

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

**RE-ORGANIZATIONAL/REGULAR MEETING
July 10, 2013**

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

Others Present: Dr. Michael Hynes, Superintendent; Jennifer Rylott, Academic Administrator; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Julie Lane, Shelter Island Reporter; 2 faculty/staff/student and 0 community residents

The meeting was called to order at 5:35 pm, by Stephen Gessner.

A motion was made by Elizabeth Melichar, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 5:36 pm, to discuss the employment of a particular individual(s) in the district pursuant to Section 105(f) of the Public Officers Law.

Motion carried unanimously

The Board came out of executive session at 6:07 pm and the District Clerk started the re-organizational meeting, followed by the Pledge of Allegiance.

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 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.

The Oath of Office was administered by the District Clerk to newly elected Board of Education members, Thomas Graffagnino and Mark Kanarvogel.

The District Clerk announced that nominations were in order for President of the Board of Education for the 2013-2014 school year. Stephen Gessner was nominated by Thomas Graffagnino for President of the Board of Education for the 2013-2014 school year, seconded by Marilynn Pysher. There being no further nominations, the District Clerk took the roll of the Board of Education.

Alfred Brigham, Sr. - Yes
Linda Eklund - Yes
Stephen Gessner - Yes
Thomas Graffagnino - Yes

Mark Kanarvogel - Yes
Elizabeth Melichar - Yes
Marilynn Pysher - Yes

Yes = 7

No = 0

Motion carried unanimously.

Stephen Gessner was declared duly elected as President of the Board of Education, Shelter Island UFSD for the 2013-2014 school year. The Oath of Office was administered by the District Clerk to Stephen Gessner who had been elected as President of the Board of Education.

The District Clerk turned the gavel over to President Gessner.

Call to Order

Pledge of Allegiance

Mission Statement

*Oath of Office to
New BOE Members*

*Election of President
and Oath*

President Gessner stated that nominations were in order for Vice President of the Board of Education for the 2013-2014 school year. Thomas Graffagnino was nominated by Mark Kanarvogel for Vice President of the Board of Education for the 2013-2014 school year, seconded by Elizabeth Melichar. There being no further nominations, the President took the roll of the Board of Education.

Election of Vice President

Alfred Brigham, Sr. - Yes
Linda Eklund - Yes
Stephen Gessner - Yes
Thomas Graffagnino - Yes

Mark Kanarvogel - Yes
Elizabeth Melichar - Yes
Marilynn Pysher - Yes

Yes = 7

No = 0

Motion carried unanimously.

Thomas Graffagnino was declared elected as Vice President of the Board of Education, Shelter Island UFSD for the 2013-2014 school year.

A motion was made by Marilynn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: the following officers are hereby appointed for to the Board of Education for the 2013-2014 school year:

Election of Board Officers and Oath of Office

District Clerk – Jacqueline Dunning
District Treasurer – Deborah Vecchio
Claims Auditor – Carol Euring at an annual rate of \$50 per hour

Motion carried unanimously

The Oath of Office was administered by the President to Thomas Graffagnino, Vice President; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Michael J. Hynes, Superintendent; and Jennifer Rylott, Academic Administrator. The District Clerk will administer the Oath of Office to Ms. Euring at a later date.

A motion was made by Stephen Gessner, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointment for the 2013-2014 school year:

Consent Agenda Appointments

- a. Attendance Supervisor: Mary Kanarvogel

Motion carried. Mark Kanarvogel abstained.

A motion was made by Marilynn Pysher, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointments for the 2013-2014 school year:

- a. Auditors: Nawrocki Smith, LLP - \$27,500
- b. Accountants: Cullen & Danowski, LLP - \$45,000
- c. School Attorney: Ingerman Smith, LLP (For both Board & Labor Counsel Services) at an annual retainer of \$33,150. Other services as required at \$230 per hour, plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- d. School Insurance Broker: New York State Insurance Reciprocal (NYSIR)
- e. School Student Accident Insurance Broker: NYBEST
- f. Dentist: Dr. Frank Kestler

g. Official Depositories:

