

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

**BUDGET / REGULAR MEETING**  
March 10, 2025

Members Present: Kathleen Lynch, Katherine Rossi-Snook, Margaret Colligan, Tracy McCarthy, Dawn Hedberg, Karina Montalvo (arrived at 5:15 pm) and Anthony J. Rando

Others Present: Dr. Brian Doelger, Superintendent; Jennifer Rylott, Assistant Superintendent; Todd Gulluscio, Director of Athletics, Physical Education, Health, Wellness & Personnel; Jacqueline Dunning, District Clerk; Deborah Vecchio, District Treasurer; Harrison Weslek, Student Liaison; Julie Lane, Shelter Island Reporter; 6 faculty/staff/student and 3 community residents

The meeting was called to order at 5:05 pm by President Lynch.

**Executive Session**

A motion was made by Tracy McCarthy, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby voted to go into an executive session at 5:05 pm to discuss the employment of a particular individual in the District.

The members of the Board of Education came out of Executive Session at 6:04 pm. President Lynch led everyone in the Pledge of Allegiance.

Karina Montalvo read the following Shelter Island School Mission Statement – Engage, Explore, Empower:

We want our students to cherish our small Island community while applying and expanding their learning about, understanding of, and engagement with the wider world. To do this, they must be: ethical and moral individuals; respectful and responsible communicators; creative and analytical thinkers; knowledgeable and literate readers, writers, mathematicians and scientists; participants in and audiences for art, drama, music, athletics, and other artistic, cultural, and social activities; skilled and successful workers and consumers; and committed and active citizens.

**Budget Presentation**

Dr. Doelger welcomed everyone to the 2025-2026 school budget. Dr. Doelger's presentation included the following topics.

- Accomplishments
- Budget Formation Process
- District Administration Budget Goals
- Will the District Need to Pierce the Cap?
- Tax Levy Increase Percentage 2019-2025
- Budget Increase Percentage 2019-2025
- Appropriated Fund Balance 2019-2025
- Programmatic Accomplishments & Budgeting Facts Over the Past Six Years
- Changes Since Last Meeting
- Budget in Summary to Date
- Revenue Budget
- Impact
- What Does this Mean?
- Changes Made
- Budget – Next Steps
- Next Time

At this time, Dr. Doelger opened the floor to questions, of which there were none.

**Visitor Questions (Specific to the agenda) - None**

**Correspondence**

President Lynch acknowledged receipt of an email from a community member pertaining to a proposition for extending the mileage for transportation to non-public schools, a note from the American Legion Mitchell Post #281 thanking the Board of Education for adopting the veterans tax exemption resolution, and a letter from an Eastern Suffolk BOCES Board Candidate seeking reelection.

*Call to Order*

*Executive Session*

*Pledge of Allegiance*

*Mission Statement*

*Budget Presentation*

*Visitor Questions*

*Correspondence*

## Student Liaison Report

Harrison Weslek, Student Council President and Student Liaison to the Board of Education stated he was happy to be at the meeting and thanked his Vice-President, Lio Napoles for stepping in during basketball season. Mr. Weslek noted that Student Council this year has been taken to a new level under the leadership of Mr. Brennan and Mr. Theinert. Mr. Weslek reflected on the success of various events earlier in the year and shared some events that will take place the second half of the year. Future events include, a bracket challenge, a teacher/student sporting event, and field day.

Student  
Liaison Report

## Presentations

### February 2025 Employee of the Month

Mr. Gulluscio presented the February 2025 Employee of the Month Award to Mrs. Kerri Knipfing, our first-grade teacher. Mr. Gulluscio noted that Ms. Knipfing is consistently the first one to jump in when something needs to be done and that the level of love and care with which she treats students is bar none. Mr. Gulluscio thanked Ms. Knipfing for everything she does for our students.

Presentations

Ms. Jennifer Rylott noted that Ms. Knipfing is not only a fabulous teacher, but a fabulous role-model for others. Ms. Rylott described Ms. Knipfing as calm, respected and approachable and noted the pure love and respect she has for our students. Ms. Rylott shared that Ms. Knipfing is highly valued and Shelter Island School is very lucky to have her.

