

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

**REGULAR MEETING
October 21, 2013**

Members Present: Stephen Gessner, Linda Eklund, Marilyn Pysher, Thomas Graffagnino, Alfred Brigham, Sr., and Mark Kanarvogel (left at 6:36 pm and returned at 7:35 pm).

Others Present: Dr. Michael Hynes, Superintendent; Jennifer Rylott, Academic Administrator; Jacqueline Dunning, District Clerk; Julie Lane, Shelter Island Reporter; Chris Tehan, Shelter Island Town Videographer; 8 faculty/staff/student and 0 community residents

Members Absent: Deborah Vecchio, District Clerk

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

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, 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 7:06 pm and started the 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.

Visitor Questions - None

Oath of Office to Student Liaison

- a. Dr. Stephen Gessner administered the Oath of Office to Charles Binder, Student Liaison

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 September 16, 2013
 - 2. Special Meeting of September 19, 2013

Motion carried unanimously.

Correspondence - None

Presentation - None

Personnel

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel action: 10.1 – 10.4

Call to Order

Executive Session

Pledge of Allegiance

Mission Statement

Visitor Questions

Oath of Office- Student Liaison

Consent Agenda

Correspondence

Presentation

Consent Agenda Personnel

10.1 Resignation of Personnel

- a. James Bocca, 10th Grade Co-Advisor, effective October 22, 2013

10.2 Appointment of Personnel

I. School Social Worker

- a. Jennifer Olsen, as a .60 FTE School Social Worker, effective November 1, 2013, at a salary of \$71,212.00, Step 6 MA of the 2013-2014 teacher salary scale, pro-rated to \$42,727.20

II. Co-Curricular Positions for the 2013-2014 Year

- a. Amend the motion of August 19, 2013 which read "Appoint James Bocca, 10th Grade Co-Advisor, at \$354.29 and Brian Doelger, 10th Grade Co-Advisor, at \$354.29" to read as follows:

Appoint Brian Doelger, 10th Grade Advisor, at \$708.58

III. Additional Co-Curricular Positions for the 2013-2014 School Year

- a. James Bocca, 9th Grade Advisor, at \$708.58, effective October 22, 2013
b. Phyllis Power, School Play Pianist/Accompanist/Vocal Director, at \$2,671.70

IV. Additional Coaching for 2013-2014 School Year

- a. Richard Osmer, Junior High Boys' Basketball Coach at \$2,706.55
b. Brian Becker, Junior High Girls' Basketball, at \$2,706.55
c. Brian Becker, Junior High Girls' Volleyball, at \$2,478.45
d. Peter Miedema, Junior Varsity Girls' Basketball, at \$4,960.07

V. Additional Substitute Teachers for the 2013-2014 school year @ \$110 per day (certified or 4 year degree)

- a. Brianna Cohen
b. Mariah Marienfeld
c. Andrew Payne
d. Melissa Pintauro
e. Amber Rogers, pending clearance for employment by the NYS Department of Education (fingerprint initiative)
f. Bethany Semlear
g. Frances Skeggs
h. Meredith Stevenot
i. Nicholas Vecchio, pending clearance for employment by the NYS Department of Education (fingerprint initiative)
j. Peter Waldner, pending clearance for employment by the NYS Department of Education (fingerprint initiative)

VI. Substitute Cafeteria Workers for the 2013-2014 school year @ \$10 per hour

- a. Susan Higgins

VII. Volunteer Assistant Coach for the 2013-2014 School Year

- a. Lisa Krekeler, as a volunteer assistant coach for Sailing Club, effective October 22, 2013

10.3 Leave of Absence

- a. Approval to extend a medical leave of absence for Lori Hamblet, Teacher's Aide, from on or about October 11, 2013 to on or about October 28, 2013, with the following period September 3, 2013 – December 2, 2013, constituting an FMLA leave of absence.

