

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

**REGULAR MEETING
November 17, 2014**

Members Present: Stephen Gessner, Thomas Graffagnino, Elizabeth Melichar, Linda Eklund, Alfred Brigham, Sr. and Marilyn Pysher

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; Elizabeth Dunning, Student Liaison, Ambrose Clancy, Shelter Island Reporter; Mary Ellen McGayhey, Videographer; 4 faculty/staff/student and 8 community resident/other

Absent: Mark Kanarvogel

The meeting was called to order at 6:35 pm by President Gessner, followed by the Pledge of Allegiance.

A motion was by made by Thomas Graffagnino, seconded by Marilyn Pysher, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 6:35 pm to discuss the employment of a particular individual in the District.

Motion carried unanimously.

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 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.

Consent Agenda

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

- a. Approval of Minutes
 - 1. Regular Meeting of October 14, 2014
 - 2. Special Meeting of October 25, 2014
 - 3. Special Meeting of October 30, 2014

Motion carried unanimously.

Visitor Questions

At this time, Dr. Gessner asked if anyone had questions pertaining to the agenda. No one responded. Noticing there were parents in the audience, Dr. Gessner graciously offered to move Visitor Comments to this point in the meeting so the parents wouldn't have to stay until the end of the meeting.

Kindergarten parents, Burt Waife and Kathleen Springer both spoke about their concerns about the combined Pre K / Kindergarten program. Both parents expressed an interest in creating a dialogue of how to make this program best for the Pre K and Kindergarten students. The top concern is whether or not the program is developmentally appropriate.

Mr. Skuggevik explained how studies show that a combined Pre K/Kindergarten program increases academic success. He also spoke about how this combination is a form of peer mentoring and gives children a sense of accomplishment as the mentor and a sense of belonging as the mentee. Mr.

*Call to Order and
Pledge of
Allegiance*

Executive Session

Mission Statement

*Consent Agenda
Minutes*

Visitor Questions

Skuggevik also pointed out that a Kindergarten curriculum is being used, so academically, the Pre K students are being brought up to the Kindergarten level.

Mrs. Rylott acknowledged that Mrs. Springer has many questions and concerns and will set up a meeting to create a dialogue.

Dr. Gessner pointed out that the Board of Education is committed to blended classes. He encouraged an evening meeting with parents and asked that such meeting be set up soon.

Correspondence -- None

Presentation

Audit Report Year Ending June 30, 2014

Ted Campbell and Chris Angotta from Nawrocki Smith introduced themselves as the District's external auditors. They reviewed the audit report, year ending June 30, 2014 and stated that the District received a clean audit opinion – the highest opinion possible.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino , BE IT RESOLVED THAT: The Board of Education hereby Accept and approve the audit reports for the fiscal year ending June 30, 2014.

Motion carried unanimously.

Understanding Special Education Trends in Our District

Ms. Jennifer Rylott presented, Understanding Special Education Trends in Our District which consisted of a brief history of Special Education, a review of Special Education in our District compared to neighboring districts, as well as New York State, and an explanation of specific data and initiatives.

Personnel

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Actions: 8.1 – 8.3

8.1 Appointment of Personnel

I. Volunteer Basketball Assistant Coaches for the 2014-2015 School Year

- a. James Colligan
- b. James Theinert

II. Additional Co-Curricular position for the 2014-2015 School Year

- a. John Kaasik, School Play Director, at \$4,735.05

8.2 Amendment of Motion

- a. Amend the motion of October 14, 2014 from:

Approve a contractual childcare leave of absence for Michael Cox, Elementary Teacher, to commence on or about October 13, 2014 – October 24, 2014, with said period credited towards the employee's FMLA leave of absence.

to:

Approve a contractual childcare leave of absence for Michael Cox, Elementary Teacher, to commence on or about October 16, 2014 – October 31, 2014, with said period credited towards the employee's FMLA leave of absence.

8.3 Childcare Leave

- a. Approve a contractual childcare leave of absence for Lindsay Rando, Teacher's Aide, to commence on or about January 5, 2015 – June 30, 2015, with the period of January 5, 2015 – April 16, 2015 constituting an FMLA leave of absence

Motion carried unanimously.