1. JPMorgan Chase Bank:
 - i. Extra Class Account
 - ii. Scholarship Fund
 - iii. Trust & Agency
 - iv. General Fund Account
 - v. Money Market Account

2. Capital One Bank
 - i. Capital Checking Account
 - ii. General Fund Checking Account
 - iii. Federal Checking Account
 - iv. Payroll Account
 - v. Money Market Account
 - vi. School Lunch Checking Account

3. CLASS Cooperative Investment Program
 - i. General Fund
 - ii. Health Insurance Reserve
 - iii. Risk Retention Reserve
 - iv. F.I.T. Reserve

4. Bridgehampton National Bank
 - i. Payroll

- h. Official Newspaper: Shelter Island Reporter
- i. Chief Faculty Advisor: Dr. Michael Hynes
- j. Title IX Compliance Officer: Dr. Michael Hynes
- k. Title VII Compliance Officer: Dr. Michael Hynes
- l. ADA Compliance Officer: Jennifer Rylott
- m. Extra Class Treasurer: Deborah Vecchio
- n. Bond Counsel: Hawkins, Delafield & Wood, LLP (fees indicated in their proposal letter dated June 25, 2013)
- o. Financial Advisor: Munistat (fees as indicated in their proposal letter dated June 28, 2013)
- p. Asbestos Designee: Michael Dunning
- q. Purchasing Agent: Dr. Michael Hynes
- r. Records Access Officer: Jacqueline Dunning
- s. Right To Know Officer: Michael Dunning

Motion carried unanimously.

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby approves the following appointments for the 2013-2014 school year:

- a. Superintendent
 1. Payroll Certification Officer
 2. Approval of payment of salaries, wages and contractual obligations
 3. Authorization of Budget Transfers (in accordance with Board Policy)
 4. Signatory for State & Federal Grant Applications
 5. Approval for Travel, Conferences and Workshops

6. Mileage Reimbursement (rate according to IRS regulations)
 7. Approval of Overtime; Tutoring at \$38.42 per hour; Home Instruction at \$60.38 per hour; Temporary Employees, and Substitute Teachers Salary: Uncertified - \$95/day, Certified - \$110/day
- b. Signature required on Checks: Deborah Vecchio and/or Jennifer Rylott
 - c. Petty Cash: Academic Office: Jennifer Rylott - \$100
Cafeteria: Helene Starzee - \$50
 - d. Investment of District Money – in accordance with Board Policy
 - e. Publishing of Annual Financial Report prior to August 31, 2013 (It is agreed that in conformance with Education Law, the Annual Financial Report shall be published once in the official newspaper of the District prior to August 31, 2013.)

Motion carried unanimously

*Consent Agenda
Appointments*

A motion was made by Linda Eklund, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2013-2014 school year: 13.1 – 13.3

*Consent Agenda
Authorizations*

13.1 Bonding

- a. Blanket Position Bond in the amount of \$100,000 covering the services of all employees of SIUFSD who handle monies issued by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2013 through June 30, 2014.
- b. Excess Indemnity on the District Treasurer and Extra-Classroom Treasurer a bond in the amount of \$150,000 covering the services of Deborah Vecchio as the District Treasurer and Extra-Classroom Treasurer of the SIUFSD, as written by New York Schools Insurance Reciprocal (NYSIR) for the period of July 1, 2013 through June 30, 2014.

13.2 Third Party Administrator for the following plans:

- a. Disability: Unum Provident
- b. Section 125 Benefit Plan: Preferred Group Plans, Incorporated
- c. 403(b) Plan: Omni Financial Group, Incorporated

13.3 457(b) Plan for Employees

- a. New York State Deferred Compensation Plan

Motion carried unanimously.

*Consent Agenda
Appointments*

A motion was made by Marilyn Pysher, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2013-2014 school year: 14.1a

14.1 Committee Appointments (Mandated members will be present at Committee Meetings.)

- a. Committee on Special Education (CSE)
Chairperson: Jennifer Rylott
Co-Chairperson: Carmen Iannotti (effective July 1, 2013 through September 30, 2013)
School Psychologist: Dr. James Dibble
School Physician
Student's Teacher

Student's Special Education Teacher
Speech/Language Pathologist: Michelle Weir
Guidance Counselor: Mark Palios
School Nurse: Mary Kanarvogel
Parent Member (only at parent's request)

*Consent Agenda
Appointments*

Motion carried. Mark Kanarvogel recused himself.

