

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

**REGULAR MEETING  
November 25, 2013**

Members Present: Stephen Gessner, Linda Eklund, Marilyn Pysher, Elizabeth Melichar, Alfred Brigham, Sr., Mark Kanarvogel, and Thomas Graffagnino (arrived at 6:33 pm)

Others Present: Dr. Michael Hynes, Superintendent; Jennifer Rylott, Academic Administrator; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Kathleen Minder, Business Manager; Charles Binder, Student Liaison; Julie Lane, Shelter Island Reporter; Mary Ellen McGayhey, Shelter Island Town Videographer; Patrick McClave, McClave Engineering; 8 faculty/staff/student and 0 community residents

The meeting was called to order at 6:31 pm by President Gessner.

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 6:32 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 7:02 pm and started the meeting followed by the Pledge of Allegiance.

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

We want our students to cherish our small Island community while applying expanding their learning about, understanding of, and engagement with the wider world. To do this, they must be: ethical and moral individuals; respectful and responsible communicators; creative and analytical thinkers; knowledgeable and literate readers, writers, mathematicians and scientists; participants in and audiences for art, drama, music, athletics, and other artistic, cultural, and social activities; skilled and successful workers and consumers; and committed and active citizens.

**Visitor Questions - None**

**Consent Agenda**

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

- a. Approval of Minutes
  - 1. Regular Meeting of October 21, 2013
  - 2. Special Meeting of October 26, 2013
  - 3. Special Meeting of November 13, 2013

Motion carried unanimously.

**Correspondence**

Dr. Gessner acknowledged that the Board of Education received a thank you card from a faculty member.

**Presentation**

Ms. Jessica Bosak, Advisor to the Class of 2015 and two (2) members of the Prom Committee presented their plan for Prom 2014. The prom will be held on Saturday, May 31, 2014, from 6:30 pm – 10:30 pm, at Gardiners Bay Country Club.

*Call to Order*

*Executive Session*

*Pledge of Allegiance*

*Mission Statement*

*Visitor Questions*

*Consent Agenda*

*Correspondence*

*Presentation*

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves Prom 2014 to be held on Saturday, May 31, 2014, from 6:30 pm – 10:30 pm, at Gardiners Bay Country Club.

Motion carried unanimously.

### **Personnel**

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 10.1. I.

#### 10.1 Appointment of Personnel

##### I. Permanent Substitute Teacher

- a. Approval to extend the appointment of Elizabeth Eklund, as Permanent Substitute Teacher, at a rate of \$175 per day from on or about November 2, 2013 to December 31, 2013.

Motion carried. Linda Eklund recused herself.

A motion was made by Marilynn Pysher, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 10.1 II. – V.

#### 10.1 Appointment of Personnel

##### II. Part-Time Teacher

- a. Christine Gallagher, as a .33 FTE Teacher, effective December 2, 2013 through December 20, 2013, at a salary of \$76,732.00, prorated, Step 7 MA of the 2013-2014 teacher salary scale.

##### III. Additional Substitute School Nurse (R.N.) for the 2013-2014 School Year at \$110 per day

- a. Tracy Kannwischer (pending clearance for employment by New York State Department of Education fingerprint initiative)

##### IV. Coaching for the 2013-2014 School Year

- a. Katherine Garrison, Cheerleading Coach, at \$3,214.48

##### V. Volunteer Coach for the 2013-2014 School Year

- a. Mr. James Colligan, as volunteer coach for Varsity and Junior Varsity Boys' Basketball, effective November 19, 2013
- b. Mr. Jay Card, as volunteer coach for Varsity and Junior Varsity Boys' Basketball, effective November 19, 2013

Motion carried unanimously.

### **Program**

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 Program Action: 11.1

#### 11.1 CSE/504 for the 2013-2014 School Year

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

Motion carried unanimously.

