

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

**PUBLIC MEETING
REGULAR MEETING**
December 13, 2010

Members Present: Rebecca Mundy, Thomas Graffagnino, Mark Kanarvogel, Kathleen Reilly, Kenneth Lewis, Jr., Linda Eklund, Stephen Gessner

Members Absent: Student Liaison, Stephanie Vecchio

Others Present: Interim Superintendent, Robert Parry; Deborah Vecchio, District Clerk; School District Business Leader, Sam Schneider; Mary Anne Sadowski, Ingerman Smith LLP; Ted Hills from the Shelter Island Reporter; 7 faculty/staff/students and 4 community residents.

The meeting was called to order at 5:05 p.m. by President Mundy, followed by the Pledge of Allegiance. Call To Order

A motion was made by Mark Kanarvogel, seconded by Kathleen Reilly, Executive Session
BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 5:05 p.m. for negotiations and a personnel matter.
Motion carried unanimously

The Board came out of executive session at 7:05 p.m.

Visitor Comments - None Visitor Comments

A motion was made by Kenneth Lewis, Jr., seconded by Stephen Gessner, Consent Agenda
Approval
BE IT RESOLVED THAT: The Board of Education hereby approves the following:

- a. Approval of Minutes
 - 1. Special Meeting of November 4, 2010
 - 2. Regular Meeting of November 8, 2010, with noted changes
- b. Treasurer's Report for the month of October 2010

Motion carried unanimously

Correspondence – Correspondence
A. Ms. Rebecca Mundy stated that the Board received a thank you note from the National Honor Society thanking the Board for the opportunity to hold the cardboard campout on school grounds.

Presentation –

Presentation

A. Ms. Morgan Anderson, representative of the National Honor Society, presented the Board with a golden hammer that the chapter received for raising over \$5,000 for Habitat For Humanity. Ms. Mahoney, Advisor, stated that the Society will have another build date in the Spring. She also stated that January 20th, 2011, will be the induction dinner. Ms. Rebecca Mundy commented that it was a job well done.

B. Ms. Mackenzie Needham presented the Board with various plaques the Girls' Varsity Volleyball team received at a dinner on December 7, 2010. The team received the League VIII Championship award, the County Championship award, the Regional Championship award, the Final 4 State Championship award, and the team Sportsmanship award. Ms. Rebecca Mundy congratulated the team.

C. Mr. Vinnie Cullen, school district auditor of the firm Cullen and Danowski, did a presentation to the Board regarding the districts' audit report as of June 30, 2010. Mr. Cullen stated that the district is solvent, the fund balance has an appropriate amount, the records and assets keep improving, and the district is poised well to enter into challenges districts' may be faced with at the state level. Mr. Cullen also stated that the management letter includes comments that have to do with the size of the district and segregation of duties in the Business Office. The trend is to move to have better controls. Mr. Parry stated that the audit report and the corrective action plan will be on the website. Mr. Gessner asked Mr. Cullen if the school can share services with the town.

D. Mr. Marty Weber, of Mosaic Associates, presented the Board with Preliminary Findings that his firm will propose to include in the 2010 Building Condition Survey to be submitted to SED (State Education Department) before January 15, 2011. The State Education Department is using this survey to gather information about the needs of districts. There are no threatening or emergency situations on this list. The Board of Education and administration need to prioritize the list, address the top projects, and discuss budgeting of these items.

A motion was made by Stephen Gessner, seconded by Kenneth Lewis, Jr.,
BE IT RESOLVED THAT: The Board of Education hereby acknowledges receipt of the above mentioned document and would like to move forward with budgeting options.

Motion carried unanimously

Preliminary
Findings, 2010
Building Condition
Survey

A motion was made by Thomas Graffagnino, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 8.1

Consent Agenda
Personnel

Appointment of personnel

Co-curricular positions for 2010-2011 school year

- a. John Kaasik, as Play Director/Producer, effective December 13, 2010, at a rate of \$4,396.

Home Instruction

- a. Approval to pay Brian Doelger \$59.20 per hour, for a total of \$473.60, for eight hours of home instruction.

Deputy Claims Auditor

- a. Jacqueline Dunning, as Deputy Claims Auditor, at a rate of \$50 per hour, on an as needed basis.

Motion carried unanimously

A motion was made by Stephen Gessner, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program actions: 9.1 – 9.4

Consent Agenda
Program

CPSE/Subcommittee on Special Education/504 Recommendations for the 2010-2011 school year: The Board President may seek a motion to accept the recommendations of the committees.

- a. Committee on Preschool Special Education
- b. Subcommittee on Special Education
- c. Section 504 Committee

Overnight Field Trip

- a. Approval of the Girls Varsity volleyball team to attend the state championships in Glens Falls, New York, retroactive to November 19-21, 2010.

