

BOARD OF EDUCATION  
SHELTER ISLAND UNION FREE SCHOOL DISTRICT  
2012-2013

		Term Expires
President	Stephen L. Gessner	6/30/2015
Vice President	Thomas V. Graffagnino	6/30/2013
Member	Linda C. Eklund	6/30/2014
Member	Mark A. Kanarvogel	6/30/2013
Member	Elizabeth Melichar-Lechmanski	6/30/2014
Member	Alfred L. Brigham, Sr.	6/30/2014
Member	Marilynn Pysher	6/30/2015

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

Members Absent:

Others Present: Superintendent, Dr. Michael Hynes; District Clerk Pro-Tem, Deborah Vecchio; Peter Boody, Shelter Island Reporter; 3 faculty/staff/students, and 14 community members.

The meeting was called to order at 7:02 p.m. by the District Clerk Pro-Tem, followed by the Pledge of Allegiance. Call to Order

Dr. Stephen Gessner read the following Shelter Island School Mission statement – Engage, Explore, Empower: SI School Mission Statement

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.

A motion was made by Thomas Graffagnino, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby appoints Deborah Vecchio to serve as District Clerk Pro-Tem for the re-organizational meeting of July 9, 2012. Appointment of D. Vecchio, District Clerk Pro-Tem

Motion carried unanimously

The Oath of Office was administered by the District Clerk Pro-Tem to newly elected Board of Education members Dr. Stephen L. Gessner and Marilyn Pysher. Oath of Office to new BOE Members

The District Clerk Pro-Tem announced that nominations were in order for President of the Board of Education for the 2012-2013 school year. Stephen L. Gessner was nominated by Thomas Graffagnino for President of the Board of Education for the 2012-2013 school year, seconded by Marilyn Pysher. There being no further nominations, the District Clerk Pro-Tem took the roll of the Board of Education. Election of President and Oath

Mark A. Kanarvogel - yes	Stephen L. Gessner - yes
Marilynn Pysher - yes	Thomas Graffagnino – yes
Linda Eklund – yes	Elizabeth Melichar – yes
Alfred Brigham, Sr. - 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 2012-2013 school year. The Oath of Office was administered by the District Clerk Pro-Tem to Stephen Gessner who had been elected as President of the Board of Education.

The District Clerk Pro-Tem turned the gavel over to the President.

President Gessner stated that nominations were in order for Vice President of the Board of Education for the 2012-2013 school year. Thomas Graffagnino was nominated by Mark Kanarvogel for Vice President of the Board of Education for the 2012-2013 school year, seconded by Linda Eklund. There being no further nominations, the President took the roll of the Board of Education.

Election of  
Vice President

Mark A. Kanarvogel – yes	Stephen Gessner - yes
Marilynn Pysher - yes	Thomas Graffagnino – yes
Linda Eklund – yes	Elizabeth Melichar – yes
Alfred Brigham, Sr. - 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 2012-2013 school year.

The Oath of Office was administered by the President to Thomas Graffagnino, Vice President, of the Board of Education, and to Dr. Michael Hynes, Superintendent, of the Shelter Island UFSD.

Oath of Office to BOE Vice  
President and Supt.

A motion was made by Elizabeth Melichar, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointment for the 2012-2013 school year:

Appt. of M. Kanarvogel,  
Attendance Supervisor

A. Attendance Supervisor – Mary Kanarvogel

Motion carried, Mark Kanarvogel abstains

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 2012-2013 school year:

Consent Agenda  
Appointments

- A. Auditors - Cullen & Danowski - \$29,400
- B. School Attorney- Ingerman Smith, L.L.P (For both Board & Labor Counsel Services; fees indicated in their proposal letter dated June 18, 2012)
- C. School Insurance Broker - New York State Insurance Reciprocal (NYSIR)
- D. School Student Accident Insurance Broker - NYBEST
- E. School Physician - Shelter Island Family Medicine at an annual fee of \$850
- F. Dentist - Dr. Frank Kestler
- G. Official Depositories

- A. JPMorgan Chase Bank
  - 1. Extra Class Account
  - 2. Scholarship Fund
  - 3. Trust & Agency Investor Choice
  - 4. Capital Investor Choice
  - 5. General Fund Account
  - 6. Money Market Account
- B. Capital One Bank
  - 1. Capital Checking Account
  - 2. Multi-Fund Checking Account
  - 3. Federal Checking Account
  - 4. Payroll Account
  - 5. Money Market Account

