

BOARD OF EDUCATION
SHELTER ISLAND UNION FREE SCHOOL DISTRICT
2011-2012

		Term Expires
President	Stephen L. Gessner	6/30/2012
Vice President	Thomas V. Graffagnino	6/30/2013
Member	Linda C. Eklund	6/30/2014
Member	Mark A. Kanarvogel	6/30/2012
Member	Kathleen H. Reilly	6/30/2013
Member	Elizabeth Melichar-Lechmanski	6/30/2014
Member	Alfred L. Brigham, Sr.	6/30/2014

Members Present: Thomas Graffagnino, Linda Eklund, Mark A. Kanarvogel, Stephen Gessner, Elizabeth Melichar, Alfred Brigham, Sr.
Kathleen Reilly entered at 5:10 p.m.

Members Absent:

Others Present: Superintendent, Dr. Michael Hynes; District Clerk, Deborah Vecchio; School Business Official, Jessica Mack; Carrie Ann Salvi, Shelter Island Reporter; 3 faculty/staff/students, and 0 community members.

The meeting was called to order at 5:06 p.m. by the District Clerk, followed by the Pledge of Allegiance. Call to Order

The Oath of Office was administered by the District Clerk to newly elected Board of Education members Elizabeth Melichar-Lechmanski and Alfred Brigham, Sr. Oath of Office to new BOE Members

The District Clerk announced that nominations were in order for President of the Board of Education for the 2011-2012 school year. Stephen Gessner was nominated by Kathleen Reilly for President of the Board of Education for the 2011-2012 school year, seconded by Thomas Graffagnino. There being no further nominations, the District Clerk took the roll of the Board of Education. Election of President and Oath

Mark A. Kanarvogel - yes	Stephen L. Gessner - yes
Kathleen Reilly - 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 2011-2012 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 the President.

President Gessner stated that nominations were in order for Vice President of the Board of Education for the 2011-2012 school year. Thomas Graffagnino was nominated by Mark Kanarvogel for Vice President of the Board of Education for the 2011-2012 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
Kathleen Reilly - 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 2011-2012 school year.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: the following officers are hereby appointed for the 2011-2012 school year to the Board of Education:

Appointment of
Board Officers and Oath of
Office

District Clerk Deborah Vecchio at an annual stipend of \$3,000
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 Thomas Graffagnino, Vice President; Jessica Mack, School Business Official; and Deborah Vecchio, District Clerk. The District Clerk will administer the Oath of Office to Ms. Euring at a later date.

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the following appointments for the 2011-2012 school year:

Consent Agenda
Appointments

- A. Attendance Supervisor - Mary Kanarvogel
- B. Auditors - Cullen & Danowski - \$28,600
- C. Architects – Mosaic Associates Architects (subject to negotiation of agreement)
- D. School Attorney- Ingerman Smith, L.L.P
(For both Board & Labor Counsel Services) at an annual retainer of \$27,500. Other services as required @ \$225 per hour plus all out of pocket disbursements and expenses paid by the firm for any and all work related to the school district.
- E. School Insurance Broker - New York State Insurance Reciprocal (NYSIR)
- F. School Student Accident Insurance Broker - NYBEST
- G. School Physician - Peter Kelt, MD, at an annual fee of \$850;
Shelter Island Family Medicine at an annual fee of \$850
- H. Dentist - Dr. Frank Kestler
- I. 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
 - 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
- J. Official Newspaper Shelter Island Reporter
- K. Chief Faculty Advisor Dr. Michael Hynes
- L. Title IX Compliance Officer Dr. Michael Hynes
- M. Title VII Compliance Officer Dr. Michael Hynes
- N. ADA Compliance Officer Dr. Michael Hynes
- O. Extra Class Treasurer Ms. Kimberly Clark
- P. Bond Counsel Hawkins, Delafield & Wood LLP(fees as indicated in their proposal letter dated March 4, 2011)
- Q. Financial Advisor Munistat(fees as indicated in their proposal letter dated February 7, 2011)
- R. Asbestos Designee Michael Dunning
- S. Purchasing Agent Jessica Mack
- T. Deputy Purchasing Agent Dr. Michael Hynes
- U. Records Access Officer Deborah Vecchio
- V. Right To Know Officer Michael Dunning

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 appointments for the 2011-2012 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 Thomas Graffagnino or Stephen Gessner
- C. Petty Cash -
 - Central Office \$100 Jacqueline Dunning
 - Cafeteria \$20 Melanie Mitchell

- 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, 2011.

Consent Agenda
Appointments (con't)

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2011-2012 school year: 11.1 – 11.3

Consent Agenda
Authorizations

11.1 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, 2011 through June 30, 2012 is hereby approved.

B. A bond (Excess Indemnity on the Deputy Treasurers and Extra Classroom Treasurer) in the amount of \$150,000 covering the services of Thomas Graffagnino and Stephen Gessner as the Deputy Treasurers of the SIUFSD and Kimberly Clark as the Extra Classroom Treasurer of the SIUFSD, as written by NYSIR (New York Schools Insurance Reciprocal) for the period of July 1, 2011 through June 30, 2012.

