

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

REGULAR MEETING
September 15, 2014

Members Present: Stephen Gessner, Thomas Graffagnino, Elizabeth Melichar, Mark Kanarvogel, 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; Ambrose Clancy, Shelter Island Reporter; Mary Ellen McGayhey, Videographer; 7 faculty/staff/ student and 3 community resident/other

The meeting was called to order at 7:01 pm by President Gessner, followed by the Pledge of Allegiance.

Call to Order

Elizabeth Melichar read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

Mission Statement

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.

Dr. Gessner administered the Oath of Office to Mr. Leonard Skuggevik, Superintendent; and Miss Elizabeth Dunning, Student Liaison.

Oath of Office to Superintendent and Student Liaison

Bond Presentation

Bond Presentation

Mr. Skuggevik welcomed everyone to the second and final Bond presentation. Mr. Skuggevik reviewed the 3-prong approach to the building update – Capital Reserve Projects, Energy Performance Contract Projects and the Bond Projects. Mr. Skuggevik then gave an overview of the work that will be included in the Bond Projects. The projects include, upgrade to heating system, including but not limited to replacement of boilers, pumps and piping, replacement of steam radiators with unit ventilators, heating and ventilating upgrades, installation of cooling system for computer server rooms, and fuel oil tank replacement and all ancillary work associated with these projects. Mr. Skuggevik closed his presentation by reminding everyone that the Bond Vote will be held on Tuesday, September 23, 2014, at 12:00 pm – 9:00 pm, in the school gymnasium.

Consent Agenda

Consent Agenda

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

- a. Approval of Minutes
 - 1. Regular Meeting of August 18, 2014

Motion carried unanimously.

Visitor Questions

Visitor Questions –None

Correspondence

Correspondence

Dr. Gessner acknowledged that the Board of Education received a thank you card from a Class of 2014 graduate, as well as from the District Clerk.

Presentation

Presentations

Mr. Rick Osmer gave a quick overview of the Fall 2014 Athletics Schedule. This year’s teams include Varsity Golf, Varsity Boys’ and Girls’ Cross Country, and Varsity & Junior Varsity Girls’ Volleyball. Mr. Osmer reported that the season just began and our teams are off to a good start.

Mr. Dan Williams spoke to the Board about our students having the opportunity to work with other students from five different districts collecting and sharing data. He explained that our students would travel to the Doshi School in Nassau County and they would spend the day analyzing data with these students. On the same day, all of the students involved would continue on to Cold Spring Harbor Laboratory where they would meet with scientists to collaborate and share ideas. Once back home, the collaboration would continue through Skype between our students and the scientists at the lab. In an effort to be cost effective, Mr. Williams explained he would reach out to Southampton High School to share the transportation expenses.

Mark Kanarvogel revisited the May 12, 2014 discussion about the Science Department needing a Nanodrop Spectrophotometer. Mr. Kanarvogel wanted the Board to vote on the purchase of this equipment. Thomas Graffagnino stated that he was in full support of purchasing this piece of equipment, but recommended holding off until the exact cost is known and whether or not that money is available in the budget. All members were in full agreement of revisiting the topic once financial information was available.

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the Doshi School/Cold Spring Harbor Field Trip to be held on a date to be determined, within the 2014-2015 school year.

Motion carried unanimously

Ms. Jessica Bosak and Mr. Keith Brace spoke to the Board about three upcoming music department field trips -- the 10th Grade Opera Field Trip on October 3, 2014, 8th Grade Nutcracker Field Trip on December 17, 2014 and the SCMEA/Select Choir/Jazz Band Broadway Field Trip on May 20, 2014. Ms. Bosak stated that the Shelter Island Educational Foundation covers the cost of the tickets for these trips and the District is only responsible for the cost of transportation.

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby approves the 10th Grade Opera Field Trip on October 3, 2014, 8th Grade Nutcracker Field Trip on December 17, 2014 and the SCMEA/Select Choir/Jazz Band Broadway Field Trip on May 20, 2014.

Motion carried unanimously

Mr. Keith Brace spoke to the Board about the upcoming 7th Grade Block Island Field Trip which is scheduled for September 26, 2014 with a rain date of October 10. Mr. Brace explained that the trip consists of a bike tour of Block Island with stops at various historical sites.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the 7th Grade Block Island Field Trip on September 26, 2014.