*Visitor Questions
(continued)*

Correspondence

Presentation

*Consent Agenda
Personnel*

Program

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 Program Action: 9.1

- 9.1 CSE Recommendation for the 2014-2015 School Year
 - a. Committee on Special Education

Motion carried unanimously

Finance

A motion was made by Marilyn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions: 10.1 – 10.3

- 10.1 Financial Reports
 - a. Treasurer’s Report - October 2014
 - b. Extra Class Report – October 2014
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claim Auditor’s Report – October 2014
 - f. Payroll Audit Report – October 2014

- 10.2 Budget Transfers
 - a. Accept and approve Budget Transfers, for the period of October 15, 2014 through November 17, 2014, in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

- 10.3 Monetary Donations & Budgetary Increases
 - a. Authorize the Shelter Island School District to accept a donation of \$500 from the Shelter Island Association, to be used for transportation to the Cultural Exchange Field Trip to Longwood High School.
 - b. Authorization to increase the budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$500, to be offset by the \$500 donation from the Shelter Island Association.
 - c. Authorize the Shelter Island School District to accept a donation of \$1,250 from the Shelter Island Educational Foundation, to be used for the Opera Field Trip.
 - d. Authorization to increase the budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$1,000, and the budget line of Field Trip Fees A.2110.419.00.000 in the amount of \$250, to be offset by the \$1,250 donation from the Shelter Island Educational Foundation.
 - e. Authorize the Shelter Island School District to accept a donation of \$875 from the Shelter Island Presbyterian Church, to be used for transportation to the College Visit Field Trip.
 - f. Authorization to increase the budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$875, to be offset by the \$875 donation from the Shelter Island Presbyterian Church.

Motion carried unanimously.

Business

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Actions: 11.1 – 11.5

*Consent Agenda
Program*

*Consent Agenda
Finance*

*Consent Agenda
Business*

11.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Southampton Union Free School District, for transportation services, at a cost of \$625.00. The term of said agreement shall be retroactive to November 5, 2014 through November 6, 2014; and authorize the Board President to execute said agreement.
- b. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and The Summit School, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015.
- c. Approve the contract for the purpose of expending IDEA Flow-Through Funds between the Shelter Island Union Free School District and Pathfinder Village, as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015.
- d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Otis Elevator Company, of Plainview, NY, for the installation of new elevator parts, at a cost of \$2,000. The term of said agreement September 1, 2014 – June 30, 2015; and authorize the Board President to execute said agreement.
- e. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Otis Elevator Company, of Plainview, NY, for annual maintenance, at a cost of \$2,700. The term of said agreement shall be retroactive to November 1, 2014 – June 30, 2015; and authorize the Board President to execute said agreement.
- f. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and J.C. Broderick & Associates, Inc, of Hauppauge, NY, for professional consulting services, at an estimated cost of \$1,775.00. The term of said agreement shall be November 18, 2014 – June 30, 2015; and authorize the Board President to execute said contract.

11.2 McClave Engineering

BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby awards a contract to McClave Engineering, PC, in connection with a proposed energy performance project subject to the terms of a formal written agreement to be approved by District counsel; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said contract.

11.3 Energy Performance Contract

WHEREAS, the Board of Education of the Shelter Island Union Free School District publicly requested proposals for an “Energy Performance Project, Inclusive of Energy Efficiency Building Upgrades” (the “Project”) on January 24, 2014;

WHEREAS, the School District received proposals from energy performance contracting firms in response to its request for proposals, which were opened by the School District on February 25, 2014;

WHEREAS, the School District Administration and the School District’s Engineer, McClave Engineering, P.C. (“McClave”), reviewed and evaluated the proposals submitted by the energy performance contracting firms in connection with the Project;

WHEREAS, based upon said review and evaluation of the proposals, Johnson Controls, Inc. (“JCI”) was requested to perform a Detailed Energy Audit of the School District’s facilities;

WHEREAS, the Board of Education authorized JCI to perform a Detailed Energy Audit at no cost to the District at its public Board meeting held on June 16, 2014;

WHEREAS, JCI subsequently performed a Detailed Energy Audit for the proposed energy performance project at the School District;

WHEREAS, JCI submitted said Detailed Energy Audit to the School District in or about November of 2014;

WHEREAS, based upon the School District Administration's review of the Energy Project, the Detailed Energy Audit submitted by JCI and the recommendation of McClave Engineering, P.C. in connection with its review and examination of the Energy Project and the Detailed Energy Audit, the School District Administration recommends that the Board of Education enter into the energy performance contract with JCI in accordance with the terms and conditions of the energy performance contract attached hereto; and

WHEREAS, the Board of Education has determined that it is in the best interest of the School District to enter into an energy performance contract with JCI.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes the Board of Education to enter into an energy performance contract with JCI, for the purpose of improving the efficiency of the School District's energy systems in accordance with the terms and conditions set forth in the attached energy performance contract; and,

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Board President to execute the necessary documents to effectuate said energy performance contract between the Board of Education and JCI.