C. CLASS Cooperative Investment Program

Consent Agenda

- 1. General Fund
- 2. Health Insurance Reserve
- 3. Risk Retention Reserve
- 4. F.I.T. Reserve
- D. Bridgehampton National Bank
  - 1. Payroll
- E. Commerce Bank
- F. Citibank
- 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 as indicated in their proposal letter dated June 22, 2012)
- O. Financial Advisor Munistat(fees as indicated in their proposal letter dated February 16, 2012)
- 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 Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointments for the 2012-2013 school year:

Consent Agenda  
Appointments

- A. Superintendent
  - 1. Payroll Certification Officer Dr. Michael Hynes
  - 2. Approval of payment of salaries, wages for personnel services and other contractual obligations: Dr. Michael Hynes
  - 3. Authorization of Budget Transfers (in accordance with Board Policy) Dr. Michael Hynes
  - 4. Signatory for State & Federal Grant Applications Dr. Michael Hynes
  - 5. Approval for Travel, Conferences, and Workshop Attendance Dr. Michael Hynes
  - 6. Mileage Reimbursement - (rate according to IRS regulations) Dr. Michael Hynes
  - 7. Overtime Approval Dr. Michael Hynes
    - Tutoring Approval @ \$37.67 per hour
    - Home Instruction @ \$59.20 per hour
    - Temporary Employees
    - Substitute Teachers -
      - Uncertified \$95/day
      - Certified \$110/day
- B. Check Signature Deborah Vecchio  
Lucinda Griffin @ \$25 per signatory session
- C. Petty Cash -
  - Academic Office \$100 Jennifer Rylott
  - Cafeteria \$20 Helene Starzee

Consent Agenda  
Appointments (con't)

- D. Investments: Shall be made in accordance with board policy
- E. Annual Financial Report: 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, 2012.

Motion carried unanimously

A motion was made by Marilyn Pysher, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2012-2013 school year: 12.1 – 12.4

Consent Agenda  
Authorizations

12.1 Bonding

A. The 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, 2012 through June 30, 2013 is hereby approved.

B. A bond (Excess Indemnity on the District Treasurer and Extra Classroom Treasurer) in the amount of \$150,000 covering the services of Deborah Vecchio as the District Treasurer and the Extra Classroom Treasurer of the SIUFSD, as written by NYSIR (New York Schools Insurance Reciprocal) for the period of July 1, 2012 through June 30, 2013.

12.2 Third Party Administrator for the following plans:

- A. Disability - Unum Provident
- B. Section 125 Benefit Plan(Flex) - Preferred Group Plans, Inc.
- C. 403(b) – OMNI Financial Group Inc.

12.3 457(b) Plan for Employees

- A. The State of New York Deferred Compensation Plan (457(b))

12.4 Tax Deferred Annuity Plans

A. BE IT RESOLVED THAT: The Board of Education of the Shelter Island Union Free School District hereby approves the District’s participation in the Omni Group “Limited P3” Annuity for the 2012-2013 school year, and authorizes the President of the Board of Education to sign any necessary documents.

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda item for the 2012-2013 school year: 13.1 (A&D)

Consent Agenda  
Appointments

13.1 Committee Appointments – Mandated members will be present at Committee meetings

A. Committee on Special Education

Chairperson	Ms. Jennifer Rylott
Dr. James Dibble	School Psychologist
School Physician	
Student’s Teacher	
Student’s Special Education Teacher	

Speech/Lang. Pathologist	Michelle Weir
Guidance Counselor	Mark Palios
School Nurse	Mary Kanarvogel
Parent Member	

Consent Agenda  
Appointments (con’t)

D. 504 Committee

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

Motion carried; Mark Kanarvogel abstains

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2012-2013 school year: 13.1 (B&C) – 13.2

Consent Agenda  
Appointments (con't)

13.1 Committee Appointments – Mandated members will be present at Committee meetings

B. Committee on Pre-School Special Education

Chairperson	Ms. Jennifer Rylott/Michelle Weir
Parent Member	

A professional who participated in the evaluation of the child.