11.2 Third Party Administrators

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

11.3 Tax Deferred Annuity Plans and 457(b) Plan

The Legend Group/ADSERV
Vanguard Fiduciary Trust Company
Oppenheimer Shareholder Services
Ameriprise Financial Services, Inc.
ING National Trust – NY
The State of New York Deferred Compensation Plan (457(b))

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2011-2012 school year: 12.1 – 12.2

Consent Agenda
Appointments

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

- A. Committee on Special Education
 - Chairperson Dr. Michael Hynes, interim
 - Dr. James Dibble - School Psychologist
 - Peter Kelt, MD 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)

B. Committee on Pre-School Special Education
Chairperson Dr. Michael Hynes (interim)/
Michelle Weir

Parent Member
A professional who participated in the evaluation of the child.

C. Subcommittee on Special Education
Chairperson – Dr. Michael Hynes(interim)/Dr. James Dibble
Speech/Language Pathologist - Michelle Weir
Student's Teacher
Student's Special Education Teacher

D. 504 Committee
Coordinator Dr. Michael Hynes(interim)/
Dr. James Dibble
School Physician
Peter Kelt, MD
Student's Teacher
Speech/Lang. Pathologist Michelle Weir
Guidance Counselor Mark Palios
School Nurse Mary Kanarvogel
Parent Member

12.2 504 Grievance Officer

A. Dr. Michael Hynes – Superintendent

Motion carried, Mark Kanarvogel abstained

A motion was made by Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the following agenda items for the 2011-2012 school year: 13.1, 13.2, and 13.4

13.1 Impartial Hearing Officer List for 2011-2012

13.2 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.

13.4 Policy Manual

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

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: the Board of Education meetings for the 2011-2012 school year are hereby held the 2nd Monday of the month, with the exception of July, August, October, and April, at 7:00 p.m., as follows:

Schedule of Board Meetings

July 26, 2011	August 15, 2011
September 12, 2011	October 17, 2011
November 14, 2011	December 12, 2011
January 9, 2012	February 13, 2012
March 12, 2012	April 16, 2012
May 14, 2012	June 11, 2012

Motion carried unanimously

At this time, the Regular Business Meeting Began –

Visitor Questions – None

Visitor Questions

Correspondence – None

Correspondence

Presentation – None

Presentation

Approval of Minutes – None

Approval of Minutes

Treasurer’s Report - None

Treasurer’s Report

A motion was made by Kathleen Reilly, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 17.1 – 17.6

Consent Agenda
Personnel

17.1 Abolish Position

- a. Approval to abolish one (1) Clerk Typist position, effective June 30, 2011.

17.2 Create Position

- a. Approval to create one (1) Account Clerk position, effective July 1, 2011, and appoint Barbara Jean Ianfolla to said position, at a salary of \$45,047.83.

17.3 Appointment of Personnel

Coaching for 2011-2012 school year

- a. Michael Mundy as the Varsity Boys Basketball coach at \$5,549
- b. Peter Miedema as the Varsity Girls Basketball coach at \$5,549
- c. Peter Miedema as the JV Baseball coach at \$4,269
- d. Susan Warner as the JV Girls Tennis coach at \$3,275
- e. Karen Gibbs as JV Girls Volleyball coach at \$4,269
- f. Karen Gibbs as JH Boys Volleyball coach at \$2,347
- g. Rick Osmer as JH Boys Basketball coach at \$2,563
- h. Rick Osmer as Athletic Director at \$5,122
- i. Brian Doelger as JV Girls Basketball coach at \$4,697
- j. Phyllis Power as Intramural Golf coach at \$1,091.67

Co-curricular positions for 2011-2012 school year

- a. Katherine Doroski, 11th grade Co-Advisor, at \$844
- b. Jack Reardon, 11th grade Co-Advisor, at \$844
- c. Mark Palios, 12th grade Advisor, at \$1,688
- d. Sharon Gibbs, Science Fair, at \$1,688
- e. Sharon Gibbs, Elementary/Middle School Science Coordinator, at \$1,688
- f. Jessica Bosak, Select Choir, at \$1,688
- g. Peter Miedema, Student Council, at \$2,530
- h. Janine Mahoney, National Honor Society, at \$1,358
- i. Phyllis Power, School Play Pianist/Accompanist/Vocal Director, at \$2,530
- j. Virginia Gibbs, Middle School Coordinator, at \$1,688
- k. Virginia Gibbs, 7th Grade Advisor, at \$671
- l. Virginia Gibbs, 8th Grade Advisor/Disney Trip Coordinator, at \$1,688

After School Detention for the 2011-2012 school year

- a. Mark Palios
- b. Mary Kanarvogel
- c. Ann Marie Galasso
- d. Jack Reardon
- e. Peter Miedema
- f. Janine Mahoney
- g. Virginia Gibbs

Athletic Chaperoning for the 2011-2012 school year

- a. Peter Miedema
- b. Rick Osmer
- c. Mary Kanarvogel
- d. Deborah Brewer
- e. Jack Reardon
- f. Janine Mahoney

Home Instruction

- a. Janine Mahoney

Extra Compensation

- a. Walter C. Brigham III to provide data support and administration for the 2011-2012 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, 2011 and September 2, 2011 at his daily rate.
- c. Mark Palios to provide guidance counseling services for the period of time between June 27, 2011 and September 2, 2011 at his daily rate.

