

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

REGULAR MEETING
November 18, 2015

Members Present: Thomas Graffagnino, Linda Eklund, Mark Kanarvogel (left at 7:37 pm for EMS/returned 7:51 pm), Elizabeth Melichar, Susan Binder, Kathleen Lynch, and Alfred Brigham, Sr. (left at 8:51 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; Julie Lane, Shelter Island Reporter; 24 faculty/staff/student and 10 community residents

Absent: Connor Rice, Student Liaison

The meeting was called to order at 6:02 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 Paris, France a few days prior.

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

Consent Agenda

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

- a. Approval of Minutes
 - 1. Regular Meeting of October 13, 2015
 - 2. Special Meeting (Library Budget Vote) of October 17, 2015

Motion carried unanimously.

Correspondence - None

Presentations

Ms. Cynthia Belt and a few representatives of the Varsity Girls' Volleyball Team presented the Board of Education with the plaques they received for being Class D Champions, and for being undefeated in the league for the 13th year in a row. In closing, Ms. Belt and the girls thanked the Board of Education for giving them the opportunity to achieve these goals.

Mr. Bryan Knipfing, Mr. Toby Green and several members of the Boys' & Girls' Cross Country Teams presented the Board of Education with the plaques they received for being Class D County Champions, as well as the plaques two of our students – Kal Lewis and Lindsay Gallagher, received for being the individual winners. Mr. Knipfing, Mr. Green and the student athletes all thanked the Board of Education for their support.

At this time, Mr. Todd Gulluscio shared a letter from a parent of a student who attends another school, but traveled to the States Tournament with our girls. The parent highlighted how kind our athletes were to his daughter and how proud of them we should be.

Call to Order

Pledge of Allegiance & Moment of Silence

Mission Statement

Visitor Questions

Consent Agenda

Correspondence

Presentations

Brian Becker, SIFA President, thanked Mr. Skuggevik for this year's Superintendent's Conference Day which was combined with Montauk School District. The majority of participants agreed it was a worthwhile experience. Next, Mr. Becker announced another "Education at the Crossroads" discussion that is taking place on December 10, 2015, at 6:00 pm, at Comsewogue School, and invited the members of the Board of Education and administration to attend.

Mr. Keith Brace, Mr. Brian Becker, Jason Green and Tyler Gulluscio presented an overview of the 7th Grade Block Island Field Trip. Some of the students and some of the adults wore heart monitors during the trip to see how each participant's heart rate was effected by the hilly terrain, and how the age and physical ability of each person made a difference in the results. After the trip, the results obtained from the heart monitors were then discussed in Mr. Becker's health class.

Ms. Janine Mahoney introduced Francesca Frasco and Jack Lang, who then presented an overview of the East End Youth Leadership Program that they attended on October 23, 2015. The presentation included a brief slide show of the activities they participated in and a video of a Public Service Announcement that the students created at the program.

Mary Kanarvogel, R.N., reported that for the second year in a row, Sound Vision Care, of Southold, supplied the District with an ophthalmologist and a team of assistants who performed free eye exams for all of our students. Nurse Kanarvogel also shared that Dr. Nathanael Desire is the District's new physician for students in grades K-6, and he has already been in to see our students.

Mr. Patrick McClave, of McClave Engineering provided the Board of Education with an overview of the bid process for the Bond Issue Renovations. All of the original bids received were over budget so the District had to go out for a re-bid. The opening of the new bids will be held on December 14, 2015 and the hope is to have them awarded by the Board of Education at the January 11, 2016 board meeting.

A motion was made by Susan Binder, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the rejection of the Bond Issue Renovations Bids by the following companies.

1. JNS Heating Service, Incorporated, Ronkonkoma, NY
2. Fleet Mechanical Systems, Incorporated, Center Moriches, NY
3. Hirsch & Company, LLC, Center Moriches, NY
4. D & S Mechanical Services, Incorporated, Islip Terrace, NY
5. G. Construction Enterprises, LLC, Bay Shore, NY
6. Dominion Construction Corporation, Farmingdale, NY
7. S.J. Hoerning Construction, Bay Shore, NY

Motion carried unanimously.

*Consent
Agenda
Personnel*

Personnel

A motion was made by Kathleen Lynch, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1

8.1 Tenure Recommendation

Approval of the tenure recommendation of Natalie Regan, in the tenure area of Teacher Assistant, effective December 1, 2015.