C. Subcommittee on Special Education

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

13.2 504 Grievance Officer

A. Dr. Michael Hynes – Superintendent

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2012-2013 school year: 14.1, 14.2, and 14.4

Consent Agenda  
Appointments (con't)

14.1 Impartial Hearing Officer List for 2012-2013 – as set forth by the NYS Education Dept.

14.2 Budget Vote

A. Board of Registration @ \$125 per day

Shirley Ferrer	Angela Corbett
Marion Gleason	Phyllis Wallace

\*\*alternates – Betty Ann Morrill, Lois Corbett, and Jean Dickerson

B. 4 Poll Workers @ \$125 per day

C. Voting Hours – 12:00 noon to 9:00 p.m.

14.4 Policy Manual

A. Re-adoption of all policies and code of ethics in the policy manual

Consent Agenda  
Appointments (con't)

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Marilyn Pysher, BE IT RESOLVED THAT: the Board of Education meetings for the 2012-2013 school year are hereby held the 2<sup>nd</sup> Monday of the month, with the exception of July, October, November, December, April & May, at 7:00 p.m., as follows:

Schedule of Board Meetings

- |                        |                          |
|------------------------|--------------------------|
| July 24, 2012 @ 6 p.m. | August 13, 2012 @ 6 p.m. |
| September 10, 2012     | October 15, 2012         |
| November 19, 2012      | December 17, 2012        |
| January 14, 2013       | February 11, 2013        |
| March 11, 2013         | April 15, 2013           |
| May 6, 2013            | June 10, 2013            |

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: the following officers are hereby appointed for the 2012-2013 school year to the Board of Education:

Appt. of BOE Officers and the Oath of Office

- A. District Clerk – Jacqueline Dunning
- B. District Treasurer – Deborah Vecchio
- C. Claims Auditor - Carol Euring at an hourly rate of \$50 per hour

Motion carried unanimously

The Oath of Office was administered by the President to Jacqueline Dunning, District Clerk and Deborah Vecchio, District Treasurer. The District Clerk will administer the Oath of Office to Ms. Euring at a later date.

At this time, the Regular Business Meeting Began –

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following:

Consent Agenda Approval

- a. Approval of Minutes
  - 1. Regular Meeting of June 11, 2012
  - 2. Special Meeting of June 25, 2012
- b. Treasurer’s Report for the month of May 2012

Motion carried unanimously

**Visitor Questions – None**

Visitor Questions

**Correspondence – None**

Correspondence

Presentation

**Presentation –**

**A.** Ms. Helen Atkinson-Barnes of “the Retreat” in Easthampton spoke to the Board regarding the services the Retreat offers, specifically teen dating violence. The Retreat is a non-for-profit agency

that provides domestic violence services and support for victims of domestic crimes on Long Island. Ms. Atkinson-Barnes also thanked the Shelter Island School and the boys' basketball players who sponsored an event during their season, which helps people to recognize what the retreat is about and the work that they do.

**B.** Mr. Ian Kanarvogel and Mr. James Theinert, chaperones for the 7<sup>th</sup> grade schooner trip, presented the Board with pictures from the trip and discussed the experiences each of the students had during their 7 days at sea. Mr. Kanarvogel and Mr. Theinert stated that the students learn life long skills and form different types of bonds and friendships outside the classroom. The both of them thanked the Shelter Island Education Foundation, for making the funds available, and the Shelter Island School.

A motion was made by Elizabeth Melichar, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following salary for non-contractual personnel for the 2012-2013 school year:

Kimberly Clark = \$22.66 per hour

and also authorizes the allotment of 20 paid hours of sick time to Kimberly Clark during the 2012-2013 school year, to be carried over to future fiscal years in a sick bank.

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves Barbara Jean Ianfolla as a part-time account clerk, effective July 2, 2012 – September 30, 2012, at an hourly rate of \$29.25, up to 10 hours per week.

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby amends the motion of June 25, 2012 to read as follows:

Kathleen Minder, as a part-time Account Clerk, effective July 1, 2012 – September 30, 2012, at a rate of \$18.00 per hour, for 17 ½ hours per week.

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Elizabeth Melichar, BE IT RESOLVED THAT: The Board of Education hereby approves the following extra compensation:

- a. Walter C. Brigham III to provide data support and administration for the 2012-2013 school year at a rate of \$30 per hour.
- b. Walter C. Brigham III to provide computer support and supervision for the period of time between July 1, 2012 and September 3, 2012 at his daily rate.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Marilyn Pysher, BE IT RESOLVED THAT: The Board of Education hereby approves Mark Palios to provide guidance counseling services for the period of time between June 25, 2012 and September 3, 2012 at his daily rate.

