

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

**BUDGET ADOPTION/REGULAR MEETING
April 22, 2015**

Members Present: Stephen Gessner, Thomas Graffagnino, Mark Kanarvogel, Elizabeth Melichar, Marilyn Pysher, and Linda Eklund

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; Julie Lane, Shelter Island Reporter; Chris Tehan, Videographer; 4 faculty/staff/ student and 3 community resident/other

Absent: Alfred Brigham, Sr., and Elizabeth Dunning, Student Liaison

The meeting was called to order at 6:31 pm by President Gessner, followed by the Pledge of Allegiance.

Mark Kanarvogel 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.

2015-2016 Budget Presentation

Mr. Skuggevik welcomed everyone to the 2015-2016 Proposed Budget Presentation. The items presented were as follows.

- Budget Goals
- Academic Highlights
- Proposed Budget
- Three-Part Component Budget
- Property Tax Report Card
- Contingency Budget
- Budget Calendar

To wrap up his presentation, Mr. Skuggevik reviewed some important dates. The specific dates are as follows.

- April 23, 2015 – Property Tax Report Card due to State Education Department
- May 5, 2015 – Budget available to residents in the School Business Office and on the District’s website
- May 11, 2015 – Public Budget Hearing
- May 12, 2015 – Budget Notice Mailed
- May 19, 2015 – School Budget Vote

At this point, Mr. Skuggevik opened the floor to questions. Ms. Linda Eklund questioned whether or not \$3,000 was moved from the Plant Equipment budget line to the Music Equipment budget line, as this was a directive at the April 13, 2015 budget discussion. Mr. Skuggevik assured Ms. Eklund that all of the money is accounted for and the music department has access to this money.

A motion was made by Marilyn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board hereby approves the recommendations of the Superintendent on the following Business Actions: 4.1 – 4.2

4.1 2015-2016 School Budget

a. Adoption of the proposed budget for the fiscal year 2015-2016 as presented for balloting

4.2 School Property Tax Report Card

*Call to Order and
Pledge of
Allegiance*

*Mission
Statement*

*Budget
Presentation*

*Budget Adoption
and School
Property Tax
Report Card*

- a. Approval of the 2015-2016 School Property Tax Report Card as presented and required by State Education Law Sections 1608, 1716(7) and 2601-a(3)

Motion carried unanimously.

Dr. Gessner congratulated Mr. Skuggevik on completing his first budget. Mr. Graffagnino thanked everyone involved – Faculty, Administration, Staff, and his fellow Board members.

The Budget Adoption portion of the meeting ended at 6:52 pm. The regular portion of this meeting began at 7:00 pm.

Visitor Questions - None

Consent Agenda

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

- a. Approval of Minutes
 - 1. Budget Presentation/Regular Meeting of March 16, 2015
 - 2. Budget Presentation of March 23, 2015
 - 3. Budget Presentation of March 30, 2015
 - 4. Budget Discussion of April 8, 2015
 - 5. Budget Discussion of April 13, 2015

Motion carried unanimously.

Correspondence -- None

Presentation

Mr. Brian Becker spoke about the possibility of an Academic Hall of Fame that would highlight the Valedictorian and Salutatorian from each year. Mr. Becker proposed the idea at a Shelter Island Faculty Association (SIFA) meeting. The SIFA membership was very supportive of the idea and agreed to budget \$300 to put towards the Hall of Fame. The location of the Academic Hall of Fame will be in the lobby. (Mr. Becker had shown the members of the Board of Education the location he was interested in.) A committee will be formed to create the Academic Hall of Fame. Mr. Becker requested at least one Board Member be on the committee and also stated that the community will be invited to be part of the committee, as well. The hope is to have the first installment of inductees by June 2015.

Ms. Elizabeth Melichar thanked Mr. Becker and stated that it is very generous of SIFA to take on this endeavor.

Brian Becker added that the faculty is also considering having a student of the month within each of the Houses, to celebrate the achievements of students beyond the Valedictorians and Salutatorians.

Mr. Mark Kanarvogel suggested that the Board of Education Student Liaison, Ms. Elizabeth Dunning, be a member of the committee.

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board hereby approves the establishment of an Academic Hall of Fame, to be funded by the Shelter Island Faculty Association.

Motion carried unanimously.