A motion was made by Marilyn Pysher, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2013-2014 school year: 14.1b – 14.1c

14.1 Committee Appointments (Mandated members will be present at Committee Meetings.)

b. Committee on Pre-School Special Education (CPSE)

Chairperson: Jennifer Rylott/Michelle Weir
Parent Member
A professional who participated in the evaluation of the child

c. Sub-Committee on Special Education (Sub CSE)

Chairperson: Jennifer Rylott
Speech/Language Pathologist: Michelle Weir
Student's Teacher
Student's Special Education Teacher

Motion carried unanimously.

A motion was made by Marilyn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2013-2014 school year: 14.1d, 14.1e, and 14.2

*Consent Agenda
Appointments*

14.1 Committee Appointments (Mandated members will be present at Committee Meetings.)

d. 504 Committee (504)

Coordinator: Jennifer Rylott
School Physician
Student's Teacher
Speech/Language Pathologist: Michelle Weir
Guidance Counselor: Mark Palios
School Nurse: Mary Kanarvogel
Parent Member

e. Audit Committee

Chairperson: Dr. Michael Hynes
Business Manager: Kathleen Minder
Auditors
Two (2) Board Members

14.2 504 Grievance Officer

a. Dr. Michael Hynes, Superintendent

Motion carried. Stephen Gessner and Mark Kanarvogel recused themselves.

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2013-2014 school year: 15.1 – 15.2

15.1 Impartial Hearing Officer List for 2013-2014 (as set forth by the NYS Education Department)

15.2 Budget Vote

a. Board of Registration at \$125 per day:

1. Angela Corbett
2. Shirley Ferrer
3. Marion Gleason
4. Phyllis Wallace
5. Alternate: Lois Corbett
6. Alternate: Jean Dickerson
7. Alternate: BettiAnn Morritt

b. Four (4) Poll Workers at \$125 per day

c. Voting Hours: 12:00 pm to 9:00 pm

Motion carried unanimously.

A motion was made by Marilyn Pysher, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the monthly Board Meeting schedule for the 2013-2014 school year as follows.

July 10, 2013	February 10, 2014
August 19, 2013	March 17, 2014
September 16, 2013	April 23, 2014
October 21, 2013	May 12, 2014 (Public Budget Hearing/Regular Meeting)
November 18, 2013	May 20, 2014 (Annual District & Budget Vote Meeting)
December 16, 2013	June 16, 2014
January 13, 2014	

Motion carried unanimously.

At this time, the Regular Business Meeting began –

A motion was made by Mark Kanarvogel, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board hereby approves the following:

- a. Approval of Minutes
 1. Special Meeting of June 24, 2013

Motion carried unanimously.

Visitor Questions – None

Correspondence – None

Presentations - None

*Consent Agenda
Appointments
(continued)*

*Schedule of Board
Meetings*

*Consent Agenda
Approval of Minutes*

Visitor Questions

Correspondence

Presentations

Personnel

A motion was made by Linda Eklund, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 20.1 – 20.3

20.1 Appointment of Personnel

Extra Compensation

- a. Walter C. Brigham, III to provide computer support and supervision for the period of time between July 1, 2013 and September 2, 2013, at his daily rate.
- b. Mark Palios to provide guidance counseling services for the period of time between June 24, 2013 and September 2, 2013, at his daily rate.

District Clerk Pro Tem

- a. Deborah Vecchio, as District Clerk Pro Tem, at a rate of \$30 per hour, to serve in the absence of the District Clerk, when necessary, for the 2013-2014 school year.

Substitute Custodian

- a. Susan Higgins, as Substitute Custodian, at a rate of \$15 per hour, for the 2013-2014 school year.

