

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

**BUDGET/REGULAR MEETING
January 23, 2014**

Members Present: Stephen Gessner, Thomas Graffagnino, Linda Eklund, Marilynn Pysner and Elizabeth Melichar

Others Present: Dr. Michael Hynes, Superintendent; Jennifer Rylott, Academic Administrator; Deborah Vecchio, District Clerk Pro Tem; Kathleen Minder, Business Manager; Julie Lane, Shelter Island Reporter; Chris Tehan, Shelter Island Town Videographer; 2 faculty/staff/student and 1 community resident

Absent: Alfred Brigham, Sr.; Mark Kanarvogel; Jacqueline Dunning, District Clerk; and Charles Binder, Student Liaison

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

Stephen Gessner 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.

2014-2015 School Budget Presentation

Dr. Hynes welcomed everyone to the first presentation that will be held in preparation of the 2014-2015 school budget. Topics presented at this meeting included, Budgeting with Constraints, Tax Cap Review, Highlights from 2013-2014, and Overview of 2014-2015 Budget Elements (Administration, Educational Program and Capital/Facilities). Dr. Hynes reviewed the schedule of the dates and topics for the remaining 2014-2015 school budget meetings, and noted that all the meetings will begin at 6:30 pm. The schedule is as follows.

- February 10, 2014 - Administration
- March 17, 2014 – Educational Program
- March 24, 2014 – Capital (This date was not approved by the Board yet. Dr. Hynes asked them to consider it. District Clerk will poll the Board for their availability.)
- April 1, 2014 – Budget Overview
- April 23, 2014 – Budget Adoption

Dr. Hynes ended his presentation and opened the floor to any questions and concerns.

Elizabeth Melichar asked if the health plan was contractual. Dr. Hynes explained that the health plan is contractual. Thomas Graffagnino stated that in past negotiations, the Shelter Island Faculty Association had been in agreement of looking at other plans, as long as the criteria of the current plan is being met. Stephen Gessner also pointed out that the District cannot withdraw at a moment’s notice from the current plan. The District needs to give at least one year’s notice. Dr. Hynes added that even with notice, if we withdraw from the plan, there would also be a penalty involved.

Visitor Questions

Call to Order

Mission Statement

Budget Presentation

Visitor Questions

Dr. Gessner asked the audience if they had any questions. A parent in the audience asked if the student population has stayed the same over the years. Dr. Hynes replied that it is down somewhere between 12-15 students. Dr. Hynes also explained that this year's graduating class is a very large one – 30 students, and if we don't have 30 students enroll in Kindergarten, then our numbers will go down again next year.

*Visitor Questions
(continued)*

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 December 16, 2013

Motion carried unanimously.

Consent Agenda

Correspondence

Dr. Gessner acknowledged receipt of a letter from a parent.

Correspondence

Presentation

Mr. David Tellier, school district auditor of the firm Nawrocki Smith, LLC, made a presentation to the Board regarding the district's audit report as of June 30, 2013. Mr. Tellier stated that there were no material weaknesses or significant deficiencies in our internal control. He further reported that our two sets of financial statements – Statement of Net Assets and Statement of Activities were both positive in nature. At this time, Mr. Tellier turned the presentation over to his colleague, Mr. Campbell who reviewed the seven (7) findings and recommendations that were made. Mr. Campbell stressed that these findings were minor in nature. He then reported that last year, the auditors presented the District with sixteen (16) findings and recommendations and that our District has implemented ten (10) of the recommendations and six (6) recommendations are either in the process of being implemented or are receiving further consideration.

Presentations

Dr. Hynes stated that it was a pleasure working with Mr. Tellier and Mr. Campbell, as they are very professional. He also stated that he is very proud of how far the District's Business Office has come over the years.

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the audit report for the fiscal year ending June 30, 2013.

Motion carried unanimously.

At this time, the Board gave Mr. Tellier and Mr. Campbell permission to leave the meeting because they have a long drive home.

Ms. Kathleen Minder, Business Manager spoke about the Corrective Action Plan. She reported that the Corrective Action Plan addresses any deficiencies that were still open from last year, as well as the new deficiencies from this year's report. In conclusion, Ms. Minder stated that once the Board of Education formally accepts the plan, it will be submitted to the New York State Education Department.

A motion was made by Marilyn Pysher, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the Superintendent's Audit Corrective Action Plan from the audit management letter for the period ending June 30, 2013, as required by regulations of the State Education Department Commissioner.

Motion carried unanimously.

Mr. James Theinert, Senior Class Advisor along with Quinn Hundgen and Macklin Lang, members of the Class of 2014 presented the Board with an overview of the Class of 2014's itinerary for their senior class trip. The class is planning a trip to Boston Massachusetts, Thursday, May 15, 2014 through Sunday, May 18, 2014.

