

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

**WORK SESSION
BUDGET MEETING**
February 12, 2009

Members Present: Rebecca Mundy, Thomas Graffagnino, Kathleen Reilly, Arthur Williams, Kenneth Lewis, Jr.
Mark Kanarvogel entered at 7:50 p.m.

Members Absent: Linda Eklund; Kaitlyn McGayhey, Student Liaison

Others Present: Superintendent, Sharon Clifford; Assistant Superintendent, Donna Guiffre; District Clerk, Deborah Vecchio; Business Official, Sam Schneider; Jake Williams, Shelter Island Reporter; 7 faculty/staff/students; 6 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. Sharon Clifford thanked Sam Schneider, Business Official, and Donna Guiffre, Assistant Superintendent for the very useful information they provided at the last budget workshop meeting. Mrs. Clifford reiterated that this process is about learning from each meeting to prepare for the next. Any additional information that is needed will be provided at future meetings, as well as any clarification of topics discussed.

Mrs. Donna Guiffre thanked the board for the opportunity to present this evening. The topics Mrs. Guiffre discussed included review of education requirements grades 7-12, instructional salaries and FTE's(full time equivalent), and non-instructional salaries and FTE's(full time equivalent). At the last budget meeting, the Board asked for detailed information regarding FTE's(full time equivalent) of staff, faculty, and administrative salaries from the 2008-2009 school year to the 2009-2010 school year.

To understand a teaching workload, Mrs. Guiffre outlined the requirements for high school graduation, grades 9-12, as well as the program requirements for middle school, grades 7-8. Mrs. Guiffre showed each teaching position, along with their current salary and FTE for this school year, as well as their proposed salary and FTE for the 2009-2010 school year. Mr. Art Williams asked if the district can extract information of courses that are mandated vs. those courses which are non-mandated. Administration was asked if there is a minimum to run an

elective class, and if a class has 2 or 3 students in it, could the class be avoided. Mrs. Clifford commented that she is doing an analysis of electives and program. Mrs. Guiffre will also provide the board with the district's past history of electives and the enrollment of students in those electives.

Another area discussed was the proposed budget of the guidance counselor for 2009-2010. The district's current counselor will be retiring in January 2010. The board will need to make a decision as to whether or not to start a new person in September or wait until January 2010.

Mr. Sam Schneider discussed salaries of administration, maintenance and operations, clerical, district clerk, cafeteria workers, claims auditor and treasurer, and BOCES employees who work in the district. Mr. Sam Schneider explained the mandated functions of the claims auditor, external auditor, treasurer, and legal. He also presented the board with the current expenditure, current budget, and proposed budget in these areas. Salaries not yet addressed included club advisors, team coaches, chaperones/timekeepers, summer school teachers, stipend positions, substitutes and detention coverage.

The topics of the second session budget workshop included operations of plant, maintenance of plant, auditing, the treasurer, and legal. Mr. Schneider, along with Mr. Jim Rogers, School Maintenance Crew Leader, discussed Operations of Plant and presented current expenditure and current budget, as well as the proposed budget for 2009-2010 in the following areas: salaries, overtime salaries, equipment(vacuums, rug cleaners, etc), contractual expenses(water, alarms, sanitation), fuel oil, electricity, telephone, gas and propane to run machines, materials and supplies, and BOCES Health and Safety. There has been a significant decrease in contractual expenses under operations of plant for the 2009-2010 proposed budget.

Another topic of discussion, under maintenance of plant, included snow removal. One option was to go with an independent contractor or participate in an inter-municipal agreement with the town. Although the savings would be minimal, a community member asked if the school could participate in more inter-municipal agreements. Under contractual expenses, new projects under the proposed 2009-2010 budget include the addition of 1 new ADA compliant door and reader, an elementary bathroom, truck repair, and work on the gym floor.

Mrs. Sharon Clifford spoke briefly about the Capital Reserve. She stated that there was surplus money when she came to the district, and on the advice of counsel, the voters agreed to create the capital reserve and fund it for 5 years. Any money left in the reserve goes back to the voter after the 5 years. Mrs. Clifford is not comfortable with the money in the reserve. She feels it is not enough for projects. In the district, all of our reserves are fully funded. At some point when the reserves are drained, the Board of Education will have to replace.

Presentation
(con't)

Board Member Reports –

Board Member
Reports

A. Ms. Rebecca Mundy asked the Board if they received the NYSSBA Area 12 meeting information. This meeting will be on February 26 and is a tour of the first green school in Hampton Bays.

B. Mr. Art Williams commented that Sam Schneider's addition to the website is good, but he would like to see the comptrollers report, administrative contracts, and union contracts on the website. He also asked about the F.I.T. agreement.

C. Ms. Rebecca Mundy would like to add an "Old Business" section to the agenda.

A motion was made by Thomas Graffagnino, seconded by Arthur Williams, BE IT RESOLVED THAT: The Board of Education voted to go into an executive session at 9:14 p.m. to discuss a specific personnel matter.

Executive
Session

Motion carried unanimously

The Board came out of executive session at 9:45 p.m.

A motion was made by Arthur Williams, seconded by Thomas Graffagnino, to adjourn the meeting.

Adjournment

Motion carried unanimously

The meeting adjourned at 9:46 p.m.

Deborah Vecchio
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, February 25, 2009 at 7:00 p.m.