Additional Summer School 2013

- a. Appoint Jennifer Gulluscio for summer school registration; 8 hours, retroactive to June 28, 2013 – June 29, 2013, at her individual hourly rate.
- b. Appoint Lindsay Rando, Summer School Special Education Aide; 24 hours, retroactive to July 1, 2013 – July 26, 2013, at her individual hourly rate.

20.2 Standard Work Day and Reporting Resolution for Appointed Officials

- a. Approval to establish standard work days for elected and appointed officials, per the Standard Work Day and Reporting Resolution form that will be made part of the minutes of the district.

20.3 Post Season Sports

- a. Authorization to approve Shelter Island School sports teams to travel to and participate in post season tournament play.

Motion carried unanimously.

Program

A motion was made by Marilynn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program actions: 21.1 – 21.2

21.1 CPSE/CSE/Sub CSE/504 Recommendation for the 2013-2014 School Year

- a. Committee on Pre-School Special Education
- b. Committee on Special Education
- c. Sub Committee on Special Education
- d. 504 Committee

21.2 Adoption of Policies

- a. Policy #3410 – Code of Conduct on School Property
- b. Policy #7550 – Dignity for All Students Act

- c. Policy #8242 – Civility, Citizenship and Character Education/Interpersonal Violence Prevention Education

Motion carried unanimously.

*Consent Agenda
Program
(continued)*

*Consent Agenda
Finance*

Finance

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education approves and/or accept the recommendations of the Superintendent on the following Finance Actions: 22.1 – 22.3

22.1 Financial Reports

- a. Treasurer’s Report - May 2013
- b. Extra Class Report – May 2013
- c. Appropriations Status Report - July 1, 2012 – June 30, 2013
- d. Revenue Status Report – July 1, 2012 – June 30, 2013

22.2 Budget Transfers

- a. Accept and approve 2012-2013 Budget Transfers in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- b. Accept and approve 2013-2014 Budget Transfers in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

22.3 Monetary Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$1,000 from Mr. Jay Card, Jr., to be used for the purchase of the glass for the Athletic Hall of Fame showcase.
- b. Authorization to increase the budget line of Athletic Equipment A.2855.200.00.2855 in the amount of \$1,000, to be offset by the \$1,000 donation from Mr. Jay Card, Jr.

Motion carried unanimously.

At this time, Dr. Michael Hynes took a moment to publicly thank Mr. Jay Card, Jr. for his donation to be used towards the purchase of the glass for the Athletic Hall of Fame showcase. Dr. Hynes also stated that he is aware of others who are planning to make a donation as well.

Business

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 Business Actions: 23.1 – 23.3

*Consent Agenda
Business*

23.1 Miscellaneous Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island School District and John Scaramucci/Harry Goldman Water Testing, certified water system operator and water tester, of Mattituck, NY, for the 2013-2014 school year. The term of said agreement shall be July 1, 2013 through June 30, 2014; 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 Complete Rehabilitation PT, OT, SLF of the Hamptons, PLLC,

for student services for the 2013-2014 school year. The term of such agreement shall be from September 1, 2013 and effective through June 30, 2014; and authorize the Board President to execute said agreement.

- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Islip Tutoring Service, Incorporated, for student services for the 2013-2014 school year. The term of such agreement shall be from July 1, 2013 and effective through June 30, 2014; and authorize the Board President to execute said agreement.
- d. Approve the agreement between the Board of Education of the Shelter Island School District and C-BIZ Valuation Group, LLC of Lawrenceville, New Jersey, for property valuation services, including an electronic update service option, in the amount of \$975 for the 2013-2014 school year; and authorize the Board President to execute said agreement.
- e. Approve the agreement between the Board of Education of the Shelter Island School District and ThyssenKrupp Elevator, of West Babylon, New York, for elevator equipment maintenance, in the amount of \$1,260 for the 2013-2014 school year; and authorize the Board President to execute said agreement.