Todd Gulluscio explained changes have been made in part of Section 135.4 of the Commissioners Regulations -- Selection/Classification has been changed to Athletic Placement Process. The new process takes effect for the Fall 2015 season. Mr. Gulluscio reviewed the steps for successful completion, which include, a parent/guardian meeting, administrative approval, medical clearance, sport skill evaluation, physical fitness testing, qualification determination, try out, records, notification to Suffolk County.

Budget Adoption and School Property Tax Report Card (continued)

Regular Meeting

Consent Agenda

Correspondence

Presentation

Ms. Kathleen Lynch, parent, mentioned that this process is a big deal. The older kids on the team take such good care of the younger kids on the team. This is another example of peer mentoring within our school.

*Presentation
(continued)*

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby adopts the Athletic Placement Process, as presented by Mr. Todd Gulluscio.

Motion carried unanimously.

The Board of Education had a first reading of Policy #7420 – Sport and the Athletic Program, which had been updated to reflect the Athletic Placement Process information. Ms. Elizabeth Melichar asked that the policy be further updated to include our newest concussion policy information.

*Consent Agenda
Personnel*

Personnel

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 Actions: 9.1 I

9.1 Appointment of Personnel

I. New Hire

- a. Michele Yirce, as Elementary Teacher, effective September 1, 2015, at \$60,601, Step 1 MA of the 2015-2016 teacher salary scale, with a three (3) year probationary period through September 1, 2018, in the tenure area of Elementary Education, K-6

Motion carried unanimously.

At this time, Ms. Yirce thanked the Board of Education for this opportunity and stated that she is very excited to work with our students, faculty and community.

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel Actions: 9.1 II-V

9.1 Appointment of Personnel

II. Poll Workers

- a. Approval of the following Poll Workers for the Annual Meeting/Budget Vote of May 19, 2015, at a rate of \$125 per day.
 - 1. Mr. Thomas Morrirt
 - 2. Ms. Betty Ann Morrirt
 - 3. Mr. Lew Corbett
 - 4. Ms. Lois Corbett

III. School Budget Vote Chairperson

- a. Appointment of Thomas Graffagnino, Vice-President, Board of Education, as the chairperson for the Annual Meeting/Budget Vote of May 19, 2015.

IV. 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. Michael Cox

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

- a. Michael Cox

Motion carried unanimously.

*Consent Agenda
Program*

Program

A motion was made by Marilyn Pysker, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action: 10.1 – 10.3

- 10.1 CSE/504 Recommendations for the 2014-2015 School Year
 - a. Committee on Special Education
 - b. Section 504 Committee
- 10.2 CSE/Sub CSE/504 Recommendations for the 2015-2016 School Year
 - a. Committee on Special Education
 - b. Sub Committee on Special Education
 - c. Section 504 Committee
- 10.3 Parent's Bill of Rights for Data Privacy and Security
 - a. Approve the Shelter Island Union Free School District's Parents' Bill of Rights for Data Privacy and Security

Motion carried unanimously.

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action: 10.4

- 10.4 Transportation Proposition
 - a. BE IT RESOLVED that a petition for a transportation proposition to be included on the ballot for the May 19, 2015 annual budget vote and school election which was filed with the school district by a resident on April 20, 2015 is hereby rejected on the grounds that it fails to identify the desired transportation distance limitations and the specific costs and/or savings associated with the proposed modified transportation distance limitations; and

BE IT FURTHER RESOLVED that the District Clerk is directed to inform the resident who submitted the Petition of the Board of Education's rejection of the Petition.

Motion carried unanimously.

A motion was made by Elizabeth Melichar, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Program Action: 10.5-10.6

- 10.5 Election of Members to the ESBOCES Board of Education
 - a. To cast votes for up to five (5) candidates for the Eastern Suffolk BOCES Board of Education for 2015-2016.
- 10.6 ESBOCES Administrative Budget
 - a. To pass a resolution either approving or disapproving the Eastern Suffolk BOCES Administrative Budget for 2015-2016.