## 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 – 12.4

### 12.1 Financial Reports

- a. Treasurer's Report – October 2013
- b. Extra Class Report – October 2013
- c. Appropriation Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – October 2013
- f. Payroll Audit Report – September 2013

### 12.2 Budget Transfers

- a. Accept and approve the Budget Transfer Reports for the period of October 15, 2013 through November 25, 2013, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

### 12.3 Monetary Donations & Budgetary Increases

- a. Authorize the Shelter Island School District to accept a donation of \$1,000 from the Shelter Island Presbyterian Church, to be used for materials and supplies for the National Honor Society - Habitat for Humanity Home Build.
- b. Authorize the Shelter Island School District to accept a donation of \$1,800 from the Shelter Island Presbyterian Church, to be used towards a college field trip.
- c. Authorization to increase the budget lines of A.5540.400.00.2110 – Field Trip Transportation in the amount of \$1,250.00, A.2110.419.00.0000 – Field Trip Fees in the amount of \$187.25 and A.2850.163.00.0000 in the amount of \$362.75, to be offset by the \$1,800 donation from the Shelter Island Presbyterian Church.
- d. Authorize the Shelter Island School District to accept a donation of \$3,000 from the Shelter Island Educational Foundation, to be used for the 8<sup>th</sup> Grade Nutcracker Field Trip.
- e. Authorization to increase the budget lines of A.5540.400.00.2110 – Field Trip Transportation in the amount of \$276.00, and A.2110.419.00.0000 – Field Trip Fees in the amount of \$2,724, to be offset by the \$3,000 donation from the Shelter Island Educational Foundation.
- f. Authorize the Shelter Island School District to accept a donation of \$75 from Susan Cincotta, to be used for the purchase of materials and supplies for the Shelter Island School Edible Garden.
- g. Authorization to increase the budget line of A.2850.450.00.0000 – Co-Curricular Materials and Supplies, in the amount of \$75, to be offset by the \$75 donation from Susan Cincotta.
- h. Authorize the Shelter Island School District to accept a donation of \$200 from Maria R. Loconsolo Caccese, to be used for the purchase of materials and supplies for the Shelter Island School Edible Garden.
- i. Authorization to increase the budget line of A.2850.450.00.0000 – Co-Curricular Materials and Supplies, in the amount of \$200, to be offset by the \$200 donation from Maria R. Loconsolo Caccese.

- j. Authorize the Shelter Island School District to accept an anonymous donation of \$37.50, to be used for the purchase of materials and supplies for the Shelter Island School Edible Garden.
- k. Authorization to increase the budget line of A.2850.450.00.0000 – Co-Curricular Materials and Supplies, in the amount of \$37.50, to be offset by the anonymous donation of \$37.50.

12.4 Private School Transportation

- a. Approval to transport two (2) additional students to the following private school for the 2013-2014 school year:
  - 1. Ross School – Easthampton, NY

Motion carried unanimously.

**Business**

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 Business Action: 13.1

13.1 Contracts

- a. Approve the contract for transportation services, for a passenger coach, for the College Visit Field Trip on November 18, 2013, as follows and authorize the Board President to execute said contract.
  - 1. Hampton Jitney in the amount of \$1,250.00
- b. Approve the agreement between the Board of Education of Shelter Island Union Free School District and Wainscott Common School District, for student services. The term of said agreement shall be retroactive to July 1, 2013 through June 30, 2014; and authorize the Superintendent to execute said agreement.
- c. Accept and approve the contract for the purpose of expending IDEA 611 federal fund shares to Approved Special Education Programs (ASEP) as required by New York State Education Law; and authorize the Board President to execute said contract. The term of said agreements is retroactive to September 1, 2013 through June 30, 2014.
- d. Approve the agreement between the Board of Education of Shelter Island Union Free School District and McClave Engineering, PC, of Port Jefferson, New York, for architectural and engineering services. The term of said agreement shall be effective retroactive to October 1, 2013 through June 30, 2014.
- e. Approve the agreement between the Board of Education of Shelter Island Union Free School District and Johnson Controls, of Syosset, New York, for boiler room upgrade. The term of said agreement shall be effective November 26, 2013 to June 30, 2014.

Motion carried unanimously.

13.2 State Environmental Review Act (SEQRA)

At this time, Dr. Hynes requested that voting on item 13.2 State Environmental Review Act (SEQRA) be held until after the discussion about the heating system under Old Business.

**Items for Consideration**

Proposed 2014-2015 Budget Calendar

*Consent Agenda  
Finance  
(continued)*

*Consent Agenda  
Business*

*Items for  
Consideration*

The Proposed 2014-2015 Budget Calendar was approved as presented. The approved dates for the 2014-2015 Budget Meetings are as follows.