Motion carried unanimously.

At this time, Mr. Graffagnino announced that after the meeting, there would be a reception held in Natalie's honor and invited the audience to attend. Next, Ms. Kathleen Lynch spoke highly of Ms. Regan and how dedicated she is to the children of the District. Finally, Ms. Natalie Regan thanked the Board of Education and administration for their support, and stated how blessed she is to be part of the Shelter Island School Family.

A motion was made by Linda Eklund, seconded by Alfred Brigham, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.2

- 8.2 Additional Substitute Teacher for the 2015-2016 School Year at \$110 per day (certified or 4-year degree)

- a. Matthew Mortillo

- 8.3 Bereavement Days

- a. Grant five (5) bereavement days to Natalie Regan, Teacher Assistant, to be used during the 2015-2016 school year.

Motion carried unanimously.

*Consent
Agenda
Personnel
(continued)*

Program

A motion was made by Elizabeth Melichar, 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 #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 First Reading

- a. Policy #3310 – Public Access to Records

- 9.3 CSE Recommendations for the 2015-2016 School Year

- a. Committee on Special Education

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 recommendations of the Superintendent on the following Program action: 9.4

- 9.4 Election of Member to the ESBOCES Board of Education

- a. To cast a vote for Arlene Barresi, for the Eastern Suffolk BOCES Board of Education for a term commencing upon election and ending on June 30, 2018.

Motion carried unanimously.

*Consent
Agenda
Program*

Finance

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 Finance actions: 10.1 – 10.2

- 10.1 Financial Reports

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

- 10.2 Budget Transfers

- a. Accept and approve Budget Transfer Reports for the period of October 6, 2015 through November 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.

*Consent
Agenda Finance*

Business

A motion was made by Elizabeth Melichar, 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

*Consent
Agenda
Business*

11.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Liberty Lawn & Landscaping, LLC, for snow removal services, at a cost of \$6,250. The term of said agreement shall be effective November 18, 2015 through April 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 Bridgehampton Union Free School District, for student services, at a cost of \$19,688.04. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015; and authorize the Superintendent and Board President to execute said agreement.
- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cullen & Danowski, LLP, of Port Jefferson Station, NY, for accounting services, at a cost of \$18,750.00. The term of said agreement shall be January 1, 2016 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 Greenport Union Free School District, for student services. The term of said agreement shall be retroactive to September 1, 2015 through June 30, 2016; and authorize the Board President to execute said agreement.

Motion carried unanimously.

A motion was made by Mark Kanarvogel, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 11.2

11.2 Donation & Budgetary Increase

- a. Authorize the Shelter Island School District to accept a donation of \$10,000 from an anonymous donor.
- b. Authorization to increase the budget line of Field Trip Fees A2110.419.00.0000 by \$2,000, Field Trip Transportation A5540.400.00.2110 by \$1,000, and Student Programming & Assembly A2110.419.00.0001 by \$7,000, to be offset by the \$10,000 donation from an anonymous donor.

Motion carried unanimously.

At this time, Mr. Skuggevik read a brief note from the anonymous donor. The note read as follows.

“This gift is unrestricted and is to be used at the Superintendent’s discretion.
Thank you for providing my daughter with a terrific learning environment.”

On behalf of the Board of Education, President Graffagnino stated the Board was grateful for the generosity of this donor.

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 Business actions: 11.3

11.3 Shelter Island UFSD Transportation Fringe Benefit Plan and Agreement

- a. Amend the motion of July 14, 2014 from:
Approve Preferred Group Plans, Incorporated as the Third Party Administrator for the Transportation Fringe Benefit Plan, effective July 1, 2014; and authorize the Board President to execute said agreement.
to:
Approve Preferred Group Plans, Incorporated as the Third Party Administrator for the Transportation Fringe Benefit Plan, effective December 1, 2015; and authorize the Board President to execute said agreement.

Motion carried unanimously.

At this time, Mr. Graffagnino asked Timothy Laube, School District Business Leader, to give a brief overview of the Transportation Fringe Benefit Plan and Agreement. Mr. Laube explained that this plan requires no cost to the District and actually saves the District and the employee money.