Motion carried unanimously

Finance

A motion was made by Mark Kanarvogel, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions: 11.1 – 11.4

- 11.1 Financial Reports
 - a. Treasurer's Report – March 2015
 - b. Extra Class Report – March 2015
 - c. Appropriation Status Report
 - d. Revenue Status Report
 - e. Claim Auditor's Report – March 2015
 - f. Payroll Audit Report – March 2015
- 11.2 Budget Transfers

- a. Accept and approve Budget Transfers, for the period of March 12, 2015 through April 17, 2015, in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

11.3 Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$3,000, from the Shelter Island Educational Foundation to be used for the costs of the NYC Broadway Field Trip on May 27, 2015.
- b. Authorization to increase the budget line of Field Trip Fees A.2110.419.00.0000 in the amount of \$1,788.50 and increase the budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$1150.00, and to increase the budget line of Non-instructional Salaries Chaperones, A2850.163.00.0000, in the amount of \$61.50, to be offset by the \$3,000 donation from the Shelter Island Educational Foundation.
- c. Authorize the Shelter Island School District to accept a donation of \$285.00, from the Shelter Island Educational Foundation to be used towards the costs of the College Visit Field Trip on April 17, 2015.
- d. Authorization to increase the budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$285.00, to be offset by the \$285.00 donation from the Shelter Island Educational Foundation.

11.4 Other Budgetary Increases

- a. Authorization to increase the following budget lines in the amount, not to exceed:

A9090.802.00.0000	\$15,933.36
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to be offset by the Reserve for Employee Benefit Accrued Liability Reserve (EBLAR) pursuant to General Municipal Law Section 6-P, effective July 24, 2014.

- b. Amend the motion of February 9, 2015 from:

Accept and approve Budget Transfers, for the period of January 16, 2015 through February 6, 2015, in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

to read as follows:

Authorize a budgetary increase to the following budget lines in amounts, not to exceed:

A2250.473.04.0084	\$34,451.00
A2250.473.06.0000	\$40,000.00

to be offset by the Unreserved, Undesignated Fund Balance, effective February 10, 2015.

Motion carried unanimously.

Business

A motion was made by Stephen Gessner, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Business Actions: 12.1 – 12.3

12.1 2014-2015 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island School District and Riverhead Central School District, for student services, at a cost of \$724.99 per eligible student. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015; and authorize the Board President and Superintendent to execute said agreement.
- b. Approve the agreement between the Board of Education of the Shelter Island School District and Southampton Union Free School District, for student services, at a cost of \$1,284.33 per eligible student. The term of said agreement shall be retroactive to July 1, 2014 through June 30, 2015; and authorize the Board President to execute said agreement.

- c. Approve the agreement between the Board of Education of the Shelter Island School District and Suffolk County Department of Labor, Licensing & Consumer Affairs, for student workforce services. The term of said agreement shall be retroactive to March 1, 2015 through June 30, 2017; and authorize the Superintendent to execute said agreement.

*Consent Agenda
Business
(continued)*

12.2 2015-2016 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island School District and Mattituck-Cutchogue Union Free School District, for student services. The term of said agreement shall be July 1, 2015 through June 30, 2016; and authorize the Board President to execute said agreement.

12.3 Private School Transportation

- a. Approval to transport eighteen (18) students to the following private schools for the 2015-2016 school year:
 - 1. Ross Lower School – Bridgehampton, NY (2 students)
 - 2. Ross Upper School – East Hampton, NY (5 students)
 - 3. Hayground School – Bridgehampton, NY (10 students)
 - 4. Child Development Center of the Hamptons Charter School, East Hampton, NY (1 student)

Motion carried unanimously.

Facility

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 Facility Action:

13.1 – 13.2

*Consent Agenda
Facility*

13.1 Standardized Building Management System

- a. WHEREAS, the Board of Education of the Shelter Island Union Free School District desires to maintain and upgrade its building wide temperature control system; and

WHEREAS, the Board of Education has examined its existing building wide temperature control system and the systems, components, server software, software updates and software revisions associated therewith and has determined that for reasons of economy and efficiency said systems, components, server software, software updates and software revisions should be provided on a uniform basis; and

WHEREAS, in the interests of economy and efficiency the Board of Education wishes to retain its existing building wide temperature control system and systems, components, server software, software updates and software revisions associated therewith;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares that there exists a need to standardize its purchase of systems, components, server software, software updates and software revisions associated with the School District's building management system specifically to (1) optimize the School District's usage of the system to reduce energy costs, improve the learning environment within the school and respond to alarm conditions in a timely manner, (2) usage of a single integrated system and (3) eliminate the possibility of service conflicts which may result from incompatible systems; and

BE IT FURTHER RESOLVED, that the Board of Education shall list said products on all future bids for such equipment and services.