Elizabeth Melichar asked about the cost of the trip, funding and chaperones. Quinn Hundgen explained that the cost of the trip will be between \$1,000 and \$1,100. The students have raised money over the years and that money will be split evenly amongst the class. Students will then be responsible to personally cover the balance. Mr. Theinert stated the chaperones will be Ms. Meghan Lang and himself, and once they have a final count of students, they may need one or more chaperones. Ms. Melichar asked what happens to the funds of students who are not going on the trip. Mr. Theinert explained that they can use their funds to purchase a yearbook and/or prom ticket.

A motion was made by Linda Eklund, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the 2014 Senior Class Trip to Boston, Massachusetts, on May 15-18, 2014, as presented by Mr. Theinert, Quinn Hundgen and Macklin Lang, members of the senior class.

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 recommendation of the Superintendent on the following Personnel action: 9.1 I

9.1 Appointment of Personnel

I. Permanent Substitute

- a. Approval to extend the appointment of Elizabeth Eklund, as Permanent Substitute Teacher, at a rate of \$175 per day from December 31, 2013 to February 10, 2014.

Motion carried. Linda Eklund recused herself.

A motion was made by Marilyn Pysher, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 9.1 II - III

II. Part-Time Teacher

- a. Approval to extend the appointment of Christine Gallagher, as a .33 FTE Teacher, from December 20, 2013 to February 10, 2014, at a salary of \$76,732.00, prorated, Step 7 MA+15 of the 2013-2014 teacher salary scale.

III. Additional Substitute Teacher for the 2013-2014 School Year at \$110 per day

- a. Monique Cutone

Motion carried unanimously.

A motion was made by Thomas Graffagnino, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Personnel action: 9.1 IV

- IV. Additional Substitute Teacher Aide for the 2013-2014 School Year at \$95 per day
a. Michael Melichar, retroactive to January 13, 2014

Motion carried. Elizabeth Melichar recused herself.

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 Personnel action: 9.2

- 9.2 Resignation of Personnel
a. Kimberly Clark, Food Service Worker, effective February 24, 2014

Motion carried unanimously.

Dr. Hynes stated that Ms. Clark has been with the district for many years, working in multiple capacities. He went on to say that she has been a wonderful employee and will truly be missed.

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: 10.1

- 10.1 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 Marilynn Pysker, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Finance Actions: 11.1

- 11.1 Financial Reports
a. Treasurer's Report – December 2013
b. Extra Class Report – December 2013
c. Claim Auditor's Report – December 2013
c. Payroll Audit Report – December 2013

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 Finance Actions: 11.2

- 11.2 Monetary Donations and Budgetary Increases
a. Authorize the Shelter Island School District to accept a donation of \$20.00 from Edward G. Morris, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
b. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$20.00, to be offset by the \$20.00 donation from Edward G. Morris.

*Consent Agenda
Personnel
(continued)*

*Consent Agenda
Program*

*Consent Agenda
Finance*

- c. Authorize the Shelter Island School District to accept a donation of \$60.00 from Edward R. Brown and Cheryl A. Brown, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- d. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$60.00, to be offset by the \$60.00 donation from Edward R. Brown and Cheryl A. Brown.
- e. Authorize the Shelter Island School District to accept a donation of \$10.00 from N. Christine Lewis, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- f. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$10.00, to be offset by the \$10.00 donation from N. Christine Lewis.
- g. Authorize the Shelter Island School District to accept a donation of \$10.00 from Regina and Leszek Czeladko, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- h. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$10.00, to be offset by the \$10.00 donation from Regina and Leszek Czeladko.
- i. Authorize the Shelter Island School District to accept a donation of \$20.00 from Anna's Salon, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- j. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$20.00, to be offset by the \$20.00 donation from Anna's Salon.
- k. Authorize the Shelter Island School District to accept a donation of \$20.00 from Linda D. Cass, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- l. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$20.00, to be offset by the \$20.00 donation from Linda D. Cass.
- m. Authorize the Shelter Island School District to accept a donation of \$10.00 from Patricia Binder, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- n. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$10.00, to be offset by the \$10.00 donation from Patricia Binder.
- o. Authorize the Shelter Island School District to accept a donation of \$10.00 from Stephen and Patricia Lenox, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- p. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$10.00, to be offset by the \$10.00 donation from Patricia Lenox.
- q. Authorize the Shelter Island School District to accept a donation of \$20.00, from anonymous, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.

- r. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$20.00, to be offset by the \$20.00 donation from anonymous.
- s. Authorize the Shelter Island School District to accept a donation of \$100.00, from Edward and Cheryl Brown, to be used for the purchase of materials and supplies for the Athletic Hall of Fame.
- t. Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855 in the amount of \$100.00, to be offset by the \$100.00 donation from Edward and Cheryl Brown.

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 Finance Actions: 11.3

11.3 Amendment of Motion

- a. Amend the motion of October 21, 2013 which read

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 Liberty Lawn and Landscape.

to read as follows.