Motion carried unanimously

Personnel

A motion was made by Marilyn Pysher, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.1

10.1 New Hire

- a. Approve Danielle Gil, as Social Studies Teacher, effective September 15, 2014, \$61,749.9, Step 1 MA +15 of the 2014-2015 teacher salary scale, with a 3-year probationary period through September 15, 2017, in the tenure area of Social Studies 7-12.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 I.

10.2 Appointment of Personnel

I. Permanent Substitute for the 2014-2015 School Year

- a. Jasmine Frasco, as a Permanent Substitute Teacher, at a rate of \$175 per day and to grant five (5) sick days, effective retroactively to September 15, 2014 through June 26, 2014

Motion carried unanimously

A motion was made by Marilynn Pysker, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 II.

10.2 Appointment of Personnel

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

- a. Debra Sears, 9th Grade Advisor, at \$361.37
- b. Kerri Knipfing, 9th Grade Advisor, at \$361.37
- c. Toby Green, Running Club Joint-Advisor, at \$391.95
- d. Bryan Gallagher, Running Club Joint-Advisor, at \$391.95
- e. Bryan Knipfing, Running Club Joint-Advisor, at \$391.37

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 III.

10.2 Appointment of Personnel

III. Additional Athletic Chaperoning for the 2014-2015 School Year (one game per night \$92.64, two games per night \$142.18, Clock keeper, chaperone rate + \$10)

- a. Keith Brace

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 IV.

10.2 Appointment of Personnel

IV. Additional Detention Monitors for the 2014-2015 School Year @ \$60/period

- a. Dan Williams

Motion carried unanimously

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 V.

10.2 Appointment of Personnel

V. Additional Substitute Teachers for the 2014-2015 School Year @ \$110 per day (certified or 4 year degree)

- a. Katherine Garrison

- b. Beverly McGrath
- c. Christine Gallagher

Motion carried. Mark Kanarvogel opposed.

A motion was made by Elizabeth Melichar, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 VI.

10.2 Appointment of Personnel

- VI. Mentor/Mentee for the 2014-2015 School Year at a rate of \$1,500, per Shelter Island Faculty Association Contract
 - a. Cheryl Woods/Elizabeth Eklund
 - b. Daniel Williams/Brittney Bothwell

Motion carried unanimously

A motion was made by Marilynn Pysker, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.2 VII.

10.2 Appointment of Personnel

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

Motion carried. Mark Kanarvogel abstained.

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 Action: 10.3

10.3 Bond Vote Chairperson

- a. Appoint Stephen Gessner, President, Board of Education, as the chairperson for the Special Meeting/Bond Vote of Tuesday, September 23, 2014.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.4

10.4 Compensation

- a. Approval to grant Jennifer Gulluscio additional sick days, not to exceed 14 days, for providing services to the District in the area of AIMSweb data, during a child care leave period of September 8, 2014 through December 12, 2014

Mark Kanarvogel asked that the Board go into Executive Session to discuss personnel matter 10.4 Compensation. Dr. Gessner agreed to going into Executive Session, however, he suggested holding the item until the end of the meeting, in order to not keep the public waiting. All Board Members agreed.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.5

10.5 Leave Replacement

- a. Victoria Firemark, as a Leave Replacement for Natalie Regan, Teacher Assistant, effective retroactive to September 8, 2014 to on or about December 12, 2014, at a

salary of \$36,783, prorated to \$11,703.65, Step 1 MA of the 2014-2015 teacher assistant salary scale.

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.6

10.6 Abolish Position

- a. Approval to abolish one (1) Account Clerk position, effective June 30, 2014.

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.7

10.7 Create Position

- a. Approval to create one (1) Senior Account Clerk position, effective retroactive to August 25, 2014, and appoint Maryann Impastato to said position, at a salary of \$48,794.

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.8a

10.8 Leave of Absence

- a. Approval of a medical leave of absence for Stephanie Sareyani, Art Teacher, to commence on or about October 9, 2014 through on or about October 31, 2014, with said period credited towards the employee's FMLA leave of absence.