17.4 Standard Work Day and Reporting Resolution for Appointed Officials

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

17.5 Post Season Sports

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

- a. WHEREAS, Veronica Siller was reduced from .916 FTE to .67 FTE for the 2011-2012 school year, Veronica Siller will be placed on a preferred eligibility list for any full-time vacancy in the area of Family & Consumer Science/Home Economics in accordance with NYS SED regulations.
- b. WHEREAS, Katherine Doroski was reduced from 1.0 FTE to .67 FTE for the 2011-2012 school year, Katherine Doroski will be placed on a preferred eligibility list for any full-time vacancy in the area of Business Education in accordance with NYS SED regulations.
- c. WHEREAS, Audrey Pedersen was reduced from 1.0 FTE to .67 FTE for the 2011-2012 school year, Audrey Pedersen will be placed on a preferred eligibility list for any full-time vacancy in the area of Mathematics 7-12 in accordance with NYS SED regulations.
- d. WHEREAS, Christina Miller's teaching position for the 2011-2012 school year was abolished on April 11, 2011, she will be placed on a preferred eligibility list for any vacancy in the area of Library Media Specialist in accordance with NYS SED regulations.

Motion carried, Mark Kanarvogel abstains

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 Program action: 18.1

Consent Agenda Program

18.1 Deletion of Superseded Policies:

- a. Approval to delete old policies: #0000, #0200, #0210, #0400, #1000, #1134, #1210, #1500-R, #1741, #1741-R, #1741-E, #1920, #1920-R, #1920-E.1, #1920-E.2, #2000, #2122, #2160-R, #2160-E, #2250, #2260, #2260-R, #2341, #2350, #2352, #2381, #2450, #2530, #2700, #3000, #4000, #4100, #4110, #4111, #4240, #4315, #4316, #4318, #4319, #4340, #4350, #4410, #4430, #4524, #4526, #4740, #4760, #4771, #4830, #5000, #5020, #5020.1, #5020.1-R, #5020.1-E.1, #5020.1-E.2, #5020.3, #5100, #5130, #5155, #5161, #5162, #5162-R, #5170, #5170-R, #5182, #5210, #5310, #5310-R, #5311.2, #5311.4, #5311.4-R, #5311.41, #5311.41-E, #5311.5, #5313.1, #5320, #5330, #5330-R, #5400, #5430, #5450, #5453, #5650, #5680, #5800, #6000, #6111, #6130, #6200, #6215, #6240, #6240-R, #6300, #6620, #6740, #6740-R, #6900, #7120, #7320, #7350, #7500, #7810, #8000, #8122, #8130-R, #8211, #8212, #8414.3, #8415, #8416, #9000, #9020, #9130, #9220-E, #9270, #9330, #9411, #9511, #9530, #9550 and #9580.

Motion carried unanimously

Finance – None

Finance

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of the Superintendent on the following Facility action: 20.1

Consent Agenda Facility

20.1 Excessing Materials – to be determined to be of no value

- a. Laser Disk Player w/remote (Bar Code: 00408)
- b. Oscilloscope (Bar Code: 000025)
- c. 75 science reference books dated 1958-1987
- d. 50 *Golden Guide* and *Peterson Field Guides* dated 1962-1987
- e. 8 copies of *Paso a Paso* (student edition)
- f. 1 copy of *Paso a Paso* (teacher edition)
- g. 2 sets of *Avancemos Uno* transparency book
- h. 2 sets of *Avancemos Uno* ancillaries book
- i. 2 sets of *Avancemos Dos* ancillaries book

Consent Agenda Facility
(con't)

Motion carried unanimously

Items For Consideration –

A. Dr. Hynes stated that more information will follow at a later date regarding Fundraising and the CSE Chairperson. The Board of Education discussed at the re-organizational section of the meeting adding a 2nd Board of Education meeting in July. The meeting date of July 26 has been added to the Board meeting schedule.

Items For Consideration

Old Business - None

Old Business

Superintendent's Report –

A. Dr. Hynes reported to the Board that he will present a 1st draft of his 100 day plan to the Board sometime in August and the 2nd draft in early November. Dr. Hynes will host his first community forum on July 11th at 6:30 p.m. and a second on July 18th at 9:00 a.m. Anyone who cannot attend either of these forums can make an appointment individually with Dr. Hynes.

Superintendent's Report

Board Member Reports – None

Board Member's Reports

Visitor Reports – None

Visitor Reports

A motion was made by Kathleen Reilly, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 5:45 p.m. to discuss the employment of particular individuals pursuant to Section 105(f) of the Public Officers Law.

Executive Session

Motion carried unanimously

The Board came out of executive session at 6:49 p.m.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, to adjourn the meeting.

Adjournment

Motion carried unanimously

The meeting was adjourned at 6:50 p.m.

Deborah Vecchio
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Tuesday, July 26, 2011 at 7:00 p.m.