Dr. Doelger described Mrs. Knipfing as one of the best teachers he has ever worked with. Dr. Doelger noted that Mrs. Knipfing has a wonderful balance between holding students accountable and loving and nurturing them.

President Lynch congratulated Mrs. Knipfing, noting that she brings originality to the classroom, has an incredible sense of humor, and is low key about how smart she is because she is so humble.

Ms. Rossi-Snook stated that Kerri Knipfing is an amazing teacher and offered her congratulations.

Mr. Rando noted that his children thrived in Ms. Knipfing's classroom and he thanked her.

Student Liaison, Harrison Weslek recalling a time when he called Mrs. Knipfing, "Mom" noted that clearly, Mrs. Knipfing was a nurturing teacher.

Mrs. Kerri Knipfing stated that she feels so lucky to come to Shelter School every day to teach children to read and then watch them grow through the years and then go off to college. Mrs. Knipfing thanked administration and the Board of Education for the privilege of working at Shelter Island School.

## National Honor Society (NHS) Update

Ms. Johanna Kaasik, NHS President and Mr. Jaxson Rylott, NHS Vice-President spoke about the various events held by the National Honor Society. These events included, raising money for Habitat for Humanity through a Cardboard Campout, building a house with Habitat for Humanity and buying furniture for the new owner, collecting food donations at this year's Souper Bowl event and stocking the Food Pantry located at the Shelter Island Presbyterian Church with said donations. The NHS is currently selling Shamrocks to raise money for Muscular Dystrophy and in the future, they will participate in a Polar Plunge at Splish Splash to raise funds for the Special Olympics.

## Curriculum Update

Ms. Christina Lesh, professional development coach to the Shelter Island School District, presented a report on the curriculum transformation she's been working on with K-12 teachers. Ms. Lesh reviewed the timeline for the curriculum transformation for each area—English Language Arts, Math, Social Studies and Science and noted that the curriculum review process is a five (5) year cycle. Ms. Lesh stated that teacher-empowered implementation allows for great success along with the adoption of high-quality curriculum.

## Demonstration of Security Project – Phase I

This demonstration was postponed until the April 7, 2025 Board of Education meeting.

## Consent Agenda

A motion was made by Katherine Rossi-Snook, seconded by Anthony J. Rando, BE IT RESOLVED THAT: The Board hereby approves the following:

### 10.1 Approval of Minutes

- a. Regular Meeting of February 10, 2025

Consent  
Agenda -  
Minutes

b. Budget Presentation Meeting of February 25, 2025

Motion carried unanimously.

Consent Agenda  
– Minutes  
(continued)

**Personnel**

A motion was made by Margaret Colligan, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Personnel actions: 11.1 – 11.3

Consent  
Agenda-  
Personnel

11.1 Resignation of Personnel

- a. Accept the resignation of Jeremy Stanzione, Network Technician, effective March 21, 2025

11.2 Unpaid Medical Leave of Absence

- a. Approve an unpaid medical leave of absence for Elizabeth Eklund, effective March 4, 2025 through May 12, 2025.

11.3 Leave Replacement

- a. Appoint Kelsey Northcote as an Elementary Teacher Leave Replacement, effective March 4, 2025 through May 12, 2025, at a salary of \$69,972, prorated to \$14,905.66, Step 1 MA of the 2024-2025 teacher salary scale.

Motion carried unanimously.

At this time, President Lynch wished Jeremy Stanzione the absolute best and thanked him for his time at the Shelter Island School.

Consent Agenda  
– Program

**Program**

A motion was made by Katherine Rossi-Snook, seconded by Margaret Colligan, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Program actions: 12.1

12.1 CSE and CPSE Recommendations for the 2024-2025 School Year

- a. Committee on Special Education
- b. Committee on Pre-School Special Education

Motion carried unanimously.

Consent Agenda  
- Finance

**Finance**

A motion was made by Tracy McCarthy, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Finance actions: 13.1 – 13.2

13.1 Financial Reports

- a. Treasurer's Report – January 2025
- b. Extra Class Report – January 2025
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claims Audit Report – February 2025
- f. Payroll Audit Report – February 2025

13.2 Journal Entries

- a. Accept and approve Journal Entries for the period of February 6, 2025 through March 4, 2025, that in accordance with Board Policy, the Superintendent has approved.

