

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

**REGULAR MEETING
PUBLIC MEETING
November 16, 2009**

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

Members Absent: Gina Giambruno, Student Liaison

Others Present: Superintendent, Sharon Clifford; District Clerk, Deborah Vecchio; Assistant Superintendent, Donna Guiffre; School District Business Leader, Sam Schneider; Ted Hills from the Shelter Island Reporter and 14 faculty/staff/students and 6 community residents.

The meeting was called to order at 7:04 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 Linda Eklund, seconded by Mark Kanarvogel, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Regular Meeting of October 19, 2009.

Approval of the
Minutes

Motion carried unanimously

A motion was made by Stephen Gessner, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Special Meeting of October 31, 2009.

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby approves the Treasurer's Reports for the period ending September 30, 2009 and October 31, 2009.

Treasurer's Report

Motion carried unanimously

Correspondence –

Correspondence

A. Ms. Rebecca Mundy received a letter from Michael Johnson, Chief Fire Marshal, regarding the annual fire safety class.

Presentation –

Presentation

A. Ms. Ginny Gibbs, along with some 8th grade students, presented the Board with the itinerary and asked for approval for next year's 8th grade trip to Disney World, Orlando, Florida(see supplemental file for itinerary).

The trip will be from May 17, 2010 to May 21, 2010. Students will participate in Disney's World of Physics program and explore the Magic Kingdom, Animal Kingdom, and EPCOT Center.

Presentation(con't)

A motion was made by Thomas Graffagnino, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the 8th grade trip to Walt Disney World, Orlando, Florida, May 17, 2010 to May 21, 2010.

Approval of the 8th Grade Trip, Walt Disney World

Motion carried unanimously

B. Ms. Sharon Gibbs, Yearbook Advisor, informed the Board that the yearbook from the 2008-2009 school year won a silver medal certificate from the Columbia Scholastic Press Association. Ms. Gibbs, along with Ms. Robin Anderson, were the yearbook advisors last year and worked with students to produce the K-12 yearbook. Ms. Gibbs stated that the students raise money thru sales to cover the cost of the book, which is approximately \$16,000. Ms. Gibbs thanked the Josten representative and also Walter Brigham and Eddie Sabillon. Ms. Gibbs is very excited and proud of the students.

C. Ms. Amber Williams, Claims Auditor, gave a report to the Board on the district's Audit of Claims for the period July 1, 2008 – June 30, 2009. Ms. Williams stated that the Business Office is doing a great job, and it was a good year.

A motion was made by Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves to accept the Claims Auditor Report, as prepared by Amber Williams, for the period July 1, 2008 – June 30, 2009.

Acceptance of the Claims Auditor Report

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves to add the following to the substitute teacher list for the 2009-2010 school year:

Add to the substitute teacher list

- A. Liana Diane Tutino @ \$110 per day
- B. Catherine Brigham @ \$110 per day

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby appoints William Collins as the JV Girls Basketball coach for the 2009-2010 school year, at a rate of \$4,527, as per salary Schedule C of the teacher contract.

Motion carried unanimously

Appointment of W. Collins, JV Girls Basketball Coach

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the following non-union personnel salary, effective January 1, 2010:

A. Kimberly Clark @ \$22 per hour

Motion carried unanimously

Approval of a non-union personnel salary

A motion was made by Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: Effective January 1, 2010 - June 30, 2010, the salary of Sam M. Schneider, School District Business Leader, shall be \$95,717, prorated for said six month period.

Motion carried unanimously

Approval of the salary of S. Schneider, SDBL

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the tenure recommendation of Michelle Weir in the area of Speech - Remedial, effective November 26, 2009.

Motion carried unanimously

Approval of tenure Michelle Weir, Speech - Remedial

Ms. Sharon Gibbs, on behalf of the Shelter Island Faculty Association, welcomes Michelle Weir and commented that Michelle has made great contributions and cares deeply for the children of the district.

A motion was made by Kathleen Reilly, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby amends a resolution adopted on August 17, 2009, to read, in full, that the Board of Education hereby approves to pay Colleen Cronin, permanent substitute teacher, \$150 per day and to grant 5 sick days, effective September 8, 2009 – June 25, 2010.

Motion carried unanimously

Amend resolution C. Cronin, Permanent Substitute

A motion was made by Kenneth Lewis, Jr., seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby appoint James Colligan, as an unpaid volunteer for the Shelter Island School Boys' & Girls' Basketball programs, pending clearance as a volunteer by the NYS Department of Education (fingerprint initiative).

Motion carried unanimously

Appointment of J. Colligan, as a volunteer

A motion was made by Mark Kanarvogel, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby accepts the resignation of Amber Brach-Williams, as Claims Auditor, effective on or about January 15, 2010.

