost for any chaperone that must be paid for is absorbed in the student cost. Therefore, when students fundraise for a trip, they are fundraising towards the cost of the chaperones’ trip, as well.

Science Fair

Mr. Skuggevik shared that the Science Fair was held earlier in the month and included a new addition – scientific poster section. This new section highlighted the work of the students currently enrolled in the Intel Program. Mr. Skuggevik stated that the judges were impressed by the caliber of scientists participating in this year’s science fair.

Winter Concerts

Mr. Skuggevik reported on the winter concerts, stating that the students did an outstanding job, and congratulating Ms. Bosak and Mr. Brace.

Goals

Mr. Skuggvik presented an overview of his 2015-2016 goals, showing where he started at the beginning of the year and where he is now with each of the goals. Mr. Skuggevik’s goals included: more college credits, iPad initiative, creation of anti-bullying/character education/peer-mentor program, pilot of internship program, offering greater professional development opportunities for faculty, and creating a district-wide scope & sequence.

**Board Member Reports**

Ms. Kathleen Lynch wished everyone a Happy Holiday.

*Director of PE & District Operations Report (continued)*

*School District Business Leader’s Report*

*Academic Administrator’s Report*

*Superintendent’s Report*

*Board Member Reports*

Ms. Elizabeth Melichar asked Ms. Rylott to post on the school website, the presentation she gave earlier in the evening -- Secondary School Program: Pathways & Grade Weighting, so all parents would have the opportunity to view it.

Mr. Mark Kanarvogel reported that the Joseph J. Theinert Memorial 3 on 3 Basketball Tournament was a huge success.

Ms. Linda Eklund mentioned that the next meeting of the Board of Education will be the first budget workshop and requested that the auditors meet with the Board prior to that meeting. Mr. Laube replied that he would reach out to the auditors to set up such a meeting.

Ms. Susan Binder thanked the faculty members who were present at the Board of Education meeting and explained how much she enjoys hearing about what is happening in the classrooms.

Mr. Alfred Brigham, Sr. reported that he was a judge at the Science Fair and was impressed by what a great job our students did.

**Student Liaison Report**

Mr. Connor Rice reported that the Student Council was hosting a Movie Night and Ice Cream Social Fundraiser on Friday, December 18, 2015 for students in grades K-5.

**Visitor Comments**

The Shelter Island Preschool Board consisting of Ms. Victoria Weslek, Ms. Bethany Notley, Ms. Kelly Surerus, Mr. Brett Surerus, and Mr. Nicholas Morehead, explained to the Shelter Island Union Free School District Board Members that they are currently facing many monetary challenges and asked the Board for financial assistance. Mr. Thomas Graffagnino explained that the Board of Education is not authorized to fund any third party ventures and to do so would be illegal. However, Mr. Graffagnino then explained that as a community member, he would like to speak with the Preschool Board to see if there is anything he could do as a regular citizen. Several of the other Board Members echoed the same sentiment.

At this time, Ms. Linda Ekund asked the administration for an update regarding the combined Pre K / Kindergarten program, to be presented at the January or February meeting. Ms. Rylott explained that data is still being collected in January so she will present in February after being able to study the data.

**Executive Session**

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 8:25 pm, to discuss the employment of particular individuals in the District pursuant to Section 105(e).

**Adjournment**

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

Motion carried unanimously.

The meeting adjourned at 8:49 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 January 11, 2016, at 6:00 pm, in the Conference Room.

*Board Member  
Reports  
(continued)*

*Student Liaison  
Report*

*Visitor  
Comments*

*Executive  
Session*

*Adjournment*