Authorization to increase the budget line of Athletic Materials and Supplies A.2855.450.00.2855, in the amount of \$1,000, to be offset by the \$1,000 donation from Liberty Lawn and Landscape.

Motion carried unanimously.

Business

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 Business Action: 12.1

12.1 Contracts

- a. Approve the final Eastern Suffolk BOCES contract for services in the 2012-2013 school year, at a final cost of \$300,545.15, 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.

Items for Consideration

Dr. Hynes reported that the Buildings & Grounds Committee consisting of himself, Thomas Graffagnino, Michael Dunning, Gregory Sulahian, Garth Griffin, James Read, along with Linda Eklund, John Fleming, Patrick McClave and Douglas Matz met to discuss the District's options for the future of the heating system. He said it was a productive meeting and in the end, the committee agreed to recommend to the Board of Education that they approve the Request for Proposal RFP #14-10E Energy Performance Contract and approve the scope of work from McClave at a cost of \$12,500.00.

In addition to what Dr. Hynes reported, Mr. Graffagnino thanked everyone involved for their input, especially Douglas Matz for his very helpful insight.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the Request for Proposal RFP #14-10E Energy Performance Contract and the approval of McClave Engineering to move in the direction of their proposal.

Motion carried unanimously.

Stephen Gessner thanked the committee for their hard work and thanked Tom and Linda for giving their time and input.

Old Business - None

Academic Administrator's Report

Special Education

Ms. Rylott reported on a specific special education topic – transition services. Transition services are provided to students with IEPs to help better prepare them for post high school success. Ms. Rylott explained she has been visiting neighboring districts in order to learn more about their transition service plans. Although we already have a plan in place, Ms. Rylott would like to upgrade it because we can always do a better job.

Dr. Gessner inquired about the cost of such an upgrade. Ms. Rylott explained that it would be funded by the 611/619 grant.

Superintendent's Report

Girl Rising

Dr. Hynes explained that portions of the documentary, "Girl Rising" were presented to our students in grades 6-12 and then the entire film was presented at night for the community to view. Girl Rising is a string of stories of girls' educational/life struggles and triumphs in each girl's country. The film opened the eyes of our students, as well as the 70+ community members who attended. Dr. Hynes thanked Kathleen Lynch, who personally rented the film and orchestrated the viewings; as well as Janine Mahoney for her assistance in making the event happen.

Albany

Dr. Hynes reported that he had the opportunity to go to a meeting in Albany with the Commissioner of Education, the Chancellor and many Regents. He was one of thirty New York State Superintendents and one of only four Long Island Superintendents in attendance. The topic of the evening was the Reform Agenda which includes Common Core and APPR. Dr. Hynes' impression when he left the meeting was that things will remain the same because the Commissioner, Chancellor and Regents think the Reform Agenda is the right thing for kids, although they did say they may have to adjust some things here and there. Dr. Hynes added that if there is going to be change, it won't come down from the Commissioner, Chancellor, or the Regents. It will have to come from the State Legislators. Parents, Teachers, Administrators, and Lobbyists all agree that something has to change. Dr. Hynes concluded his report by thanking the Board for agreeing to switch the date of the Board Meeting so he could attend the meeting in Albany.

Board Member Reports

Marilynn Pysher reported that within the next few weeks, Communities That Care (CTC) will administer a survey to all students in grades 6-12. Parents and teachers will also be surveyed. This survey is given every three years. Once completed the surveys will be sent out and CTC will receive a report comparing data for every three years since 2008. This data will show how much progress CTC has made in reducing community risk factors and increasing protecting factors. It

*Items for
Consideration
(continued)*

Old Business

*Academic
Administrator's
Report*

*Superintendent's
Report*

*Board Member
Reports*

will also highlight if there are any new risk factors. Once the data has been received, CTC will present it to the Board of Education, School Faculty, the Shelter Island Town Board and the community.

Elizabeth Melichar mentioned that the Shared Decision Making Committee recently met. She had a prior obligation and couldn't be there, but she is aware that the committee is reviewing the current Shared Decision Making packet and a date has been set for another meeting. Ms. Melichar also mentioned that the Policy Committee is in the process of setting another meeting.

Thomas Graffagnino inquired about the Audit Committee process. He stated the committee usually met to review the findings of the auditors before the findings were presented to the entire Board. Mr. Graffagnino was concerned that this new practice was a result of the new auditors and he wouldn't want it to change. Dr. Hynes assured Mr. Graffagnino that this was an oversight this year and will go back to the way it has been in the past.

Student Liaison Report - None

Visitor Comments - None

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 8:08 pm.

Deborah Vecchio
District Clerk Pro Tem

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, February 10, 2014, at 6:30 pm, in the Conference Room.

*Board Member
Reports (continued)*

*Student Liaison
Report*

Visitor Comments

Adjournment