

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

**REGULAR MEETING  
October 13, 2015**

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel, Elizabeth Melichar, Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr. (arrived at 7:40 am)

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; 6 faculty/staff/student and 1 community residents

The meeting was called to order at 6:21 pm by President Graffagnino.

A motion was by made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:21 pm to discuss the employment of particular individuals in the District.

Motion carried unanimously.

The regular meeting began at 7:19 pm, followed by the Pledge of Allegiance.

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 September 21, 2015

Motion carried unanimously.

**Correspondence**

Mr. Graffagnino acknowledged a thank you card from Mrs. Chiamonte, the widow of a past superintendent of the District. Mr. Graffagnino also acknowledged a letter from the Shelter Island Volunteer Fire Department regarding the Fire Safety Program. At this time, Mr. Skuggevik reported that he spoke with Fire Marshall Mike Johnson and they are going to meet to further discuss the logistics for this year’s Fire Safety Program.

**Presentations**

Ms. Lynn Green, Vice President of the Shelter Island Faculty Association (SIFA), read a statement on behalf of Mr. Brian Becker, the President of SIFA. In summary, Mr. Becker stated that several SIFA representatives attended the “Education at a Crossroads” forum which highlighted the present state of affairs of education,,,,, and that SIFA is hoping to bring a similar forum closer to Shelter Island.

Ms. Martha Tuthill provided the members of the Board of Education with a summary of the College Credit Program and explained that the District now offers two (2) college course through St. John’s University and seven (7) college courses through Suffolk Community College.

*Call to Order*

*Executive Session*

*Pledge of Allegiance*

*Mission Statement*

*Visitor Questions*

*Consent Agenda*

*Correspondence*

*Presentations*

Ms. Jennifer Rylott presented a proposal for Summer School 2015. Ms. Rylott reviewed the last three (3) years' worth of summer school data. She spoke about the three (3) individual programs currently offered and then showed a registration comparison and attendance comparison for the last three (3) years. Finally, Ms. Rylott reviewed the pre-test scores and the post-test scores. Based on all of the data presented, Ms. Rylott then spoke about her proposal for the new Summer School Program, and the benefits of the new program. Several members of the Board of Education thanked Ms. Rylott for her thorough presentation.

Ms. Janine Mahoney, National Honor Society (NHS) Advisor, and Ms. Emily Hyatt, NHS President explained to the Board of Education that the NHS members, along with other students in grades 10-12 would like to participate in the annual "Cardboard Campout" again this year and asked the Board for permission to have said event begin at 6:00 pm on November 2, 2015 and end at 6:00 am, on November 3, 2015.

A motion was made by Susan Binder, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby approves an overnight field trip on school property for the National Honor Society "Cardboard Campout" on Monday, November 2, 2015 through Tuesday, November 3, 2015.

Motion carried unanimously.

**Personnel**

A motion was made by Linda Eklund, seconded by Kathleen Lynch, 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 Additional Substitute Teachers for the 2015-2016 School Year at \$110 per day (certified or 4-year degree),
  - a. Katherine Garrison
  - b. Mary Theinert
- 8.2 Additional Athletic Chaperone Appointments for the 2015-2016 School Year (one game per night at \$94.49, two games per night at \$145.02, Clock Keeper at Chaperone Rate plus \$10)
  - a. Jerome Mundy
- 8.3 Coaching for the 2015-2016 School Year
  - a. Rescind the motion of July 20, 2015:  
Appoint Brian Becker, as Junior High Girls' Basketball Coach, at \$2,815.89
- 8.4 Additional Coaching for the 2015-2016 School Year
  - a. Michael Z. Mundy, Junior Varsity Girls' Basketball Coach, at \$5,160.46, pending completion of requirements for temporary coaching license
  - b. Laura Mayo, Junior High Girls' Basketball Coach, at \$2,815.89
- 8.5 Step Movement
  - a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2015
    - 1. James Bocca from Step 5BA+15 to Step 5 MA
    - 2. Jessica Bosak from Step 6MA+30 to Step 6MA+45
    - 3. Michael Cox from Step 5MA+15 to Step 5MA+30
    - 4. Bryan Knipfing from Step 3MA to Step 3MA+15
    - 5. Peter Miedema from Step 12MA+60 to Step 12MA+75
    - 6. Debra Sears from Step 5MA+15 to Step 5MA+30
    - 7. James Theinert from Step 5MA+15 to Step 5MA+30

Motion carried. Mark Kanarvogel abstained.