Motion carried unanimously

Resignation of Amber Brach-Williams

The Board of Education commented that they are sorry to see Amber go.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves the recommendation from the Committee on Special Education for the 2009-2010 school year for student(s) #8036, #8314, #8323, #8333, #8335, #8756, and #8988.

Motion carried unanimously

CSE Recommendations

A motion was made by Stephen Gessner, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the contract for elevator maintenance with ThyssenKrupp Elevator Corporation of Woodside, New York, in the amount of \$1,080, with term of said contract to run between July 1, 2009 and June 30, 2010, and

Approval of the contract with ThyssenKrupp Elevator Corp.

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President to execute said contract.

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the contract for transportation services for a passenger coach with Classic Coach of Bohemia, New York for a field trip on April 7, 2010 in the amount of \$990 and authorizes the Board President to execute said contract.

Motion carried unanimously

Approval of the contract for transportation with Classic Coach

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr.,

Rejection of Base
Bid A, Snow
Removal

WHEREAS, the Board of Education of the Shelter Island Union Free School District received bids for the “Snow Removal” (hereinafter referred to as the “Project”) on October 21, 2009;

WHEREAS, the Board of Education has reviewed the bids submitted by the bidders in connection with the Project; and

WHEREAS, the Board of Education has determined that the best interests of the School District are not promoted by award of Base Bid A at this time;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby rejects all bids submitted for the “Snow Removal – Base Bid A.”

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of administration to award the bid submitted by Liberty Lawn and Landscape, LLC, as the lowest responsible bidder meeting specifications for the removal of snow at the Shelter Island School, as per the specifications of Base Bid B, at a cost of \$3,700.00 for the 2009-2010 school year and authorize the Superintendent and the Board President to execute any necessary documents.

Acceptance of the
bid by Liberty
Lawn and
Landscape, LLC

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the contract for electrical services with BJL Electric Corp. of Brightwaters, New York, in the amount of \$3,500.00 to cover the installation of a public address speaker and certain work on the exterior tank and electrical panel, and

Approval of the
contract with BJL
Electric Corp.

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

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 contract for electrical services with B JL Electric Corp. of Brightwaters, New York, in the amount of \$3,425.00 to cover the installation of emergency lighting and exit signs in the boiler room, and

Approval of the contract with B JL Electric Corp.

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

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: the Board of Education hereby accepts and approves the contract for electrical services with B JL Electric Corp. of Brightwaters, New York, in the amount of \$850.00 to cover the installation of a water main grounding clamp and lug, and

Approval of the contract with B JL Electric Corp.

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

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT, the Board of Education hereby accepts and approves the contract with J.C. Broderick & Associates, Inc., as outlined in Proposal 09-16590, to provide pre-construction survey sampling and analysis of suspect asbestos and lead containing materials for the work related to the replacement of the roof, the rates for which have been set in the Eastern Suffolk BOCES RFP #9-97-0625 and are not to exceed \$19,000.00 without subsequent authorization by the Board of Education.

Approval of the contract with J.C. Broderick & Associates, Inc.

Motion carried unanimously

First Reading of the following policies:

First Reading of 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 – ExtraClassroom Activity Funds

- H. Policy #6161 – Conference/Travel Expense Reimbursement
- I. Policy #7242 – Student Directory Information
- J. Policy #7513 – Administration of Medication
- K. Policy #7530 – Child Abuse

First Reading of policies (con't)

A motion was made by Mark Kanarvogel, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves to transport 1 additional student(s) to the following school for the 2009-2010 school year:

Approval to transport 1 add'l student

- A. Ross School – Easthampton, NY

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby approves a trip for the Girls Varsity Volleyball team to attend the state championships in Glens Falls, New York, November 20 – 22, 2009.

Approval of a trip Girls Varsity Volleyball team, Glens Falls, NY

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 Budget and Revenue Status Reports, as of November 8, 2009, for the following funds:

Budget and Revenue Status Reports

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

Motion carried unanimously

A motion was made by Kathleen Reilly, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts and approves the Budget Transfers Report, for the period October 10, 2009 through November 8, 2009, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

Budget Transfers Report

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Stephen Gessner, BE IT RESOLVED THAT: The Board of Education hereby adopts the 403(b) Retirement Plan Document, as attached, and authorizes the Board President to execute the agreement on behalf of the Shelter Island Union Free School District.

Motion carried unanimously

Adoption of the 403(b) Retirement Plan Document

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby authorizes the opening of the following bank account, effective immediately, Chase Money Market Account.