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: 11.4-11.5

11.4 Additional Checking Account

- a. Approval to open an additional checking account with Capital One Bank, effective immediately, to account for the Capital HVAC Reserve Fund receipts and disbursements.

11.5 Membership for New York State School Boards Association (NYSBBA)

- a. Approve the 2016 membership for the New York State School Boards Association, at a cost of \$4,240

Motion carried unanimously.

Facility

A motion was made by Kathleen Lynch, 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 Laptop Computers

- a. Accept the donation of 58 used Hewlett-Packard Laptop Computers from Comp4Kids

Motion carried unanimously.

Items for Consideration

At this time, Jacqueline Dunning, the District Clerk pointed out that the dates for the Budget Workshops on the proposed 2016-2017 Budget Calendar needed to be changed from 2015 to 2016. The Board reviewed the calendar with Ms. Dunning's changes and agreed to follow the schedule, as presented.

Mr. Graffagnino discussed the idea of the District Clerk sending the agenda packet to the members of the Board of Education on Thursdays instead of Fridays, in order to give Board Members one more day to review the information. All Board Members liked the idea and it was agreed that the District Clerk would immediately begin doing this.

Mr. Graffagnino shared that the Board of Education will need to meet on December 16th to elect a new ESBOCES Board Member. In order to do this, the Board would have to change the December Board Meeting date from the 14th to the 16th. The Board discussed this idea and agreed to make the change.

Old Business - None

Director of Physical Education & District Operations Report

Transportation Update

In a previous meeting, Mr. Todd Gulluscio had mentioned an issue with off-island transportation and our students getting back to Shelter Island later than usual. Mr. Gulluscio reported that this issue has been resolved. On another transportation note, Mr. Gulluscio informed the Board of Education that the New York State Bus Drill requirement was fulfilled by the District, earlier in the day.

NYSAPERD – Suffolk Zone Conference

Mr. Gulluscio reported that he, along with Mr. Brian Becker, Mr. Richard Osmer and Mr. Ian Kanarvogel attended the New York State Association for Health, Physical Education, Recreation and Dance (NYSAPERD) Conference on November 3, 2015. All participants experienced new programs and opportunities, and made new contacts, as well.

Fall Postseason Report

Mr. Gulluscio again congratulated the Girls' Varsity Volleyball Team and Boys' & Girls' Varsity Cross Country Teams on their successful seasons. Mr. Gulluscio also mentioned the new team banners that are now hanging in the gymnasium.

*Consent
Agenda
Business
(continued)*

*Consent
Agenda Facility*

*Items for
Consideration*

Old Business

*Director of
Physical
Education &
District
Operations
Report*

Academic Administrator's Report

2016-2017 Master Schedule

Mrs. Jennifer Rylott reported that she and Mrs. Martha Tuthill are in the beginning stages of creating the 2016-2017 Master Schedule. They are currently meeting with teachers for feedback on any ideas for new classes and/or classes that may not need to run in the coming year.

Edible School Garden Cleanup

Mrs. Rylott mentioned that there were two fall cleanup days in the garden. Elementary classes worked one day and the community helped clean up on another day. In the future, Elementary classes are going to "adopt a bed"; planting, maintaining and harvesting a portion of the garden, each year.

Superintendent's Report

School Mission Statement

Mr. Leonard Skuggevik reviewed the importance of the school's mission statement. In order to let the community see how the students and teachers live up to the mission statement, there will be a link on the school website for posting pictures of students being engaged, exploring and/or being empowered.

Cultural Exchange Field Trip

Mr. Skuggevik reported about this year's Cultural Exchange Field Trip. The students from Longwood School attended classes at our school the previous week and this week, our students went to Longwood School. Many students expressed that they enjoyed the experience.

Board Member Reports

Kathleen Lynch thanked her fellow Board Members for allowing her the opportunity to attend the New York State School Board Association (NYSSBA) Conference in October. She stated she was inspired by the workshops she attended and mentioned that building relationships and kindness were the common thread throughout them all.

Ms. Lynch then shared some information regarding the 2Rs4Fun Program, run by Mary Dwyer, at the Shelter Island Public Library. This is the 8th year the volunteer program is running and there are various events in the next few weeks where the mentors and mentees involved will be honored. In closing, Ms. Lynch publicly thanked Ms. Dwyer for her dedication to the program and the students of the Shelter Island School.