Motion carried unanimously.

Consent Agenda  
- Business

**Business**

A motion was made by Dawn Hedberg, seconded by Tracy McCarthy, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Business actions: 14.1 – 14.2

14.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Comprehensive Therapy Services, PLLC, of Sag Harbor, NY, for student services. The period of said agreement is July 1, 2025 through June 30, 2026; and authorize the Board President to execute said agreement.

- b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Cummins Sales & Service, of Bronx, NY, for generator maintenance, at a cost of \$3,535.90. The term of said agreement shall be retroactive to July 1, 2024 through June 30, 2025; and authorize the Board President to execute said agreement.

Consent Agenda  
-- Business  
(continued)

**14.2 Joint Bidding**

- a. WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and
- WHEREAS, the Shelter Island Union Free School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and
- WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and
- WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and
- WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, and reporting the results to the Participant.
- BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and
- BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and
- BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and
- BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.
- BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.
- BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Motion carried unanimously.

**Facility**

A motion was made by Margaret Colligan, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby accepts the recommendations of the Superintendent on the following Facility actions: 15.1 – 15.2

Consent Agenda  
-- Facility

**15.1 State Environmental Quality Review Act (SEQRA) Notice of Determination of Non-Significance**

- a. WHEREAS, the Board of Education of the Shelter Island UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

- FIT Center Roof Replacement

WHEREAS, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of

an Environmental Impact Statement (Type II Actions). The project mentioned above is now classified as Type II Actions as determined by 6NYCRR§617.5; and

WHEREAS, the project falls under the following categories:

- A. Routine Maintenance and Repair 6NYCRR§617.5 (c)(1): Maintenance or repair involving no substantial change in an existing facility.
- B. Replace or Rehabilitation 6NYCRR§617.5 (c)(2): replacement or rehabilitation or reconstruction of a structure of facility, in kind, on the same site, unless the work excess a threshold for a threshold for a Type I action in 6NYCRR§617.4.
- C. 6NYCRR§617.5(c)(8); Routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings.

THEREFORE, as the lead agency for the SEQRA determination, the above referenced project falls under Categories “A” or “B” above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is “No Additional Required Action under 6NYCRR§617.5(a)”.

15.2 FIT Center Roof Proposition for May 20, 2025 Budget Vote & Election

- a. RESOLVED BY THE BOARD OF EDUCATION OF THE SHELTER ISLAND UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. At the Annual District Meeting and Election of the qualified voters of Shelter Island Union Free School District, in the County of Suffolk, New York (the “District”), to be held on May 20, 2025, a proposition, in addition to the 2025-2026 budget, in substantially the form as hereinafter set forth shall be submitted to the qualified voters of said District. Said Propositions shall appear in the Notice of Annual District Meeting and Election to be held May 20, 2025, and the District Clerk is hereby authorized and directed to include such Propositions in said Notice by inserting therein substantially the following paragraphs:

NOTICE IS FURTHER GIVEN that the following Propositions in substantially the following form shall be presented to the qualified voters of the District at such Annual District Meeting and Election:

FIT CENTER ROOF PROPOSITION  
RESOLVED:

That the Board of Education of the Shelter Island Union Free School District, in the County of Suffolk, New York (the “District”), is hereby authorized to reconstruct the roof on the portion of the Shelter Island School commonly known as the FIT Center, at the estimated cost of \$49,823.42 and to expend said sum, or so much thereof as may be necessary, from the District’s “Project F.I.T. Capital Reserve Fund”, previously approved by the voters of the District on May 17, 2011, for such purpose; the foregoing to include equipment, machinery, demolition, and other work required in connection therewith, as well as preliminary costs and costs incidental thereto and to the financing thereof; and the expenditure of \$49,823.42 from the Fund for the projects set forth herein are hereby authorized and approved.

There is no impact on taxes to complete this project.