Motion carried unanimously

Authorization to open a bank account

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby authorizes the Shelter Island School District to accept the following donation: \$3,570.00 from the Shelter Island Educational Foundation, Inc. to be used for the purchase of tickets to the *Nutcracker*. The board gratefully acknowledges the generous donation and thanks the Shelter Island Educational Foundation for their support of the Shelter Island School.

Motion carried unanimously

Authorization to accept a donation from the SI Ed Foundation, Inc.

A motion was made by Kathleen Reilly, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby authorizes the Shelter Island School District to accept the following donation: \$500.00 from the Shelter Island Lions Club to be used towards the News 12 Long Island Challenge Team. The board gratefully acknowledges the generous donation and thanks the Shelter Island Lions Club for their support of the Shelter Island School.

Motion carried unanimously

Authorization to accept a donation from the SI Lions Club

A motion was made by Stephen Gessner, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby declares the materials listed in the attached pages to be of no value to the district for the reasons described on the attached sheets and hereby renders them obsolete;

Approval to render items obsolete

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Superintendent to dispose of said materials and equipment in an appropriate manner.

Motion carried unanimously

Items For Consideration –

A. Ms. Rebecca Mundy discussed with the Board new dates for Board training. The date of January 25th may be a possibility. The District Clerk will review dates with the Board President.

Items For Consideration

Old Business – None

Old Business

Administrator's Report –

Administrator's Report

A. Mrs. Sharon Clifford reported to the Board that she attended the game show “The Challenge” with our students in New York City. She stated that our students were terrific, they did a beautiful job, and it was a very memorable day. She would also like to see a club evolve from this. Mrs. Clifford also thanked Janine Mahoney and Peter Miedema.

B. Mrs. Clifford also reported that Janine Mahoney, National Honor Society Advisor, and National Honor Society students participated in a student “sleep out” to raise money for Habitat For Humanity. The students slept in cardboard boxes on school property and raised \$1,000. A generous community member matched the donation. The students are now waiting for a building date from Habitat For Humanity. Mrs. Clifford also commended Eddie Sabillon who volunteered to stay with the students.

C. Mrs. Clifford reported on Superintendent’s Day, which was on November 3rd. Mrs. Guiffre spent time working with teachers on updating the grading policy. The elementary teachers planned for the literacy upcoming open house. Teachers and staff were also involved with Power School technology training and Smart Board training. Mrs. Clifford reported that it was a great day, and it was planned and run by the teachers.

D. Mrs. Clifford stated the elementary teachers are planning a literacy open house, which will show different components of the program. She is very excited and would like the Board of Education to attend.

E. Mrs. Clifford extended congratulations to the Varsity Football team for making the county play-offs. The teams’ record for the year was 4-4. One of the students made the all-county team. Ms. Guiffre stated she was proud of them and thanked the Board of Education. Mrs. Clifford also read a statement from Cindy Belt regarding the Girls Varsity Volleyball team. They ended their season with a 14-0 record, and this is the 6th straight Class D title for the Shelter Island Volleyball team.

Board Member Reports –

Board Member
Reports

A. Mr. Ken Lewis asked if we decided on a stipend for F.I.T. Center training and was Mr. Rick Osmer appointed to this position. Ms. Guiffre answered no.

B. Mr. Stephen Gessner attended the Educational Foundation annual meeting on Saturday, November 14. Ms. Rebecca Mundy will say more regarding this.

C. Ms. Kim Reilly asked what the school protocol is for who is and who is not allowed into a school sponsored dance. She also would like to know if the chaperones are given a roster of students who will be attending and if administrators are available by phone the night of a dance. **The Board of Education would like a roster given to class advisors the day of a dance so they know who will be attending.**

D. **Mr. Mark Kanarvogel asked if the district could move forward in getting a confidentiality agreement for anyone who participates on an interview committee.**

E. Ms. Rebecca Mundy reported on the Shelter Island Educational Foundation annual meeting, which was held on Saturday, November 14. \$39,000 was spent on Shelter Island students this year. Some of the things sponsored were dry suits for the sailing club, theatre, and the Ocean Classroom programs. Ms. Mundy stated we are very lucky to have them. The age range of students who received grants varied from elementary age to seniors in the high school. Mr. Ken Lewis attended also.

Visitor's Comments - None

Visitor's
Comments

A motion was made by Mark Kanarvogel, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 9:15 p.m. for the purpose of a specific student issue, a litigation issue, and a specific personnel matter.

Executive Session

Motion carried unanimously

The Board came out of executive session at 11:15 p.m.

A motion was made by Kenneth Lewis, Jr., seconded by Linda Eklund, to adjourn executive session.

Adjournment

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Kathleen Reilly, to adjourn the meeting.

Motion carried unanimously

The meeting adjourned at 11:16 p.m.

Deborah Vecchio
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, December 14, 2009 at 7:00 p.m.