

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

**REGULAR MEETING
PUBLIC MEETING**
December 14, 2009

Members Present: Rebecca Mundy, Thomas Graffagnino, Kathleen Reilly, Mark Kanarvogel, Kenneth Lewis, Jr., Stephen Gessner
Linda Eklund arrived at 7:29 p.m.

Members Absent:

Others Present: Superintendent, Sharon Clifford; District Clerk, Deborah Vecchio; Assistant Superintendent, Donna Guiffre; School District Business Leader, Sam Schneider; Gina Giambruno, Student Liaison; Ted Hills from the Shelter Island Reporter and 7 faculty/staff/students and 1 community resident(s).

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

Call To Order

Visitor's Comments – None

Visitor's
Comments

A motion was made by Mark Kanarvogel, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Special Meeting of November 12, 2009.

Approval of the
Minutes

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Regular Meeting of November 16, 2009.

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Special Meeting of December 3, 2009.

Motion carried unanimously

Correspondence – None

Correspondence

Presentation –

Presentation

A. Mr. Vinnie Cullen, school district auditor of the firm Coughlin Foundotos, Cullen, and Danowski, did a presentation to the Board regarding the districts audit report as of June 30, 2009. Mr. Cullen informed the Board that as of January 1, 2010, the name of the firm will be Cullen & Danowski. Mr. Cullen stated that an audit committee is required of a school district, and he met with the audit committee to go over the audit report thoroughly. Mr. Cullen informed the Board that the audit report has been filed with the state and the district will need to send a resolution recognizing receipt of the audit report. He also discussed state auditing standards, as well as the management letter, which is commentary on what the auditors saw in the audit.

Mr. Cullen discussed internal controls. The management letter includes one comment regarding cash receipts and deposits. Mr. Cullen’s firm has been with the Shelter Island School for 5 years. Mr. Cullen commented that the audit report, the first year, was pretty weighty, but over the last few years a lot of attention has been given to all of Mr. Cullen’s comments. Now, there are relatively few comments. Mr. Sam Schneider will prepare the corrective action plan. Mr. Cullen ended his presentation on the audit by stating that things are going in the right direction, and there has been a significant difference.

Mr. Cullen also discussed finances of the district. He stated it was evident that things are going to be pretty nasty for the next few years for school districts. He stated that there is talk about legislation to let districts use reserves, but as of today, they have not passed that. He suggests using reserves judiciously. Ms. Rebecca Mundy asked about the Claims Auditor position. Mr. Cullen said that the Commissioner and the State Education Department states every Board of Education member is supposed to look at every claim every month. That is very hard to do so the Board of Education is allowed to delegate that responsibility to a Claims Auditor. Mr. Cullen’s advice to the Board of Education is to get a Claims Auditor from outside. Mr. Cullen thanked the administration for their cooperation.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby acknowledges receipt of the Financial Statements and Supplementary Schedules with Independent Auditor’s Reports dated June 30, 2009, as presented by Vinnie Cullen of Coughlin, Foundotos, Cullen, and Danowski.

Motion carried unanimously

Acknowledgement
of the Financial
Statements/
Supplementary
Schedules
Independent
Auditors Report

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby acknowledges receipt of the Extraclassroom Activity Funds Financial Statement with Independent Auditor's Report dated June 30, 2009, as presented by Vinnie Cullen of Coughlin, Foundotos, Cullen, and Danowski.

Acknowledgement
of Extraclassroom
Activity Funds
Financial
Statement

Motion carried unanimously

B. Ms. Shelby Willumsen and Ms. Claire Read, co-captains of the Varsity Volleyball team, thanked the community for supporting the team throughout the season. The team attended a dinner on December 8, 2009 and the players, coach, and team received many awards. Ms. Cindy Belt, coach, received the League VIII coach award, 5 players received All-League awards, 1 player received an All-Conference Award, 1 player received the 1st year rookie award, and 3 players received the All-Tournament award. The team also received the League sportsmanship award picked by the referees.

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby appoints John Kaasik as the Play Director/Producer for the 2009-2010 school year, at a rate of \$4,237, as per salary Schedule C of the teacher contract.

Appointment of
J. Kaasik, Play
Director/Producer

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby appoints Lynne Colligan as a leave replacement for Devon Treharne, English Teacher, effective on or about January 15, 2010 to June 30, 2010 at a salary of \$64,998, prorated, Step 6MA of the teacher salary scale.