10.4 Step Movement

- a. Approval to move the following faculty on the salary scale.
 - 1. James Bocca from Step 2 BA to Step 2 BA+15
 - 2. Jessica Bosak from Step 3 MA to Step 3 MA+15
 - 3. Brian Doelger from Step 3 MA to Step 3 MA+15
 - 4. Jennifer Gulluscio from Step 10 MA+30 to Step 10 MA+45
 - 5. Mary Kanarvogel from Step 9 BA+30 to Step 9 MA
 - 6. Peter Miedema from 9 MA+45 to 9 MA+60
 - 7. Devon Treharne from Step 10 MA+60 to Step 10 MA+75

Motion carried unanimously.

Dr. Michael Hynes welcomed Jennifer Olsen, the newly appointed School Social Worker. Ms. Jennifer Olsen thanked the Board of Education and Dr. Hynes for giving her this opportunity.

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 – 11.2

11.1 CSE/504 for the 2013-2014 School Year

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

11.2 Adoption of Organizational Chart

- a. Policy #4212 - Shelter Island Union Free School District Organizational Chart

Motion carried unanimously.

Finance

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 Finance Actions: 12.1 – 12.5

12.1 Financial Reports

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

12.2 Budget Transfers

- a. Accept and approve the Budget Transfer Reports for the period of August 1, 2013 through October 15, 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 \$250 from Mr. & Mrs. James Colligan, 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 \$250, to be offset by the \$250 donation from Mr. & Mrs. James Colligan.

*Consent Agenda
Personnel
(continued)*

*Consent Agenda
Program*

*Consent Agenda
Finance*

- c. Authorize the Shelter Island School District to accept a donation of \$100 from Mr. & Mrs. Robert Brown, to be used for the purchase of the glass for the Athletic Hall of Fame showcase.
- d. Authorization to increase the budget line of Athletic Equipment A.2855.200.00.2855 in the amount of \$100, to be offset by the \$100 donation from Mr. & Mrs. Robert Brown.
- e. Authorize the Shelter Island School District to accept a donation of \$1,000 from Liberty Lawn and Landscape, 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 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.
- g. Authorize the Shelter Island School District to accept a donation of \$3,000 from the Shelter Island Educational Foundation, to be used for tickets and transportation for the Romeo & Juliet Field Trip.
- h. Authorization to increase the budget line of Field Trip Fees A.2110.419.00.0000 in the amount of \$1,941.50 and budget line of Field Trip Transportation A.5540.400.00.2110 in the amount of \$1,058.50, to be offset by the \$3,000 donation from the Shelter Island Educational Foundation.

12.4 District Credit Cards for the 2013-2014 School Year

- a. Authorize Maryann Impastato, Helene Starzee and Deborah Vecchio, to use the District American Express credit cards (account number xxxx-xxxxx5-11006), for purchases of approved supplies and services, for the period of October 22, 2013 through June 30, 2014. The individual card numbers are as follows: Maryann Impastato (xxxx-xxxxx5-11063), Helene Starzee (xxxx-xxxxx5-11071), and Deborah Vecchio (xxxx-xxxxx5-11014).

12.5 Tax Levy

- a. Approval to set the tax levy for the 2013-2014 school year in the amount of \$9,098,259

Motion carried unanimously.

Mr. Thomas Graffagnino thanked all of the donors who have contributed to the materials and supplies for the Athletic Hall of Fame. Dr. Hynes echoed Mr. Graffagnino's sentiment. Dr. Hynes also stated that the next induction ceremony is slated for late November. Dr. Stephen Gessner added that the "Over the Hill" softball game raised over \$1,000 and believes there will be even more money coming in. (The "Over the Hill" softball game was a recent fundraiser for the newly developed Booster Club.)

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 Actions: 13.1

13.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and CJI Consulting, Incorporated, for special education consulting services. The term of said agreement shall be retroactive to July 1, 2013 and effective through June 30, 2014; and authorize the Board President to execute said agreement.
- b. Approve the contract for Joint Municipal Cooperative Bidding with Eastern Suffolk BOCES for the 2013-2014 school year.