**Program**

A motion was made by Susan Binder, 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 – 9.5

- 9.1 First Reading
  - a. Policy #3420 – Non-Discrimination and Anti-Harassment in the School District
  - b. Policy #5672 – Information Security Breach and Notification
  - c. Policy #5674 – Data Networks and Security Access
  - d. Policy #6120 – Equal Employment Opportunity
  - e. Policy #7551 – Sexual Harassment of Students
- 9.2 Review of Regulations
  - a. Regulation #3420R – Non-Discrimination and Anti-Harassment in the School District
  - b. Regulation #5674R – Data Networks and Security Access
- 9.3 CSE Recommendations for the 2015-2016 School Year
  - a. Committee on Special Education
- 9.4 Professional Development Committee for the 2015-2016 School Year
  - a. Leonard Skuggevik, Superintendent
  - b. Jennifer Rylott, Curriculum Specialist
  - c. Todd Gulluscio, School Administrator
  - d. Jacqueline Dunning, Parent
  - e. Michael Cox, Teacher
  - f. Janine Mahoney, Teacher
  - g. Brittney Russo, Teacher
  - h. James Theinert, Teacher
  - i. Daniel Williams, Teacher
  - j. Walter Brigham, Teacher/College Professor

9.5 APPR Hardship Waiver

WHEREAS, the Shelter Island Union Free School District has met the criteria set forth in the application for an APPR Hardship Waiver promulgated by the State Education Department;

WHEREAS, for the reasons set forth in the APPR Hardship Waiver application, the District is unable to meet the statutory deadline requiring implementation of an APPR Plan compliant with Education Law §3012-d;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the APPR Hardship Waiver application to the State Education Department;

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of Schools and the Board President to execute such application.

Motion carried unanimously.

**Finance**

A motion was made by Linda Eklund, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 10.1 – 10.3

10.1 Financial Reports

- a. Treasurer’s Report – September 2015
- b. Extra Class Report – September 2015
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor’s Report – September 2015
- f. Payroll Audit Report – September 2015

10.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of September 16, 2015 through

October 6, 2015, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

*Consent  
Agenda Finance  
(continued)*

10.3 Tax Levy

- a. Approval to set the tax levy for the 2015-2016 school year in the amount of \$9,441,689.00.

Motion carried unanimously.

*Consent  
Agenda  
Business*

**Business**

A motion was made by Susan Binder, seconded by Thomas Graffagnino, 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 Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$3,000.00 from the Shelter Island Educational Foundation for the Nutcracker trip on December 16, 2015.
- b. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$3,000.00, to be offset by the \$3,000.00 donation from the Shelter Island Educational Foundation.
- c. Authorize the Shelter Island School District to accept a donation of \$3,000.00 from the Shelter Island Educational Foundation for the Broadway trip on May 18, 2016.
- d. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$3,000.00, to be offset by the \$3,000.00 donation from the Shelter Island Educational Foundation.
- e. Authorize the Shelter Island School District to accept a donation of \$1,850.00 from the Shelter Island Educational Foundation for the NYC Opera Trip on October 16, 2015.
- f. Authorization to increase the budget line of Field Trip Fees, A2110.419.00.0000, in the amount of \$250.00, and the budget line of Field Trip Transportation, A5540.400.00.2110, in the amount of \$1,600.00, to be offset by the \$1,850.00 donation from the Shelter Island Educational Foundation.
- g. Authorize the Shelter Island School District to accept a donation of \$138.00 from the Shelter Island Educational Foundation for Guidance Office reference materials.
- h. Authorization to increase the budget line of Guidance Materials & Supplies, A2810.450.00.0000, in the amount of \$138.00, to be offset by the \$138.00 donation from the Shelter Island Educational Foundation.

11.2 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Wainscott Common School District, for student services. The term of said agreement shall be retroactive to July 1, 2015 through June 30, 2016; and authorize the Superintendent to execute said agreement.
- b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Out East Therapy of New York, 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.

Motion carried unanimously.

*Consent  
Agenda Facility*

**Facility**

A motion was made by Elizabeth Melichar, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility action: 12.1

12.1 Excessing Materials – Broken/Outdated/Expired – No Value (one of each of the following)

- a. Panasonic Micro-Cassette Transcriber

- b. BoardMaker with Speaking Dynamically Pro (WordPower)
- c. Developmental Indicators for the Assessment of Learning – 3<sup>rd</sup> Edition
- d. Clinical Evaluation of Language Fundamentals – 4<sup>th</sup> Edition
- e. AIWA Micro-Cassette Recorder
- f. American Guidance Service Expressive Vocabulary Test
- g. Co:Writer Solo Edition License

Motion carried unanimously.

*Consent  
Agenda Facility  
(continued)*

*Items for  
Consideration*

**Items for Consideration**

At the September 21, 2015 Board of Education Meeting, Ms. Linda Eklund had suggested a new start time for the Board of Education meetings -- 6:00 pm vs. 7:00 pm. After that meeting, Ms. Jacqueline Dunning, District Clerk, reached out to the faculty, staff, and public to find out if anyone was opposed to the idea. As no one was opposed, the Board Members agreed that the change was a good idea.