Motion carried unanimously

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

Appt. of K. Clark, P/T  
Account Clerk

Appt. of BJ Ianfolla, P/T  
Account Clerk

Amend the motion of  
K. Minder

Extra Compensation  
Walter Brigham

Approval of M. Palios  
Guidance Services

Approval of Employment  
Agreements  
Non-aligned Personnel



Employment Agreements

a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island School District and non-aligned personnel; and

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the appointment of Lynne Colligan, as a 7-12 English Teacher, effective September 1, 2012, Step 6 MA of the 2012-2013 teacher salary scale, with a 3-year probationary period through September 1, 2015, in the tenure area of English 7-12.

Appt. of Lynne Colligan  
7-12 English Teacher

Motion carried unanimously

A motion was made by Elizabeth Melichar, seconded by Alfred Brigham, Sr., BE IT RESOLVED THAT: The Board of Education hereby approves the appointment of James Bocca, as a 7-12 English Teacher, effective September 1, 2012, Step 1 BA of the 2012-2013 teacher salary scale, with a 3-year probationary period through September 1, 2015, in the tenure area of English 7-12.

Appt. of James Bocca  
7-12 English Teacher

Motion carried unanimously

A motion was made by Marilyn Pysner, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the appointment of James Theinert as a 7-12 Mathematics Teacher, effective September 1, 2012, Step 1 MA of the 2012-2013 teacher salary scale, with a 3-year probationary period through September 1, 2015, in the tenure area of Mathematics 7-12.

Appt. of James Theinert  
7-12 Mathematics Teacher

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 a .67 FTE Library Media Specialist position to be increased to a 1.0 FTE effective September 1, 2012 and that teacher Christina Miller is to be appointed to fill said 1.0 position, effective September 1, 2012.

T. Miller increase to  
1.0 FTE

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino,

Authorization of Settlement  
Agreement

a. BE IT RESOLVED THAT: The Board of Education hereby authorizes the annexed settlement agreement between the Shelter Island School District and a member of the professional staff which agreement the Board of Education has reviewed prior to the adoption of this resolution and authorizes the Board of Education President to execute same.

Motion carried unanimously

Program

**Program – None**

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, 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 Budget Transfers

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

23.2 Contracts

- a. Approve a contract with Paige Morehead, for Speech Language services, for the months of July and August 2012, upon terms and conditions to be negotiated by legal counsel.
  
- b. Approve a contract with Comprehensive Therapy Services (PT & OT) PLLC, for the months of July and August 2012, upon terms and conditions to be negotiated by legal counsel.
  
- c. Approve the contract for property valuation services, including an electronic update service option, with C-BIZ Valuation Group, LLC of Lawrenceville, New Jersey, in the amount of \$975, for the 2012-2013 school year.

23.3 Bids

- a. Approval of the recommendation from the administration of the Shelter Island School to award the base bid (HC-1) submitted by JNS Heating Service as the lowest responsible bidder meeting specifications for HVAC at a cost of \$524,900 and authorizes the Superintendent and Board President to execute any necessary documents.

Motion carried unanimously

**Facility – None**

Facility

**Items For Consideration –**

Items For Consideration

- A.** The Board of Education tabled the discussion to add a second Board of Education meeting in August to the July 24, 2012 meeting.

**Old Business - None**

Old Business

**Superintendent's Report –**

Superintendent's Report

- A.** Dr. Michael Hynes welcomed and congratulated all of the newly hired teachers. He is looking forward to working with everyone.

- B.** Dr. Michael Hynes updated everyone on the progress of the construction. The abatement started on July 9<sup>th</sup> and is expected to be done at the end of the week. The playground is closed until the abatement is complete. The construction project is on a tight timeline and everyone is taking one day at a time.

- C.** Dr. Michael Hynes stated that he and Jennifer Rylott, Academic Administrator, have a lot of work to do together, and he has high expectations. Dr. Hynes is looking forward to the academic journey.

- D.** Ms. Jennifer Rylott reported about the interview process and how the standards were set high and the new teachers met them. She also stated that the Special Education demo lessons were this week and the Elementary demo lessons were next week. In her role of Academic Administrator, she stated that she is going thru things and getting familiar with everything. She also thanked Donna Clark for all of her help in the transition.

Superintendent's Report  
(con't)

**Board Member Reports –**

Board Member's Reports

A. Ms. Elizabeth Melichar reported that she was involved in the interview process for Special Education and English and that it was a very thorough process.

**Visitor Questions – None**

Visitor Questions

A motion was made by Thomas Graffagnino, seconded by Marilyn Pyscher, to adjourn the meeting.  
Motion carried unanimously

Adjournment

The meeting was adjourned at 8:04 p.m.

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Deborah Vecchio  
District Clerk Pro-Tem

The next meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday, July 24, 2012 at 6:00 p.m.