- c. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Consulting That Makes a Difference, Incorporated, of Selden, New York, for special education workshop services. The term of said agreement shall be retroactive to October 10, 2013 and effective through June 30, 2014; and authorize the Board President to execute said agreement.
- d. Approve the agreement between Pureforce Incorporated, of St. Paul, Minnesota, to lease an industrial dishwashing machine, in the amount of \$207.94 per month for 12 months, plus per load charges at a rate of \$.06 per load. The term of said agreement shall be retroactive to July 1, 2013 through June 30, 2014.
- e. Approve the contract for transportation services, for a passenger coach, for the Romeo & Juliet Field Trip that will take place no later than June 26, 2014, in the amount of \$1,115.00; and authorize the Board President to execute said contract.
- 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 January 10, 2014, in the amount of \$1,000.00
- 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 18, 2013, in the amount of \$1,000.00

Motion carried unanimously.

Items for Consideration - None

Old Business - None

Academic Administrator's Report

RTI Manual

Ms. Jennifer Rylott presented the newly created RTI Manual. She opened by thanking the committee who has worked on the RTI Manual for several years. Ms. Rylott then described RTI as a process that encompasses all students whether it be enrichment, general, remedial or special education services. She stated that the committee for Instructional Support Team (IST) oversees the RTI process. Ms. Rylott explained that the RTI Manual is a working document so it will be updated often and the most current version of the manual will be available to parents on the school website.

At the end of the presentation, a parent in the audience asked what she should do if she thinks her child is struggling. Ms. Rylott recommended that she go to her child's teacher first so they can work on interventions at the classroom level. If after some time, there is no success, either the parent or teacher can fill out an Instructional Support Team (IST) packet.

Dr. Stephen Gessner asked Ms. Rylott if there were enrichment programs in areas besides math. Ms. Rylott explained that we are piloting this program so right now it is just for Math.

Ms. Elizabeth Melichar congratulated the team who worked on the RTI Manual.

Superintendent's Report

Edible Garden Update

Dr. Hynes announced that the Edible Garden Groundbreaking Ceremony took place on Friday, October 11, 2013, and community work days will be held on Saturday, October 25 and Sunday, October 26, from 9:00 am – 1:00 pm.

*Items for
Consideration*

Old Business

*Academic
Administrator's
Report*

*Superintendent's
Report*

M.A.D.D. Assembly

Dr. Hynes reported that a representative from Mothers Against Drunk Driving (M.A.D.D.) will be speaking to our students in Grades 8-12 on Thursday, October 24, 2013, at 8:15 am. Dr. Hynes extended an invitation to attend this timely presentation, to the Board of Education, as well as the community.

School Board Appreciation Week

Dr. Hynes announced that next week is School Board Appreciation Week. Dr. Hynes thanked the members of the Board of Education for their hard work and dedication.

Field Trips

Dr. Hynes stated that over the next few weeks, he will share his thoughts about field trips for students in Grades 6-12 with the Board of Education and will then present a formal presentation at the November 18, 2013 Board Meeting.

Board Member Reports

Thomas Graffagnino announced that the Audit Committee met with the District’s new auditors from Nawrocki Smith, LLP. The auditors presented their findings to the committee and will present to the rest of the Board of Education, as well as the community, at the December 16, 2013 Board meeting.

Stephen Gessner explained that the auditors are obligated to give the committee their findings and then submit them to the State. He further explained that the Audit Committee is authorized to accept the auditor’s findings and the Board as a whole will hear about their findings at the December meeting.

Visitor Comments

Ms. Janine Mahoney, National Honor Society Advisor, told the Board of Education that the date for the National Honor Society Cardboard Campout, has to change due to so many students attending college visits. The campout was originally scheduled for October 26-27, 2013. Ms. Mahoney stated that she will work out a new date and will notify the Board of Education of the new date.

Adjournment

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

Motion carried unanimously.

The meeting adjourned at 7:44 pm.

Jacqueline Dunning
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, November 18, 2013 at 7:00 pm, in the Conference Room.

*Superintendent’s
Report (continued)*

*Board Member
Reports*

Visitor Comments

Adjournment