Appointment of
L. Colligan, Leave
Replacement for
D. Treharne,
English Teacher

Motion carried unanimously

A motion was made by Stephen Gessner, seconded by Kathleen Reilly, BE IT RESOLVED THAT:

Approval to grant a
childcare leave
Lynn Green,
Elementary
Teacher

WHEREAS, on October 19, 2009, the Board of Education adopted a resolution granting a child care leave of absence to Lynn Green, Elementary Teacher, said leave to commence on January 19, 2010 and end on April 16, 2010, and

WHEREAS, as a result of unforeseen circumstances it was necessary for Ms. Green to commence her leave on December 9, 2009, and

WHEREAS, at the request of Ms. Green, the Board of Education is desirous of rescinding the October 19, 2009 resolution and granting to Ms. Green a child care leave from December 9, 2009 to April 5, 2010,

Approval to grant a childcare leave
Lynn Green,
Elementary
Teacher (con't)

IT IS HEREBY RESOLVED as follows:

1. The resolution adopted by the Board of Education on October 19, 2009 granting a child care leave to Lynn Green be and hereby is rescinded.
2. The Board of Education grants leave to Lynn Green for the period from December 9, 2009 to April 5, 2010. Ms. Green shall utilize her accumulated sick leave for the period from December 9, 2009 to March 19, 2010, which leave shall constitute leave pursuant to the Family Medical Leave Act. The remainder of Ms. Green's leave shall be unpaid childcare leave pursuant to the provisions of the collective bargaining agreement.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby appoints Christine Gallagher as a leave replacement for Lynn Green, Elementary Teacher, effective December 15, 2009 to April 5, 2010 at a salary of \$55,491, prorated, Step 2MA of the teacher salary scale.

Appointment of
C. Gallagher,
Leave
Replacement

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT:

Appointment of
Mark Palios as
Guidance
Counselor

WHEREAS, Jean Cowen has submitted her resignation as a Guidance Counselor with the District effective January 4, 2010, which resignation has been accepted by the Board of Education, and

WHEREAS, by this resolution the Board of Education is appointing Mark Palios as a probationary Guidance Counselor to replace Ms. Cowen, and

WHEREAS, the Board of Education is desirous of providing for the orderly transition of the duties and responsibilities of Guidance Counselor by allowing Ms. Cowen to familiarize Mr. Palios with the procedures and functions of the Guidance Office,

IT IS HEREBY RESOLVED THAT,

1. The Board of Education creates an additional Guidance Counselor position effective December 21, 2009, which additional position shall be abolished effective January 5, 2010, and
2. That Mark Palios is appointed to a 3-year probationary position as Guidance Counselor, effective December 21, 2009, in the tenure area of School Counseling and Guidance, at a salary of \$57,818, Step 3MA of the teacher salary scale, prorated.

Appointment of
Mark Palios as
Guidance
Counselor (con't)

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby terminates the appointment of Teri Piccozzi, ESL/Spanish teacher, to teach an extra class period, effective immediately, and eliminate the extra pay that was so accorded.

Approval to
terminate appt to
teach an extra class
period, T. Piccozzi

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Linda Eklund, BE IT RESOLVED THAT: Robert V. Moriarty, M.D., is hereby designated as School Medical Inspector of the Shelter Island Union Free School District in order to determine the physical and/or mental capacity of employees to perform their duties pursuant to Section 913 of the Education Law.

Robert V.
Moriarty, M.D.,
School Medical
Inspector

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT:

Approval of an
employee to report
for a medical
examination

WHEREAS, a certain employee (see attachment A) has been unable to perform his/her duties and responsibilities with the Shelter Island School District during the 2009-2010 school year, and

WHEREAS, the said inability of said employee to perform his/her services has raised an issue as to the individual's physical condition and health,

NOW THEREFORE, pursuant to Education Law Section 913,

IT IS HEREBY RESOLVED, that said employee is directed to report for a medical examination in order to determine his/her physical and/or mental capacity to perform his/her duties, the said medical examination to be before Robert V. Moriarty, M.D., at his office located at 200 East Main Street, Patchogue, NY 11772 on Wednesday, January 13th, 2010.