Second Reading and approval of the following Policies:

- a. Policy #3150 – School Volunteers
- b. Policy #3230 – Public Complaints
- c. Policy #3260 – Booster Clubs

- d. Policy #3271 – Solicitation of Charitable Donations From School Children
- e. Policy #3273 – Soliciting Funds From School Personnel
- f. Policy #3290 – Operation of Motor-Driven Vehicles on District Property
- g. Policy #3310 – Public Access To Records
- h. Policy #3320 – Confidentiality of Computerized Information
- i. Policy #3410 – Code of Conduct on School Property
- j. Policy #3412 – Threats of Violence In School
- k. Policy #4211 – Line Responsibility
- l. Policy #4212 – Shelter Island Union Free School District Organization Chart
- m. Policy #4260 – Evaluation Of The Superintendent And Other Administrative Staff
- n. Policy #5410, #5410R, #5410E.1, #5410E.2 – Purchasing
- o. Policy #5630 – Facilities: Inspection, Operation and Maintenance
- p. Policy #5631 – Hazardous Waste And Handling Of Toxic Substances By Employees
- q. Policy #5632 – Construction Safety
- r. Policy #5633 – Pesticides And Pest Management
- s. Policy #5640 – Smoking/Tobacco Use
- t. Policy #5650 – Energy/Water Conservation And Recycling Of Solid Waste
- u. Policy #5660 – School Food Service Program (Lunch and Breakfast)
- v. Policy #5661 – District Wellness Policy
- w. Policy #5670 – Records Management
- x. Policy #5671 – Disposal Of Consumer Report Information And Records
- y. Policy #5672 – Information Security Breach And Notification
- z. Policy #5680 – Safety And Security
- aa. Policy #5681 – School Safety Plans
- bb. Policy #5682 – Cardiac Automated External Defibrillators (AEDs) In Public School Facilities
- cc. Policy #5683 – Fire Drills, Bomb Threats And Bus Emergency Drills
- dd. Policy #5684 - Anthrax And Other Biological Terrorism: Prevention Protocols/Protocols For Mail Handling
- ee. Policy #5690 – Exposure Control Program
- ff. Policy #5691 – Communicable Diseases
- gg. Policy #5692 – Human Immunodeficiency Virus (HIV) Related Illnesses

- hh. Policy #5710 – Transportation Program
- ii. Policy #5720 – Scheduling and Routing
- jj. Policy #5730 – Transportation Of Students
- kk. Policy #5750 – School Bus Safety Program
- ll. Policy #5760 – Qualifications Of Bus Drivers
- mm. Policy #5761 – Drug and Alcohol Testing For School Bus Drivers and Other Safety - Sensitive Employees
- nn. Policy #6130 – Evaluation Of Personnel: Purposes
- oo. Policy #6140 – Health Examinations
- pp. Policy #6150 – Alcohol, Drugs And Other Substances (School Personnel)
- qq. Policy #6151 – Drug-Free Workplace
- rr. Policy #6540 – Defense and Indemnification Of Board Members And Employees
- ss. Policy #6550 – Leaves Of Absence
- tt. Policy #6551 – Family And Medical Leave Act
- uu. Policy #7540 - Suicide

Deletion of Superceded Policies:

- a. Approval to delete old policies: #4532, #1400, #1410, #1420, #1420-R, #1420-E, #1440, #1440-R, #1222, #1510, #5454, #8240, #1120, #1120-R, #1120-E, #1520, #1520-R, #5312, #9540, #9540-R, #3230, #3230-E, #3160, #0320, #0320-E, #0330, #6700, #6700-R, #6700-E.1, #6700-E.2, #6710, #6720, #6720-R, #6730, #6731, #7000, #7100, #7310, #7331, #7360, #7700, #8110, #8110-R, #8112, #8120, #8200, #8210, #8220, #7365, #7365-E, #8115, #1530, #8500, #8520, #5500, #5500-R, #5500-E.1, #5500-E.2, #5500-E.3, #5500-E.4, #8100, #8100-R, #8111, #8111-R, #8120.2, #8121, #8130, #8132, #8133, #8133-R, #8133-E, #8123, #8123-R, #5191, #5191-R, #5191-E, #8123.1, #8123.1-R, #8123.1-E, #8410, #8410.1, #8411, #8413, #8417, #8423, #4531, #4531-E.1, #4531-E.2, #4531-E.3, #8414, #8414-R, #8414.1, #0340, #5312.1, #5312.1-R, #9125, #9125-R, #9125.1, #5431, #5431-R, and #5431-E.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 10.1 – 10.7

Consent Agenda
Business

Financial Reports

- a. Accept the Budget and Revenue Status Report for the period November 4, 2010 through December 7, 2010.

Budget Transfers

- a. Accept and approve the Budget Transfers Report, for the period, November 4, 2010 through December 7, 2010, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Xerox

- a. Approval of Maintenance Service Agreements.
 1. Main Office
 2. Middle School

Consulting Services

- a. Accept the Specification Development Report, Superintendent/Principal Search, for the Shelter Island UFSD, from School Leadership, LLC, and authorize to advertise in the New York Times and use Dr. Fowler's network of 1,100 professional and placement offices nation-wide.
- b. Approve a consultant agreement with Amanda Clark to provide instruction, guidance and assistance in the art of sailing to the Shelter Island School Sailing Club at a rate of \$100 per session for no more than 35 sessions.
- c. Approve a consultant agreement with Jennifer Czartosieski to play piano during the two winter concerts, December 15 & 16, 2010, at a rate of \$100 per night.