Motion carried unanimously

A motion was made by Marilynn Pysher, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Action: 10.8b

10.8 Leave of Absence

- b. Approval of a medical leave of absence for Mary Kanarvogel, School Nurse, to commence on or about October 15, 2014 through

Motion carried. Mark Kanarvogel abstained.

Program

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Actions: 11.1 – 11.2

11.1 CSE Recommendation for the 2013-2014 School Year

- a. Committee on Special Education

11.2 CSE Recommendation for the 2013-2014 School Year

- a. Committee on Special Education
- b. 504 Committee

*Consent Agenda
Personnel
(continued)*

*Consent Agenda
Program*

Motion carried unanimously

*Consent Agenda
Finance*

Finance

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions: 12.1 – 12.2

12.1 Financial Reports

- a. Treasurer’s Report - August 2014
- b. Extra Class Report – August 2014
- c. Appropriations Status Report – 2014-2015
- d. Revenue Status Report – July 1, 2014-June 30, 2015
- e. Claim Auditor’s Report – August 2014
- f. Payroll Audit Report – August 2014

12.2 Budget Transfers

- a. Accept and approve Budget Transfers, for the period of August 18, 2014 through September 15, 2014, in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Motion carried unanimously.

*Consent Agenda
Business*

Business

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.1

13.1 Bid

- a. School Lunch Product Items awarded to:
 - 1. Donneson
 - 2. DiCarlo
 - 3. Big Apple
 - 4. Mivila
- b. Dairy Product Items awarded to:
 - 1. Arshamohaque Dairy

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.2

13.2 Contracts from the 2013-2014 School Year

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Southampton Union Free School District, for student services. The term of said agreeemnt shall be retroactive to September 9, 2013 through June 26, 2014; and authorize the Board President to execute said agreement.

Motion carried unanimously

A motion was made by Alfred Brigham, Sr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.3 a.

13.3 Contracts for the 2014-2015 School Year

- a. Approve the final Eastern Suffolk BOCES contract for services in the 2013-2014 school year, at a final cost of \$235,178.49, which includes all services that were necessary to meet the needs of the District; and authorize the Board President to execute said agreement.

Motion carried. Elizabeth Melichar recused herself.

A motion was made by Alfred Brigham, Sr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.3 b.

13.3 Contracts for the 2014-2015 School Year

- b. Authorize the extension of the following transportation contracts with Sunrise Bus, Incorporated, for the 2014-2015 School Year.
 1. Contract #261702 – On Island Occupational Education - \$58,859.20
 2. Contract #260360 – Sports - \$68.34/hour for a bus, \$62.73/hour for a van, with a yearly estimate of \$60,121.00
 3. Contract #260364 – Off Island Route #2 Private Schools - \$47,114.52
 4. Contract #265592A – On Island Home to School - \$75,635.07, with a monitor for the year

Motion carried unanimously

A motion was made by Linda Eklund seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.3 c.

13.3 Contracts for the 2014-2015 School Year

- c. Approve the contract for Joint Municipal Cooperative Bidding with Eastern Suffolk BOCES for the 2014-2015 School Year; and authorize the Board President to execute said agreement.

Motion carried. Elizabeth Melichar recused herself.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.3 d.

13.3 Contracts for the 2014-2015 School Year

- d. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Southold Union Free School District, for student transportation services, at a cost of \$26,300.00. The term of said agreement shall be retroactive to September 3, 2014 through June 26, 2015; and authorize the Board President to execute said agreement.

Motion carried. Elizabeth Melichar recused herself.

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.3 e.

13.3 Contracts for the 2014-2015 School Year

- e. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Martha Tuthill, Transition Coordinator, for special education services, in the amount of \$225.00 per week, not to exceed \$9,000.00. The term of said

agreement shall be retroactive to September 1, 2014 through June 26, 2015; and authorize the Board President to execute said agreement.

Motion carried unanimously

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 Business Action: 13.3 f. – h.

13.3 Contracts for the 2014-2015 School Year

f. Approve the contract for transportation services, for a passenger coach, for the Opera Field Trip as follows; and authorize the Board President to execute said contract.