January 13, 2014  
February 10, 2014  
March 17, 2014  
April 1, 2014

#### Letters to Governor Cuomo and Commissioner King

Dr. Hynes explained that on November 8, 2013 the Suffolk County Schools Superintendents Association sent Dr. John B. King, Jr. (New York State Education Commissioner and President of the University of the State of New York) and Honorable Andrew M. Cuomo (Governor of New York State) a letter regarding the following topics.

- a. Slow down implementation of new exams
- b. Reduce “over testing” and eliminate the duplication of testing
- c. Re-evaluate the relationship between students test scores, APPR and teachers’ scores
- d. Provide alternatives to implementation of state-wide computerized testing
- e. Common Core

Dr. Hynes stated that he is in full agreement with all points, statements and suggestions described in the letter and he would like to send a follow-up letter of endorsement to Dr. John B. King, Jr. and Governor Andrew Cuomo to show additional support to the Suffolk County Schools Superintendents Association. This letter would be signed by the Superintendent of Schools, Board President and President of the PTSA Council.

The Board applauded Dr. Hynes for being a part of this initiative and was in full agreement of sending the letters to Dr. John B. King, Jr. and Governor Andrew Cuomo. (A copy of the signed letters are part of the official minutes.)

#### **Old Business**

##### Heating System Discussion

Dr. Hynes reviewed the discussion from the last Board of Education meeting. In summary, the current heating system is old and not working properly. It needs to be operated manually and oil consumption has increased significantly. At the last meeting, the Board of Education agreed to purchase new controls for the system in order to eliminate the manual operation of the system. There are two options for the next step. Option one is to do nothing and push off the capital project for a few years. The concern with this option is that the longer it is pushed off, the more expensive it will be. Option two is a proposed new heating system, at a cost of \$1.6 million.

Dr. Hynes recommended that we ask the public to approve the usage of \$200,000 - \$400,000 from Capital Reserve. He then recommended that the Board decide at this meeting, how much the bond should be because there’s a lot of work that needs to take place with bond council. He stated that we are looking at February 11, 2014 for a bond vote.

Linda Eklund was concerned that we are moving too quickly. She needs to know that we are looking at the best possible system for this amount of money. Stephen Gessner explained that if the Board approves the bond, it’s not specific to a system. We would still have time to investigate alternative systems. Ms. Eklund stated that she doesn’t want to come up with a dollar amount until we have done our homework. She would like for local HVAC experts to be brought in. Ms. Eklund also stated that the new controls that were approved at the last meeting, will take care of the critical element and will give us time to research other systems. Marilyn Pysher stated that she was in full agreement with all that Ms. Eklund stated.

*Items for  
Consideration  
(continued)*

*Old Business*

Patrick McClave, McClave Engineering, assured the Board that the system his company is suggesting, is the most economical system, using the most efficient equipment for our building.

*Old Business  
(continued)*

Kathleen Minder, Business Manager acknowledged Ms. Eklund's concern about moving too quickly. She explained that if we delay any further, there won't be enough time for the State Education Department to approve the plans in time for the work to take place over the summer of 2014.

Based on Ms. Eklund's concerns, Dr. Hynes told the Board he will request further information from McClave Engineering and will forward it to the Board as soon as possible. Dr. Hynes then explained that we will have to meet again before the regular meeting in December if the Board chooses to have a February bond vote.

Before closing the topic, Thomas Graffagnino brought up one more point. He asked if solar was a possibility and if it was, would it work with the proposed new heating system. Patrick McClave did explain that solar is a possibility and it would work with the proposed new system.

### **Academic Administrator's Report**

#### PTSA Meeting

Ms. Jennifer Rylott reported that she presented the RTI Manual at the PTSA Meeting on Tuesday, November 19, 2013. Dr. Dibble also presented at the PTSA meeting and reported about the duties of a School Psychologist. Ms. Rylott said there were over 20 parents in attendance; many of which were new faces to PTSA meetings.

