

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

**WORK SESSION  
BUDGET MEETING**  
February 23, 2010

Members Present: Rebecca Mundy, Mark Kanarvogel, Linda Eklund, Kenneth Lewis, Jr.,  
Kathleen Reilly  
Thomas Graffagnino entered at 7:07 p.m.

Members Absent: Stephen Gessner; Gina Giambruno, Student Liaison;

Others Present: Superintendent, Sharon Clifford; Assistant Superintendent, Donna  
Guiffre; District Clerk, Deborah Vecchio; School District Business  
Leader, Sam Schneider; Ted Hills, Shelter Island Reporter; 6  
faculty/staff/students; 0 community members

The meeting was called to order at 7:05 p.m. by President Mundy, followed by the Pledge of Allegiance. Call To Order

**Presentation –**

Presentation

Mrs. Rebecca Mundy welcomed everyone to the third budget presentation meeting and stated that tonight's agenda is an ambitious one.

Mr. Sam Schneider welcomed everyone and stated that the presentation can be downloaded from the website or it can be mailed for anyone who requests it. The agenda items for the third presentation include operations of plant, maintenance of plant, central administration, business administration, instructional media, health services, computer-aided instruction, and data processing.

Mr. Schneider and Mr. Jim Rogers, School Maintenance Crew Leader, presented an overview of operations and the maintenance of plant, which include preventative maintenance schedules, fuel oil usage (for heating), paper recycling, and housekeeping materials. In the area of preventative maintenance, one item of discussion was the condition of the service emergency generator. Mr. Ken Lewis is concerned about the condition of the generator since the school is the emergency shelter for the community. Mr. Rogers went into detail about the fuel oil consumption for the district and reported that the total consumption difference saved from 2008 to 2009 is -19.35%. Mr. Rogers is tracking and saving money in the areas of recycled paper, as well as housekeeping materials.

Mr. Schneider and Mr. Rogers continued the discussion of salaries, equipment, contractual expenses, materials and supplies, and BOCES health and safety.

Mr. Rogers stated that he has a six member crew and each day each custodian cleans 25,000 sq. feet, which is 6,000 sq. feet more than the state wide standard of 19,000 sq. feet. Mr. Rogers also explained salaries, how overtime is calculated, and overtime use. In the area of equipment, Mr. Schneider, Mr. Rogers and the Board had a discussion regarding the purchase of a new truck for the maintenance department. The existing truck is becoming unreliable and is used for all purposes, except Driver's Education. Mr. Rogers also commented that the new truck can perhaps allow the school to do their own plowing, pick-up mulch and dirt, and transport plantings. The truck they are interested in is a Ford F450. Ms. Linda Eklund would like the Business Office to explore a more cost effective option. In the area of contractual expenses, two items in particular that were discussed were asbestos testing and a state mandated building condition survey. These would increase the budget, in the area of contractual expenses, by \$8,000. The percentage change proposed over the current budget in the area of operations of plant is 5.52%.

Mr. Schneider and Mr. Rogers reviewed the area of maintenance of plant and the contractual expenses in this area. The contractual expenses, include plumbing repairs, water & septic repairs, 2 projects in the auditorium, 1 by the handicapped door entrance, and concrete blocks outside the lobby doors. All of these are "must-dos". Mr. Schneider also discussed future years' contractual expenses (not in this budget). The combined 2010-2011 proposed budget for all contractual expenses is \$38,000, which is a decrease of 32.14% over the current school year budget.

Other areas of the budget Mr. Schneider discussed were Central Administration and Business Administration. Central Administration enforces all provisions of the law, rules and regulations in relation to the management of the school and other educational, social and recreational activities under the direction of the Board of Education, supervises all staff, all district funds, carries out board of education policies, and complies with all New York State Regulations. The percentage change proposed over the current budget in this area is 1.93%. Business Administration is the area of budget, accounts receivable, accounts payable, payroll, cash flow, transportation, school lunch, audits, treasurer, architect, extra-classroom activity funds, trust and agency, and legal. Mr. Schneider reviewed salaries, travel and conference expenses, equipment expenses, contractual expenses, and materials and supplies for both Central Administration and Business Administration. He also discussed the district's BOCES services under Business Administration.

Mr. Schneider discussed the areas of instructional media(library) and health services. The area of instructional media will see a 9.20% proposed percentage change over the current budget. In the area of health services, the proposed percentage change is 4.29%.

Presentation  
(con't)

Mr. Walter Brigham did a presentation on the district's Computer-Aided Instruction, including the tablets, contractual expenses(Cablevision, Websense, Avaya, Ipswitch, and Hamptons Online), materials and supplies(parts, repairs, and replacements), salaries, state aid software, textbooks, computer technology, hardware state aided expenses, equipment, and travel.

Ms. Rebecca Mundy reminded everyone that the items presented this evening may be deleted. The budget is a work in progress.

A motion was made by Thomas Graffagnino, seconded by Kenneth Lewis, Jr., to adjourn the meeting.

Adjournment

Motion carried unanimously

The meeting adjourned at 8:15 p.m.

---

Deborah Vecchio  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, March 15, 2010 at 7:00 p.m.