Approval of an employee to report for a medical examination (con't)

IT IS HEREBY FURTHER RESOLVED, that said employee is directed to produce at said medical examination any and all medical records related to his/her health.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts a change order from Pioneer Construction, in the amount of \$10,897 for the Handicapped Access and Interior Toilet projects at the Shelter Island School; and

Approval to accept a change order from Pioneer Construction

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said change order.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby accepts a change order from Pioneer Construction, in the amount of \$6,103 for the Handicapped Access and Interior Toilet projects at the Shelter Island School; and

Approval to accept a change order from Pioneer Construction

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said change order.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT:

Type II
SEQRA
Regulations

WHEREAS, that the Board of Education of the Shelter Island Union Free School District is considering the implementation of roof reconstruction and renovation at the Shelter Island School (hereinafter referred to as the "proposed action"); located at 33 North Ferry Road, Shelter Island; and

WHEREAS, the Board of Education of the Shelter Island Union Free School District has reviewed the proposed action and the State Environmental Quality Review Act and its implementing regulations at 6 NYCRR part 617 and has determined that the proposed action is properly classified as Type II, pursuant to 6 NYCRR §617.5(c)(2);

Type II
SEQRA
Regulations

THEREFORE, BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District, as lead agency, after review of the action proposed at the Shelter Island School, 6 NYCRR §617.5, hereby determines that the proposed action is a Type II Action pursuant to 6 NYCRR §617.5(c)(2) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment.

Motion carried unanimously

A motion was made by Stephen Gessner, seconded by Kenneth Lewis Jr., BE IT RESOLVED THAT: The Board of Education hereby approves the School Lunch Items Bid award, effective January 4, 2010 through April 2, 2010, as recommended and as attached to the body of the minutes of December 14, 2009.

Approval of the
School Lunch
Items Bid award

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby authorizes the purchase of certain school lunch items off of the prices set by the bids that expired as of January 3, 2010, excluding those school lunch items that were otherwise authorized by resolution effective January 4, 2010, from the period of time beginning January 4, 2010 until April 2, 2010, and authorizes the Board President to execute any necessary agreements to effectuate this resolution.

Authorization to
purchase certain
school lunch items

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education authorizes the Superintendent to enter into contracts with Eastern Suffolk BOCES for additional tuition, related services and transportation expenses not to exceed \$105,414 for the school year 2009-2010.

Authorization of
Supt. to enter into
contracts with
Eastern Suffolk
BOCES

Motion carried unanimously

First Reading of the following policies:

- A. Policy #5661 – District Wellness
- B. Policy #2310 – Membership in Associations

First Reading of policies

Second Reading of the following policies:

- A. Policy #1332 – Duties of the School District Treasurer
- B. Policy #1335 – Appointment and Duties of the Claims Auditor
- C. Policy #1336 – Duties of the Extraclassroom Activities Fund Treasurer(s)
- D. Policy #1338 – Duties of the School Physician/Nurse Practitioner
- E. Policy #1339 – Duties of the Internal Auditor
- F. Policy #5323 – Reimbursement for Meals/Refreshments
- G. Policy #5520 & #5520R – ExtraClassroom Activity Funds & Regulation
- H. Policy #6161 – Conference/Travel Expense Reimbursement
- I. Policy #7242 – Student Directory Information
- J. Policy #7513 – Administration of Medication
- K. Policy #7530 – Child Abuse

Second Reading of policies

A motion was made by Stephen Gessner, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby approves the above listed policies and deletes old policies numbered #2230, #5252, #5460, #6410, #6830, and #9135.

Motion carried unanimously

Approval of above listed policies and deletion of old policies

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the Budget and Revenue Status Reports, as of November 9, 2009, for the following funds:

- A. General Fund
- B. School Lunch Fund
- C. Federal Fund

Acceptance of the Budget and Revenue Status Reports

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the Budget Transfers Report, for the period November 9, 2009 through December 10, 2009, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Approval of the Budget Transfers Report

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education authorizes a budgetary increase to the budget line of Unemployment Insurance, AO.9050.800.00.0000.5, in the amount of \$3,743.16, to be offset by the Unemployment Insurance Reserve pursuant to General Municipal Law Section 6-M.

Authorization of a budgetary increase

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education authorizes a budgetary increase to the budget line of Salary, AO.2810.150.00.0000.5, in an amount not to exceed \$6,812.50, to be offset by the Reserve for Employee Benefit Accrued Liability Reserve pursuant to General Municipal Law Section 6-P.

Authorization of a budgetary increase

Motion carried unanimously

Facility – None

Items For Consideration –

Items for Consideration

A. The Board of Education reviewed and discussed the proposed budget presentation schedule. If any Board member has any changes, they are to contact Sam Schneider.

B. The Board of Education received two letters of interest to fill one community member vacancy on the Shared Decision Making Committee. Ms. Clifford stated to the Board that she would have to go to the committee and ask if they would like to have both of the candidates sit on the committee. Ms. Clifford also said that the by-laws of Shared Decision Making state 1 community member. The bi-annual review of Shared Decision Making will be on January 19th, and if both community members are asked to sit on the committee, they would be starting with new business. The Board of Education is in agreement that the 2 members who submitted letters should sit on the Shared Decision Making Committee.