11.4 Snow Removal Bid

- a. Snow Removal Bid awarded to Liberty Lawn & Landscaping, LLC, at a cost of \$6,250 for the 2014-2015 school year.

11.5 Bond Resolution

WHEREAS, at a Special District Meeting duly called and held on September 23, 2014, in the Shelter Island Union Free School District, in the County of Suffolk, New York (the "District"), the majority of the qualified voters present and voting approved a Bond Proposition authorizing the District to construct various building improvements to the Shelter Island School at the estimated total cost of not to exceed \$1,629,500; and such qualified voters then present and voting further authorized the Board of Education to levy and collect a tax to be collected in annual installments to pay such cost as well as the cost of interest on any bonds issued to finance such cost;

Now, therefore,

THE BOARD OF EDUCATION OF THE SHELTER ISLAND UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than **two-thirds** of all the members of said Board of Education) AS FOLLOWS:

Section 1. The Shelter Island Union Free School District, in the County of Suffolk, New York, is hereby authorized to construct various building improvements to the Shelter Island School substantially as described in a "Construction Cost Estimate" prepared for the District by McClave Engineering P.C., including heating and mechanical system replacements and upgrades, and fuel tank replacement; the foregoing to include all ancillary and related site, demolition and other work required in connection therewith. The estimated total cost thereof, including preliminary costs and costs incidental thereto and to the financing thereof, is not to exceed \$1,629,500 and said amount is hereby

appropriated therefor. The plan of financing includes the issuance of not to exceed \$1,629,500 bonds or notes of the District to finance said appropriation, and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds or notes and the interest thereon as the same shall become due and payable.

Section 2. Serial bonds of the District in the amount of not to exceed \$1,629,500 are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law") to finance said appropriation.

Section 3. The following additional matters are hereby determined and declared:

- (a) The period of probable usefulness applicable to the objects or purposes for which serial bonds are authorized to be issued pursuant to this resolution, within the limitations of Section 11.00 a. 97 of the Law, is thirty (30) years.
- (b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the District for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 of the Law, the powers and duties of the Board of Education relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of all bonds herein and heretofore authorized and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

- (a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or
- (b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary hereof, are not substantially complied with, and an action, suit or

proceeding contesting such validity is commenced within twenty days after the date of such publication, or

- (c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution shall take effect immediately, and the District Clerk is hereby authorized and directed to publish the foregoing resolution, in summary, together with a Notice attached in substantially the form prescribed by §81.00 of the Law in the “*Shelter Island Reporter*” a newspaper having a general circulation within the District and heretofore designated the official newspaper of said District for such publication.

Motion carried unanimously

Facility - None

Items for Consideration

Proposed 2015-2016 Budget Calendar

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the 2015-2016 Budget Calendar.

Motion carried unanimously.

Old Business - None

Director of Physical Education/District Operations Report

Mr. Gulluscio thanked the Suffolk County Sheriff’s office for speaking to our students about cyberbullying and internet safety. Mr. Gulluscio highlighted that there was no cost to the District for this presentation.

Mr. Gulluscio announced that he and Mr. Osmer attended the New York State Association for Health, Physical Education, Recreation and Dance (NYS AHPERD) Conference. Mr. Becker was unable to attend as he was away on other school business. Mr. Gulluscio stated that this was a great opportunity and Mr. Osmer observed many new ideas that he brought back to the classroom the very next day.

At the last Board of Education Meeting, Mark Kanarvogel had asked about concussion testing for younger students. Mr. Gulluscio reported that the recommendation for testing is ages 10 years old and up. Mr. Gulluscio spoke with Mrs. Mary Kanarvogel, RN and she agrees such testing is appropriate. There will be a nominal cost to the District for this testing.

In addition to concussion testing, Mr. Gulluscio spoke about a concussion education program that teaches students to self-report. Mrs. Karnarvogel, RN will teach this program in the third grade, sixth grade and tenth grade classes.

In closing, Mr. Gulluscio reported that he met with all secondary students during their physical education classes and inquired about student interest in current and/or new extra-curricular activities. As student interest drives programs, the information gathered will be helpful for budgetary planning.

