

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

**REGULAR MEETING  
PUBLIC MEETING**  
January 20, 2009

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

Members Absent: Arthur Williams; Assistant Superintendent, Donna Guiffre;

Others Present: Superintendent, Sharon Clifford; Deborah Vecchio, District Clerk; School District Business Leader, Sam Schneider; Jake Williams from the Shelter Island Reporter and 3 faculty/staff/students and 4 community residents.

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 Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves to go into executive session at 7:06 p.m. for a specific personnel matter.  
Motion carried unanimously

Executive Session

A motion was made by Kenneth Lewis, Jr., seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby adjourns executive session and returned to the regular meeting at 7:30 p.m.  
Motion carried unanimously

Adjourn Executive  
Session/  
Reconvene  
Regular Meeting

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the minutes of the Special Meeting of November 17, 2008, the Regular Meeting of November 17, 2008, the Special Meeting of November 19, 2008, and the Regular Meeting of December 1, 2008.  
Motion carried unanimously

Approval of the  
Minutes

A motion was made by Kenneth Lewis, Jr., seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby approves the Treasurer Reports for December 2008.  
Motion carried unanimously

Treasurer  
Reports

**Correspondence –**

Correspondence  
(con't)

**A.** Ms. Rebecca Mundy stated that she received a letter from Pat Schillingburg regarding students accessing the library's databases from their computers. Mrs. Clifford will follow-up.

**B.** Ms. Rebecca Mundy also received a letter from Sarah Sherwood and Chris Mulligan regarding installing a microwave for student use in the cafeteria. Mr. Sam Schneider replied that the district cannot have one. The Board will follow-up with Ms. Sherwood and Mr. Mulligan.

**C.** Ms. Rebecca Mundy stated that she received 2 letters regarding 2 separate student matters.

**D.** Ms. Rebecca Mundy stated that she received a letter from a staff member regarding a personnel matter.

**E.** Ms. Rebecca Mundy stated that she received a letter from the Town of Shelter Island regarding providing temporary animal sheltering during major emergencies.

**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 recent audit committee meeting and the audit report. He stated that an audit committee is required of a school district and is a valuable tool for the Board of Education. Mr. Cullen then gave an overview of the district's finances stating that the district maintained control over their financial statements, which include balances, revenue and expenditures. The district has a high credit rating and is able to meet obligations. Mr. Cullen then discussed internal controls. He stated that the district is in compliance but internal controls can be improved. The management letter includes leaving room for improvement. The district has had a lot of issues over the last 4 years with the segregation of duties and over the years, it is coming down to a manageable level. Due to the district's small size, the percentage of money spent on the Business Office is relatively small, and we make do. In order to make the office more efficient, a higher percentage of the budget would have to be utilized.

A motion was made by Linda Eklund, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby accepts the audit report, as presented by Vinnie Cullen of Coughlin, Foundotos, Cullen, and Danowski, for the period July 1, 2007 – June 30, 2008.

Acceptance of the  
Audit Report

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby accepts the resignation of AnnaChrista Garren, Teacher Aide, effective January 7, 2009.

Resignation of AnnaChrista Garren, Teacher Aide

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby appoints Hayley Baker to a 26-week probationary position as a Teacher Aide for Special Education, effective February 4, 2009, at a salary of \$16,847, Step 1 of the teacher aide salary scale, prorated.

Appointment of H. Baker, Teacher Aide

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 list for the remainder of the 2008-2009 school year for the following areas:

Approval to add to the substitute list

- A. Beverly McCafferty – nurse, aide, monitor (pending receipt of hirability)
- B. Joseph Figueroa – custodian (pending receipt of hirability)

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby accepts and authorizes the Board President to execute the Agreement between the Board of Education of the Shelter Island Union Free School District and Michael Lynch – Guidance Consultant. The term of said agreement shall be effective from January 20, 2009 to June 30, 2009.

Authorization to execute agreement, Michael Lynch, Guidance Consult.

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the recommendation from the Committee on Special Education for student(s) #1165, #1314, and #1315.

CSE Recommendations

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby approves the recommendation from the Section 504 Committee for student(s) #1069 and #1174.