C. Mr. Sam Schneider briefly updated the Board on the status of the F.I.T. Center Wall stating that the NY Department of State has kicked it back to the State Education Department.

Items For
Consideration
(con't)

Old Business –

Old Business

A. Mr. Mark Kanarvogel asked about the status of the confidentiality agreement. Mr. Kanarvogel requested that an agreement be used for anyone who sits on an interview committee.

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts a confidentiality agreement prepared by counsel for all members to sign and who sit on an interview committee, effective December 15, 2009.

Acceptance of a
confidentiality
agreement

Motion carried unanimously

The Board would like counsel to clarify how this agreement affects Board of Education members.

Administrator's Report –

Administrator's
Report

A. Mrs. Clifford stated that the meeting of Middle School parents with regard to Character Education went well. She thanked Linda Eklund, the Middle School team of teachers, Dr. James Dibble, and Ms. Veronica Siller for all of their time and input.

B Mrs. Clifford stated that the literacy open house went very well and that this was the brain child of the elementary teachers. Over 60 people attended. Mrs. Clifford thanked Michelle Weir who did a great job keeping the event running smoothly.

C. Mrs. Clifford reported that the 45th Annual Science Fair was a success. She commented that the science fair gets better and better every year. This year everyone celebrated afterward with cake and ice cream to celebrate this special anniversary.

D. Mrs. Clifford stated that Jean Cowen, Guidance Counselor, will be retiring on January 4th. Mrs. Clifford wishes her well and stated that she touched a lot of students' lives.

E. Mrs. Clifford stated that the lead issue has been addressed successfully thanks to Jim Rogers, Maintenance Crew Leader. The districts' readings are way under the legal limit. The Department of Health is also pleased.

F. Mrs. Clifford reported that she and Sam Schneider are closely monitoring the state aid situation. She said she is not worried about a cash flow issue since the district does not rely on a lot of state aid. She hopes that by January 11th, they will have some specifics, and will forward information to the Board when it is received. Ms. Guiffre and Mr. Schneider recently attended a conference where this is a concern for many districts. This year will be a tough go-around.

Administrator's
Report (con't)

Board Member Reports –

Board Member
Reports

A. Ms. Linda Eklund asked if it is possible to get or produce a historical document to help with the budget process. She would like to see where the district was compared to where the district is now. Mr. Schneider said he could put something together. Ms. Mundy would like to know the big expense items, and where did the district get the money.

B. Ms. Rebecca Mundy reported that last year the budget presentations were filmed and appeared on Town Channel 22. This was very beneficial. The cost was approximately \$1,000 and was money well spent. Ms. Linda Eklund asked if we could get someone to underwrite the cost for this year's expense. Mr. Schneider said he thinks so but will research further.

C. Ms. Linda Eklund asked if the Board can receive some historical data regarding balanced literacy. This will be presented at the January 11th Board of Education meeting.

D. Ms. Kim Reilly reported that at the literary open house she would like to see parents have more of an opportunity to ask questions at the end. Ms. Jen Rylott said for next year they are considering doing the open house over 3 days. Ms. Reilly also asked about the young playwrights workshop. The play will be presented to our students Friday, December 18th during 9th period. Ms. Reilly stated it was a beautiful play and the message very poignant.

E. Mr. Mark Kanarvogel reported that 18 students, who are members of the National Honor Society and Student Council, and 2 adults helped decorate a community members' home for the holidays. Mr. Kanarvogel said the homeowners were very grateful, and the students were great and very professional.

F. Mr. Thomas Graffagnino would like the Buildings and Grounds Committee to walk around the building and address the roof leaks. Mr. Schneider would like Jim Rogers there also. This will be scheduled for Thursday, December 17 at 1 p.m. Mr. Graffagnino also requested to see Mr. Jim Rogers personnel file in executive session at the next board meeting.

Board Member
Reports (con't)

G. Ms. Gina Giambruno reported that the Student Council raised \$200 to buy gifts to make baskets for the troops in Iraq. One student is working with his dad to have the baskets sent. Ms. Giambruno also reported that the cardboard camp out was a huge success. The students raised \$3,000 and in a few months will go on site to build. This is through Habitat For Humanity. Ms. Giambruno thanked the Board of Education and the community for all of their help.

Visitor's Comments - None

Visitor's
Comments

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

Adjournment

The meeting adjourned at 9:15 p.m.

Deborah Vecchio
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, January 11, 2010 at 7:00 p.m.