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves changing the start time of Board of Education meetings to 6:00 pm, beginning with the November 18, 2015 meeting and continuing until further notice.

Motion carried unanimously

*Old Business*

**Old Business - None**

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

September Attendance

Mr. Gulluscio reported that the attendance rate for the start of the school year is in the mid-90% range and that tardiness is down from last year.

Bullying Prevention Month

Mr. Gulluscio announced that October is Bullying Prevention Month. In order to create awareness, the District participated in Stomp Out Bullying Day, and students, faculty, and staff wore blue shirts to show their support. Additionally, the Character Education Committee met again to further discuss the plans for the program. The committee has decided to roll out the program in January. Details will be shared with the Board once they are finalized.

Fall Sports Season

Mr. Gulluscio shared that the Fall sports season is coming to a close and he congratulated all of the teams on a great season.

**Academic Administrator's Report**

Town Recreation After School Program

Ms. Rylott was pleased to announce that the Town is now offering an after school program for students in Grades K-5. Ms. Rylott worked very closely with Mr. Garth Griffin, Town Recreation Director to develop the program. It will be held on Tuesdays and Thursdays. The cost is \$20 per week, per child.

Summer 2015 Reading Program

Ms. Rylott stated that in 2014, the elementary teachers noticed there was a significant drop in the number of students who participated in the summer reading program. For Summer 2015, in order to create excitement, the program had a super hero theme. As a reward for reading, elementary students had a super hero day at school, which included super hero dress up and a super hero Olympic type event. As a result of the exciting theme, summer reading participation doubled this year.

Department Websites

Ms. Rylott connected to the District's website, on the SmartBoard and showed everyone the different webpages several of our teachers have created. These pages were created to keep parents connected to the happenings in the classroom. The webpages are linked on each of the department pages on the District's website.

*Director of PE &  
District  
Operations  
Report*

*Academic  
Administrator's  
Report*

## **Superintendent's Report**

### PTSA Meeting

Mr. Skuggevik reported that he spoke at the first PTSA meeting of the year. At the meeting, he reviewed test scores and answered questions.

## **Board Member Reports**

Ms. Kathleen Lynch reported that both Mr. Bryan Knipfing and Ms. Laura Mayo, the District's English Language Learner (ELL) teachers, have been reaching out to the parents of our English Language Learners (ELL) students, at dismissal, helping to bring them in to what is happening in the school. Ms. Lynch also reported that the first installation of the Academic Wall of Fame has occurred. The committee is still looking into the final products, but the plan is to have engraved plaques, for the past Valedictorians and Salutatorians, and have framed photos of the current Valedictorian and Salutatorian, switching out the photos and adding another plaque, each year. Ms. Lynch ended her report by thanking Ms. Martha Tuthill, Guidance Counselor, for putting together an informative College Night for the Senior Class parents.

Elizabeth Melichar reported that the Policy Committee has been working through Google Docs, rather than setting up several meetings a year and this has allowed the committee to move the process along. Ms. Melichar then announced that she, along with Kathleen Lynch, Susan Binder, Leonard Skuggevik, and Jacqueline Dunning will be attending the New York State School Board Association Convention the following week. Ms. Melichar thanked her fellow Board of Education members for allowing her this opportunity.

Mr. Mark Kanarvogel stated that he would like to see students present to the Board of Education, a recap of the field trips the Board of Education approves. Mr. Kanarvogel specifically asked that such presentations take place at the Board meeting immediately following the trip. Mr. Kanarvogel also reported that the Health & Safety Committee is meeting to review the New York State School Safety Plan.

Thomas Graffagnino reported that the Audit Committee met. The auditors at Nawrocki Smith gave an extensive report to the committee members. At this time, Mr. Graffagnino asked Mr. Timothy Laube, School District Business Leader to speak to the report. Mr. Laube touched on a few highlights and thanked the Business Office staff for their excellent work. Mr. Graffagnino then inquired about updating the septic system and asked Tim to also speak to that. Mr. Laube reported he has reached out to Suffolk County Legislators because they have grant money to help assist with updating septic systems. The application process has begun, it is a long, competitive process, and Mr. Laube is hopeful we will receive the grant money.

## **Student Liaison Report**

Mr. Connor Rice reported that Student Council is working on the annual "Anything Goes" event. It is scheduled for Friday, October 30, 2015, at 1:06 pm, in the gymnasium.

## **Visitor Comments - None**

## **Adjournment**

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

Motion carried unanimously.

The meeting adjourned at 8:29 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 November 18, 2015, at 6:00 pm, in the Conference Room.

*Superintendent's  
Report*

*Board Member  
Reports*

*Student Liaison  
Report*

*Visitor  
Comments*

*Adjournment*