Academic Administrator’s Report

Ms. Rylott updated the Board of Education on the Town Recreation After-School Program. Mr. Garth Griffin had surveyed parents and found there was a strong interest in having such a program. The program is expected to begin in January and will be held three days a week. The specific details are being worked out. Mrs. Rylott will further update the Board once these details are determined.

*Consent Agenda
Business
(continued)*

Facility

*Items for
Consideration*

Old Business

*Director of
PE/District
Operations Report*

*Academic
Administrator’s
Report*

Ms. Rylott addressed the concerns the Board of Education had about making the Edible School Garden an Extra Class account. Ms. Victoria Weslek, member of the Edible School Garden Committee, has been attending monthly meetings of Slow Food Schools of the East End and she inquired how other schools handle the monies for their school gardens. Other schools have a local not-for-profit organization they work with. The Shelter Island Edible School Garden Committee is reaching out to Sylvester Manor to find out if they would be interested in a partnership with our Edible School Garden. Ms. Rylott will report further at a future Board Meeting.

*Academic
Administrator's
Report (continued)*

In closing, Mrs. Rylott spoke about a new state regulation for English as a New Language and the impact this will have on our District. The new regulation goes into effect beginning September 2015. Mrs. Rylott stated that scheduling will definitely be impacted, but she believes it will be doable.

Mr. Graffagnino pointed out that the state will not fund any of these new mandated regulations and Ms. Melichar stated that this type of pop-up, non-funded, mandated regulations are exactly the reason why we need to carry extra money in our fund balance.

Superintendent's Report

*Superintendent's
Report*

Mr. Skuggevik announced he had attended the New York State School Board Association (NYSSBA) Conference and attended many useful workshops.

Mr. Skuggevik then reported that the District has purchased a new truck and now needs to excess the old one. He would like to place an ad or legal notice in the paper to sell the truck at the maximum value.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves to sell the District's old truck and place an ad or legal notice in the Reporter.

Motion carried unanimously.

Board Member Reports

*Board Member
Reports*

Elizabeth Melichar reported that she attended the New York State School Board Association Conference, as well and attended many informative workshops.

Thomas Graffagnino stated that he would like administration to stay on top of the concerns about the combined Pre K/Kindergarten program, in order to determine whether or not the program is working.

Stephen Gessner attended the Shelter Island Educational Foundation Annual Grant Meeting. He shared that it was a terrific opportunity to hear our students speak about their special experiences that the Foundation made possible. Dr. Gessner publicly thanked the Shelter Island Educational Foundation for its support of the school and our students.

Alfred Brigham, Sr. agreed with Mr. Graffanino's comments about the combined Pre K/Kindergarten program.

Linda Eklund stressed that it is very important that administration bring the faculty and parents together to make decisions on changes, thus allowing everyone to be part of the process.

Student Liaison Report

*Student Liaison
Report*

Elizabeth Dunning reported about, "Clash of the Classes", a Student Council event that was held on Halloween. Students in grades 9-12 participated in a game of Family Feud, a relay race and a dodgeball game.

Ms. Dunning continued her report with a recap of a Leadership Summit she attended with Mrs. Janine Mahoney and highlighted one of the presenters who really stood out to her -- Mr. Daniel Occhiogrosso.

Mr. Occhiogrosso, speaks about resisting peer pressure and ties basketball into his presentation in order to capture the audience. Ms. Dunning asked administration and the Board of Education to please consider having Mr. Occhiogrosso come to our school.

In closing, Ms. Dunning provided the Board of Education with a recap of the Doshi School/Cold Spring Harbor Laboratory field trip. Ms. Dunning also thanked the Board of Education for allowing this trip to happen.

At this time, Mr. Skuggevik thanked Elizabeth Dunning and the entire Student Council for all they contributed to the Clash of the Classes event. Mr. Skuggevik explained the event was completely student driven and he has never seen a group of students run an event so flawlessly.

Visitor Comments - None

Adjournment

A motion was made by Marilynn Pysner, seconded by Alfred Brigham, Sr., to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 8:36 pm.

Jacqueline Dunning
District Clerk

The next Regular Meeting of the Board of Education of the Shelter Island Union Free School District is Monday December 15, 2014, at 7:00 pm, in the Conference Room.

*Student Liaison
Report (continued)*

Visitor Comments

Adjournment