*Academic  
Administrator's  
Report*

### **Superintendent's Report**

#### Field Trips

Dr. Hynes presented a field trip proposal that would take our secondary school students to places where they would truly benefit from an educational perspective, as well as a social/emotional perspective. Beginning in 6<sup>th</sup> grade, students would attend the Frost Valley field trip where they would learn character development and team work. Dr. Hynes suggested keeping the 7<sup>th</sup> grade Schooner Trip, as well as the 8<sup>th</sup> Grade Disney Trip; although these may be a topic for discussion in the future. Students in grades 9-12 would have the opportunity to visit cities that are historical in nature. Dr. Hynes proposed that 9<sup>th</sup> grade would go to Philadelphia, PA; 10<sup>th</sup> grade would go to Boston, MA; and 11<sup>th</sup> grade to Washington D.C. The Senior Class would continue to choose the trip they would like to attend.

*Superintendent's  
Report*

Dr. Hynes acknowledged that the cost of these trips is significant and the district would have to be creative in finding ways to fund these trips. A few ideas would include budgeting for a portion of the trips, grants through the Educational Foundation, or other types of grants. Parents would be asked to pay a portion of the tab. Dr. Hynes also stated that he would look at other companies to see if he could find the same trips for less money. Dr. Hynes would like to find a way to make these trips happen beginning with the 2014-2015 school year.

The Board was in support of finding ways to make these trips possible. Specifically, Elizabeth Melichar referred to these types of trips as "living curriculum" and stressed how important it is for our students to have these opportunities and Linda Eklund requested that the cost for chaperones and substitutes be added to the trips so the Board could see the entire cost of the trip in order to make better decisions.

#### State Education Department Initiative Opinion

Dr. Hynes shared his opinion about the State Education Department Initiative. He stated that he believes in a balanced approach. He believes in standardized testing, but also believes there has been an over-standardization of testing. With regards to Common Core, Dr. Hynes finds there are some good points about it and then there are other points that need to be reviewed.

Athletic Hall of Fame Induction Ceremony

Dr. Hynes announced that the second Athletic Hall of Fame Induction Ceremony will be held on Friday, November 29, 2013, at 7:00 pm, in the Auditorium. He also thanked the committee for all of the work they've done to make this round of inductions a success.

Fourth Annual 1<sup>st</sup> Lieutenant Joseph J. Theinert Memorial 3 on 3 Basketball Tournament

Dr. Hynes reminded everyone that the Fourth Annual 1<sup>st</sup> Lieutenant Joseph J. Theinert Memorial 3 on 3 Basketball Tournament will be held on Saturday, November 30, 2013, at 1:00 pm, in the Gymnasium.

**Board Member Reports**

Stephen Gessner reported that he attended the Shelter Island Education Foundation Annual Meeting on Sunday, November 24, 2013.

Linda Eklund stated that we read our mission statement at the beginning of each meeting and was wondering if there was a way to show that our students, faculty and staff are actually following the statement. Dr. Hynes agreed that he would report on such items at future Board Meetings.

Marilynn Pysher reported on the CTC Buddy Program. The program is up and running and there appears to be a great deal of enthusiasm about it. Ms. Pysher also stated that there is evidence that peer to peer mentoring is one of the best ways to reduce bullying.

**Student Liaison Report**

Charles Binder reported that Student Council is planning a Basketball Bonfire after the January 10, 2014 basketball game. Dr. Hynes stated that Charles and Mr. Peter Miedema, Student Council Advisor would meet with him to work out all of the details.

Charles also reported that Student Council is considering a Wheelchair Basketball Tournament.

**Visitor Comments**

Ms. Michelle Rice asked Dr. Hynes and the Board of Education to consider New York City as a field trip destination, as well.

Ms. Kathleen Lynch stated that the 6<sup>th</sup> grade trip to Frost Valley is brilliant because it's the perfect age for team building activities and such activities help to reduce bullying. She also believes it would be a great opportunity for our students if they get to visit college campuses while on any of the field trips Dr. Hynes had proposed earlier in the meeting.

**Adjournment**

A motion was made by Mark Kanarvogel, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 8:34 pm.

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Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, December 16, 2013 at 7:00 pm, in the Conference Room.

*Board Member  
Reports*

*Student Liaison  
Report*

*Visitor Comments*

*Adjournment*