1. North Fork Express on October 3, 2014, in the amount of \$1,000

g. Approve the contract for transportation services, for a passenger coach, for the Nutcracker Field Trip as follows; and authorize the Board President to execute said contract.

1. North Fork Express on December 17, 2014, in the amount of \$1,000

h. Approve the contract for transportation services, for a passenger coach, for the Broadway Field Trip as follows; and authorize the Board President to execute said contract.

1. Hampton Jitney on May 20, 2015, in the amount of \$1,150

Motion carried unanimously

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Action: 13.4

13.4 NYSSBA 95th Annual Convention & Educational Trade Show

a. Approval of three (3) Board of Education members and the Superintendent to attend NYSSBA's 95th Annual Convention & Education Trade Show, October 26-28, 2014, Sheraton New York Time Square Hotel & Convention Center, New York, NY. Conference expenses to be paid for in accordance with Board Policy.

Motion carried unanimously

Facility - None

Items for Consideration - None

Old Business

Requiring a NYS Learner's Permit for Students in Driver's Education Program

Mr. Skuggevik explained that the 2014-2015 Shelter Island Course Catalog will be amended to state that all students participating in the Drivers' Education Program will be required to possess a New York State Learner's Permit. This practice will go into effect beginning January 2015.

Director of Physical Education/District Operations Report

Todd Gulluscio reported he was a passenger on the on-island bus and is pleased with the service. He also spoke about the transportation savings of the district through shared services and state aid. Next, Mr. Gulluscio spoke about the Physical Education Department and stated he met with the instructors and they are working on a scope and sequence for the department. Mr. Gulluscio also mentioned the Frost Valley trip and how this trip will be the culminating activity for one of the physical education classes.

*Consent Agenda
Business (continued)*

*Consent Agenda
Facility*

*Items for
Consideration*

Old Business

*Director of Physical
Education/District
Operations Report*

Academic Administrator’s Report

Ms. Jennifer Rylott spoke about the PTSA Back to School BBQ, specifically how much fun and successful the kickball game was. She stated there was a great turnout and thanked the PTSA for putting it together.

*Academic
Administrator’s
Report*

Superintendent’s Report

Mr. Leonard Skuggevik reported that the school opening was extremely smooth. He thanked Jenn Rylott and Mark Palios for a well thought out Master Schedule and individual student schedules, and also thanked Mike Dunning and the maintenance/custodial crew for getting the building ready for opening day. He went on to thank the PTSA for the Boo Hoo Breakfast and the Back to School BBQ. Mr. Skuggevik then gave a brief overview of the various Back to School Nights. In closing, Mr. Skuggevik thanked Jacqueline Dunning, District Clerk for welcoming him and making the transition an easy one.

*Superintendent’s
Report*

Board Member Reports

Ms. Elizabeth Melichar thanked Jennifer Rylott for all of her hard work as Interim Superintendent from July 28, 2014 through August 31, 2014. The rest of the Board members also joined in with their thanks.

*Board Member
Reports*

Mr. Mark Kanarvogel congratulated Mr. Gulluscio on the birth of his new daughter. He also thanked Mike Dunning and his crew, pointing out specifically how well maintained the outside grounds are and how clean the building is.

Ms. Marilynn Pysher announced a CTC Boo Hoo cocktail party for parents who just sent either their first born or last child to college. The idea came from the PTSA Boo Hoo Breakfast for Kindergarten parents.

*Student Liaison
Report*

Student Liaison Report

Ms. Elizabeth Dunning reported that she met with Mr. Miedema, Student Council Advisor to discuss a few ideas and potential candidates for Student Council Officers. Ms. Dunning also shared that she met with Mr. Skuggevik to discuss some ideas she had. Overall, both discussions were good, but nothing has been finalized yet.

Visitor Comments

Visitor Comments - None

Executive Session

Executive Session

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 8:23 pm, to discuss the employment of a particular individual in the district pursuant to Section 105 (f) of the Public Officers Law.

Motion carried unanimously

Adjournment

Adjournment

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 8:37 pm.

Jacqueline Dunning
District Clerk

The next Regular Meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday October 14, 2014, at 7:00 pm, in the Conference Room.