Section 504 Committee

Motion carried unanimously

A motion was made by Thomas Graffagnino, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendation of our architects, Burton, Behrendt and Smith, P.C. to award the bid submitted by JNS Heating as the lowest responsible bidder meeting specifications for the boiler replacement project at a cost of \$99,980 and authorize the Superintendent and Board President to execute any necessary documents.

Award of bid  
JNS Heating

Motion carried unanimously

A motion was made by Kenneth Lewis, Jr., seconded by Thomas Graffagnino, BE IT RESOLVED THAT: The Board of Education hereby approves a deduct change order in the amount of \$20,000 for the boiler replacement project as per the recommendation laid out in BBS letter to the district dated January 14, 2009.

Approval of a  
deduct change  
order

Motion carried unanimously

A motion was made by Linda Eklund, seconded by Kathleen Reilly, BE IT RESOLVED THAT: The Board of Education hereby accepts the Budget Status Reports, as of December 31, 2008, for the following funds:

Acceptance of the  
Budget Status  
Reports

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

Motion carried unanimously

A motion was made by Mark Kanarvogel, seconded by Linda Eklund, BE IT RESOLVED THAT: The Board of Education hereby accepts the Revenue Status Reports, as of December 31, 2008, for the following funds:

Acceptance of the  
Revenue Status  
Reports

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

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 Budget Transfers Report, for the period thru January 14, 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

**Facility – None**

Facility

**Items For Consideration -**

Items For  
Consideration

**A.** The Board of Education discussed adding Budget Workshop dates and approving the 2009 – 2010 Budget Calendar.

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education hereby approves the 2009-2010 Budget Calendar with the Budget Workshop dates added as discussed.

Approval of the  
2009-2010 Budget  
Calendar

Motion carried unanimously

**Administrator’s Report –**

Administrator’s  
Report

**A.** Mrs. Clifford presented Linda Eklund, Mark Kanarvogel, Art Williams, and Rebecca Mundy with the Developmental Achievement Citation Award. This award is presented to individuals who complete 40 credits of NYSSBA(New York State School Boards Association) developmental activities such as the Academy for Public School Governance, Board Officers Academy, School Board Institute courses, legal conference, regional workshops, or district level custom improvement programs.

**B.** Mrs. Clifford reported to the Board that students in grades 5-12 watched the inauguration of President Barack Obama in the school auditorium, and it was a very proud moment. The students took it seriously, they were enthusiastic, and it was very moving. The students all stood up and sang “My country tis of thee”.

**Board Member Reports –**

Board Member  
Reports

**A.** Ms. Kaitie McGayhey asked the Board about a vending machine for the students. Mr. Miedema, Student Council Advisor, met with a vending machine company and is researching it some more. He will keep the students informed as he receives information. Mr. Sam Schneider, School District Business Leader, is looking into purchasing one for next year.

**B.** Ms. Linda Eklund read a disclosure to the Board and public regarding the use of her restaurant, the Chequit Inn. The restaurant is hosting the school’s National Honor Society induction ceremony on January 29, 2009. Ms. Eklund had to disclose that while the function involves student and employees of the Shelter Island School, it will not involve the use of any school funds being paid to Linda Eklund or to her restaurant.

C. Ms. Rebecca Mundy reported to the Board that she has not heard from any board member regarding the F.I.T. Agreement that was handed out at the last work session of the board. Mr. Arthur Williams would like to proceed and give it to the town attorney for review.

Board Member  
Reports(con't)

**Visitor's Comments –**

A. Mr. Draper asked the Board if there will be a Budget Advisory Committee made up of community members. Ms. Rebecca Mundy responded that there will be information in the Shelter Island Reporter on the new process. Ms. Linda Eklund responded that any community member who came to the budget meetings would be brought into the process.

Visitor's  
Comments

A motion was made by Linda Eklund, seconded by Kenneth Lewis, Jr., BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 8:22 p.m. for the purpose of specific personnel matters.  
Motion carried unanimously

Executive Session

The Board came out of executive session at 10:23 p.m.

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

Adjournment

The meeting adjourned at 10:24 p.m.

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Deborah Vecchio  
District Clerk

The meeting of the Board of Education of the Shelter Island Union Free School District is Thursday, February 5, 2009 at 7:00 p.m.