Bids

- a. School Lunch product items – awarded to:
 1. Donneson Provisions
 2. Landmark Savory Food
 3. DiCarlo Distributors Inc.
 4. Calip Dairies (DBA Big Apple)

Donation & Budgetary Increase

- a. Authorize the Shelter Island School District to accept a donation of \$700 from Shelter Island Youth Soccer for the purchase of equipment for the F.I.T. Center.
- b. Authorization to increase the budget line of F.I.T. Center Equipment, AO.7110.200.00.0000.5, in the amount of \$700, to be offset by a donation from Shelter Island Youth Soccer.

Corrective Action Plan

- a. Accept the administration's corrective action plan from the audit management letter for the period ending June 30, 2010, as required by regulations of the State Education Department.

Consent Agenda
Business (con't)

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions:
11.1

Consent Agenda
Facility

a. Excessing Materials – to be determined to be of no value

1. 3 Brother HL-1040 Printers
2. 1 Toshiba Satellite Laptop
3. 1 HP 4500 Printer
4. 3 Dell Win 98 Latitude 1000 Desktop Frames
5. 1 HP 1000L Printer

b. Excessing Materials – broken beyond repair

1. 10 File cabinets
2. 5 TV Carts
3. 1 Laminator
4. 2 Computing Equipment
5. 1 Table
6. 1 Microwave
7. 2 Chair Racks
8. 1 Desk

Motion carried unanimously

Items For Consideration –

A. The Board of Education reviewed the draft 2011-2012 Budget Calendar.

Items For
Consideration

A motion was made by Kathleen Reilly, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby approves the 2011-2012 Budget Calendar as presented and as per attached.

Motion carried unanimously

Old Business – None

Old Business

Administrator's Report –

Administrator's
Report

A. Mr. Parry reported to the Board that the Science Fair was held on Friday, December 3, 2010. He congratulated all of the students and the following teachers who participated in the fair, Sharon Gibbs, Ann Marie Galasso, and Dan Williams.

B. Mr. Parry reported that the school district concerts are being held this week. The grade 7-12 concert will be held on Wednesday, December 15, 2010 at 7:30 p.m. and grades K-6 on Thursday, December 16, 2010 at 7:00 p.m.

C. Mr. Parry congratulated the Girls Varsity Volleyball team on a very successful, championship season.

D. Mr. Parry reported to the Board that the Maintenance Department has recycled 14,000 lbs (7 tons) of metal that was excessed from the building.

E. Mr. Parry congratulated students who participated in the Young American Writers' Project at Stony Brook Southampton. Eight plays were produced and one of those eight was written by Shelter Island student Lisa Kaasik. The actors in the play were Ariana Loriz and Lea Giambruno. John Kaasik was Director of the play and Jillian Calabro was the Assistant Director.

F. Mr. Parry congratulated the 2R's4 Fun Fall session project. Mr. Parry also stated that the Spring 2010 publication is now available, and he thanked the parents and community volunteers.

G. Mr. Parry reported that on January 1, 2011 the Method Test Prep program will be available to Juniors. This is a nationally recognized, on-line program designed to prep students for the SAT exam. The Shelter Island Educational Foundation has made this available due to a \$5,000 donation given for this purpose.

H. Mr. Parry reported that the 7th grade Schooner trip will take place. The Shelter Island Educational Foundation secured an additional \$5 million liability policy, meeting the districts' need of a total \$10 million liability policy.

Board Member Reports –

Board Member
Reports

A. Mr. Tom Graffagnino reported that JPPC met and they decided that the Washington D.C trip was not going to happen this year due to timing and sending a non-tenured teacher as a chaperone. Mr. Graffagnino stated that this is not the end of this trip; they may do the trip next year.

Mr. Graffagnino reported that the Media Club Advisor position was approved in June, pending a job description. Mr. Reardon created a job description that each BOE member will review.

Board Member
Reports (con't)

B. Mr. Mark Kanarvogel reported to the Board that the Shared Decision Making Committee decided to wait 6-7 weeks before the next meeting to discuss the viability of Shared Decision. Ms. Rebecca Mundy asked if it is a state mandated committee. Ms. Linda Eklund commented that the committee should exist for specific purposes (ex. 21st century school, creation of the Middle School, block scheduling, etc.).

C. Ms. Debbie Vecchio, District Clerk, stated she will e-mail the Policy Committee for possible dates for their next meeting.

Visitor Comments –

Visitor Comments

A. Ms. Janine Mahoney asked the Board how the district selected the piano player for the upcoming concerts.

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

Adjournment

Motion carried unanimously

The meeting adjourned at 8:40 p.m.

Deborah Vecchio
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, January 10, 2011 at 7:00 p.m.