23.2 Transportation Contracts

- a. Authorize the extension of the following transportation contracts for the 2013-2014 school year with Sunrise Busses, Inc.:
 - 1. Contract E261702 – On-Island Occupational Education - \$29,184.70 for the year
 - 2. Contract E260360 – Sports - \$67.07 per hour for a bus, \$61.56 per hour for a van, with a yearly estimate of \$59,000
 - 3. Contract E260364 – Off-Island Route #2 Private Schools - \$46,236.04 for the year
 - 4. Contract E265592A – On-Island Home to School - \$74,224.80 with a monitor, for the year

23.3 Taping of Board of Education Meetings

- a. Authorization of the taping of up to fifteen (15) Board of Education Meetings during the 2013-2014 school year, including Budget Workshop meetings and the Public Budget Hearing regarding the 2014-2015 budget, at a cost of \$250 per taping.

Motion carried unanimously.

Facility

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 Facility Action: 24.1

24.1 Excessing Materials – determined to be outdated and of no value

- a. 2 Great Source “All-Write” Grade 5 Sourcebooks, Teacher Edition, 1998
- b. 1 Great Source “All-Write” Grade 5 Teacher’s Guide, 1998
- c. 3 Great Source “All-Write” Grade 5 Student Textbooks, 1998

- d. 1 Great Source "Write Source 2000" Level 7 Skillsbook, Teacher Edition, 1999
- e. 1 Great Source "Write Source 2000" Level 7 Teacher's Guide, 1999
- f. 4 Great Source "Write Source 2000" Level 7 Student Textbooks, 1999
- g. 1 Great Source "Write on Track" Grade 3 Handbook, 2002
- h. 4 Great Source "Write Away" Grade 2 Handbooks, 1998
- i. 2 Development Reading Assessments, Primary Level K-3, 2002
- j. 72 Scholastic Phonics Chapter Books (6 copies of 18 different titles), 1998
- k. 1 Kindergarten Phonics Lessons Teaching Resources and CD, 2003
- l. 1 Grade 1 Phonics Lesson CD, 2003

Motion carried unanimously.

*Consent Agenda
Facility (continued)*

Dr. Hynes asked the members of the Board of Education if they would agree to donate these books to a New York City school in need. The members of the Board of Education unanimously agreed.

*Items for
Consideration*

Items for Consideration

The members of the Board of Education decided not to join the Nassau-Suffolk School Boards Association this year based on the rationale that they do not get enough of a return on their investment. If they should choose to attend a workshop offered by the association, it will cost a bit more as non-members than as members, but they don't attend enough of their workshops to make enough of a difference. Additionally, this is an association they have not joined in the past few years.

The Board of Education discussed the idea of a booster club. Dr. Hynes stated that he truly believes we need one and asked the members of the Board to work with him and a committee of others. The idea of a booster club was well received by the Board. Linda Eklund, Thomas Graffagnino, and Mark Kanarvogel all volunteered to be on the committee.

Old Business

Old Business - None

*Academic
Administrator's
Report*

Academic Administrator's Report

Ms. Jennifer Rylott reported that 72 students are registered for the summer school programs; 76% of which are full-time Shelter Island residents. Ms. Rylott told the Board that as required, pre-assessments were given at the start of the summer school program. At the end August meeting, Ms. Rylott will report back to the Board with the results of the post-assessment results and the attendance rate.

*Superintendent's
Report*

Superintendent's Report

Dr. Michael Hynes gave a brief construction update. He reported that the new windows project is on schedule and should be completed by mid-August. He also reported that the installation of the new water tank is due to be completed within the next three weeks. Dr. Hynes shared with the Board that the new District Office and Business Office suites are very close completion and suggested that everyone present take a look before leaving the building.

Dr. Hynes congratulated Dr. Stephen Gessner and Mr. Thomas Graffagnino on their election as Board of Education President and Vice President, respectively. He stated that he looks forward to working together again.

*Board Member
Reports*

Board Member Reports

Mark Kanarvogel shared that alumni, Alex Olinkiewicz is highlighted on the Shelter Island Reporter website for his upcoming country-wide book tour. Mr. Kanarvogel stated that as a District, we should be very proud of his accomplishments. All present, agreed.

Visitor Comments

Visitor Comments - None

Adjournment

A motion was made by Marilyn Pysher, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 6:45 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, August 19, 2013 at 6:00 pm, in the Board Room.