Elizabeth Melichar thanked her fellow Policy Committee members for keeping on schedule with the review and update to the Policy Manual. In celebration of School Related Professionals (SRP) Day, Ms. Melichar thanked all of the SRPs at the Shelter Island School.

Thomas Graffagnino mentioned that the NYSSBA Conference is an important tool for board members, administration and the District Clerk. He stated that although over the past few years, he agreed to cut the number of participants for budgetary purposes, he would like to try to find the monies for everyone to attend in the future.

Linda Eklund presented a brief overview of the Character Education Committee and then asked a committee member in the audience (Elizabeth Eklund) to give a more detailed report. Elizabeth Eklund shared that the committee has taken a "slow and steady" approach to the program they are calling, "Follow the Journey of a Hero." The committee has chosen 40 words that relate to the characteristics of a hero. The program will span over 4 years (1 word per month x 10 months per year x 4 years = 40 words). A discussion incorporating the word of the month will be held in every class, by every teacher. Mrs. Linda Eklund stressed that in order to be a success, this program must be embraced by the faculty, staff, students and community members when they enter our school building. The committee will roll out the program to the faculty and staff in December 2015 and then roll it out to the students in January 2016. Mrs. Linda Eklund also mentioned that the Board and administration should take a look at the current mission statement because one of the committee members suggested adding "Enrich" to it. (Example: Engage, Explore, Empower and Enrich)

Susan Binder also thanked her fellow Board Members for allowing her the opportunity to attend the New York State School Board Association (NYSSBA) Conference in October and stressed that the entire Board should

Academic Administrator's Report

Superintendent's Report

Board Member Reports

attend in the future. Ms. Binder thanked the cafeteria staff for inviting her to come in to see the operations of the cafeteria.

Mark Kanarvogel spoke about the annual Joseph J. Theinert Memorial Fund 3 on 3 Basketball Tournament, which will be held on Saturday, November 28, 2015, at 1:00 pm, in the Gymnasium. Mr. Kanarvogel pointed out that Shelter Island Alumni come back for this event every year.

Based on Mr. Kanarvogel's report about Shelter Island Alumni coming back to the school, Mrs. Rylott mentioned an idea she has been thinking about. Mrs. Rylott asked Julie Lane, Shelter Island Reporter, if the paper could do a "Where Are They Now?" type of article/column. Ms. Lane liked the idea and agreed to meet with Mrs. Rylott to discuss it further.

At this time, President Graffagnino announced that Mr. Timothy Laube would present a report as the School District Business Leader and that this would be a new report at each monthly meeting.

School District Business Leader Report

Mr. Timothy Laube presented to the Board of Education, an overview of the new Travel Flex Plan and highlighted how the plan doesn't incur a cost to the District, but actually saves the District money. Mr. Laube then spoke about the process of being rated by Moody's Bond Rating Agency and how in the end, the District received a very favorable bond rating. In closing, Mr. Laube briefly spoke about the Affordable Care Act (ACA) and that he is currently working on making sure the District is in compliance.

Student Liaison Report - None

Visitor Comments

Mr. Greg Martin, parent of a current 8th grade student asked the Board and administration why the 8th grade honors class grades are being weighted. Both Mrs. Rylott and Mr. Skuggevik answered the question. As Mr. Martin was not satisfied with the explanation given, Mrs. Rylott asked him to meet with her and Mrs. Martha Tuthill, Guidance Counselor to discuss it further. (Although Mr. Martin didn't commit to definitely meeting, Mrs. Rylott will reach out to him.)

Mr. Martin then said he had heard that when the students fundraise for the 8th grade Disney trip, they are required to raise enough money to cover the cost of the chaperones, as well as themselves. Mr. Skuggevik stated this was not true, and a few members of the Board of Education expressed they too thought it wasn't true. However, since there was some uncertainty amongst the Board Members, Mr. Graffagnino asked Mr. Skuggevik to research it further and let the members of the Board of Education and Mr. Martin know the final outcome.

Executive Session

A motion was made by Alfred Brigham, seconded by Kathleen Lynch, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 7:54 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 Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 10:15 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Wednesday December 16, 2015, at 6:00 pm, in the Conference Room.

*Board Member
Reports
(continued)*

*School District
Business Leader
Report*

*Student Liaison
Report*

*Visitor
Comments*

*Executive
Session*

Adjournment