13.2 Edible School Garden Shed

- a. Amend the motion of March 16, 2015 from:

The Board of Education hereby approves an 8' x 10' shed to be placed on school grounds for the purpose of storing gardening tools and materials. The approval of this structure is contingent on it being compliant with State Regulations and receiving clearance from the District's insurance company.

to read as follows:

The Board of Education hereby approves an 8' x 12' shed to be placed on school grounds for the purpose of storing gardening tools and materials. The approval of this structure is contingent on it being compliant with State Regulations and receiving clearance from the District's insurance company.

Prior to passing the motion, Ms. Linda Eklund asked for an explanation of 13.1. Mr. Skuggevik explained that this was put in place to ensure that all equipment used in the School District's building management system will be compatible with the existing controls that were put in place last school year.

Motion carried unanimously.

Items for Consideration - None

Old Business - None

Director of Physical Education/District Operations Report

Mr. Gulluscio reported that on June 2, 2015, an NCAA presenter will hold a workshop for coaches and counselors, and then provide a presentation for families and students, later in the evening. Other East End Schools have been invited to attend.

Academic Administrator's Report

Ms. Jennifer Rylott reported that last week the New York State English Language Arts exam, for students in grades 3-8, was administered. The Shelter Island School District had a participation rate of 54%. This is much lower than the 95% participation rate required by the State, but not very different from other Long Island school districts.

The New York State Math exams began today for students in grades 3-8. The participation rate for our District, for this exam was 56%. Ms. Rylott pointed out that only a small portion of our 8th grade students were required to take this exam. The majority of our 8th grade students are taking the Integrated Algebra course, which instead requires these students to take the Regents exam.

Ms. Rylott was pleased to announce that the Shelter Island Edible School Garden "Empty Bowls" fundraiser was very successful, again this year. They raised \$2,689 of which a portion will be donated to the food pantry and the balance will be used to offset the cost of the new shed.

Superintendent's Report

Mr. Skuggevik reported on the Shelter Island High School Drama Club Production of "Annie Warbucks". He stated that he had heard how great our school's productions are, but he was skeptical. Mr. Skuggevik congratulated John Kaasik and his wife, Anu, on a job well done. He also mentioned the phenomenal group of talented students.

Board Member Reports

Ms. Elizabeth Melichar announced that it was Administrative Professionals Day and recognized both Jaqueline Dunning, District Clerk; and Deborah Vecchio, District Treasurer; as well as all of the other staff in the school who keep the District running.

Ms. Melichar then asked for administration to consider a grandparent day or program in order for our senior community members to remain involved in our school. Ms. Melichar mentioned that it is very important for these community members to feel useful, plus our students will also benefit from this type of a program.

Mr. Mark Kanarvogel stated that he has attended a few softball and baseball games and he has never seen the fields look better than they do this season. Mr. Kanarvogel thanked Mr. Michael Dunning, and Mr. Brian Springer for a job well done.

Ms. Marilynn Pysher explained that community member, Mr. Peter Waldner put together a movie about substance abuse, which is geared towards high school students and their families. Members of

*Consent Agenda
Facility
(continued)*

*Items for
Consideration*

Old Business

*Director of
PE/District
Operations
Report*

*Academic
Administrator's
Report*

*Superintendent's
Report*

*Board Member
Reports*

Communities that Cares viewed the video and will now determine an appropriate time and place for parents and students to view it.

Student Liaison Report - None

Visitor Comments

Mr. Brian Becker asked the Board of Education for clarification about the location of the Academic Hall of Fame he spoke about earlier in the meeting. Mr. Becker asked if the Board of Education would like to know the final location chosen before the committee moves forward with the installation. Dr. Gessner stated that the Board would like to be notified of the final chosen location.

Before the meeting adjourned, Mr. Skuggevik mentioned that Ms. Michele Yierce, our newly hired Elementary Teacher, received glowing recommendations from two of her past administrators.

Adjournment

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 7:57 pm.

Jacqueline Dunning
District Clerk

The next Regular Meeting of the Board of Education of the Shelter Island Union Free School District is Monday, May 11, 2015, at 7:00 pm (with a Public Budget Hearing at 6:30 pm), in the Conference Room.

*Board Member
Reports
(continued)*

*Visitor
Comments*

Adjournment