Such Propositions shall appear on the ballot labels to be inserted in the voting machines used for voting at said Annual District Meeting and Election in substantially the following form:

FIT CENTER ROOF PROPOSITION  
YES                      NO

RESOLVED:

That the Board of Education of the Shelter Island Union Free School District, in the County of Suffolk, New York (the “District”), is hereby authorized to reconstruct the roof on the portion of the Shelter Island School commonly known as the FIT Center at the estimated cost of \$49,823.42 and to expend said sum, or so much thereof as may be necessary, from the District’s “Project F.I.T. Capital Reserve Fund”, previously approved by the voters of the District on May 17, 2011, for such purpose; the foregoing to include equipment, machinery, demolition, and other work required in connection therewith, as well as preliminary costs and costs incidental thereto

and to the financing thereof; and the expenditure of \$49,823.42 from the Fund for the projects set forth herein are hereby authorized and approved.

There is no impact on taxes to complete this project.

Motion carried unanimously.

#### **Items for Consideration - None**

#### **Old Business - None**

#### **Director of Athletics, Physical Education, Health, Wellness & Personnel Report**

Mr. Gulluscio congratulated the Varsity Boys Basketball and JV Girls Basketball teams on achieving League Sportsmanship honors. Mr. Gulluscio also announced that the Spring athletics season is right around the corner with the first games starting at the end of the month.

Mr. Gulluscio reported that he is meeting with several volunteer teachers to discuss the upcoming Day of Gratitude. Mr. Gulluscio described the framework for the Day of Gratitude as all the students and adults in the building will go out into the community for the first few hours of the day. They will return to the school and everyone will enjoy a meal prepared by the Cafeteria Staff, then there will be a guest speaker in the afternoon and a fun activity to end the day.

Mr. Gulluscio ended his report with news about the Cafeteria. We are getting closer to having the bulk milk dispensing machine and are hopeful it will be installed soon. There will also be a reconfiguration of the cafeteria as we are adding a warm pretzel machine, as well as refrigerator to better display drink options.

#### **Assistant Superintendent Report**

Ms. Rylott reported that the Multi-Tiered Support System (MTSS) Committee has recently updated the MTSS Manual to reflect the district's new reading curriculum, as well as the entrance and exit criteria for receiving AIS services. The new manual can be found on the district's website under additional documents in the parent/student use tab. Ms. Rylott continued her report by stating that the Special Education Department is working hard holding annual reviews for students who receive services. In closing, Mrs. Rylott announced that the district is starting to prepare for the grades 3-8 English Language Arts exams which take place right before the April break.

#### **Superintendent's Report**

Dr. Doelger excitedly announced that the Shelter Island School is proud to be one of the few districts in New York State to earn the prestigious status of AP Platinum designation. Dr. Doelger stated that this status was awarded to only 7% of districts, with Shelter Island School being the only public school named in Suffolk County. Other schools to receive the status were high-end Nassau County schools and two parochial schools.

Dr. Doelger announced that Nurse Mary will receive the Nurse of the Year Award from New York State Association of School Nurses at their conference in Albany on March 21-22, 2025 and he noted that with her award, there will also be a \$500 scholarship for her to present to a graduating senior seeking to become a registered nurse.

Dr. Doelger reported that several South Fork Superintendents recently met to discuss the idea of a potential consortium of Special Education Services.

Dr. Doelger attended a Human Resources meeting with the Town regarding future collaboration with the Town's Social Worker. Dr. Doelger added that just like with local districts, he is open to working with Town in the name of efficiency.

Dr. Doelger stated that the 4<sup>th</sup> meeting of the district's book club was held and the group is looking for ways to decrease cell phone usage as a community.

Dr. Doelger shared that the PTSA's Pick a Reading Partner (PARP) Week will be held the week of March 17 – 21, 2025 and the PTSA has a lot of fun events planned.

Dr. Doelger announced that the Externship Class will be meeting with Brig Hunt, John Michalak and Jim Mitchell to learn more about all of the aspects of the ferry business.

*Consent Agenda  
– Facility  
(continued)*

*Items for  
Consideration*

*Old Business*

*Dir. of Athletics,  
PE., Health  
Wellness &  
Personnel  
Report*

*Assistant  
Superintendent  
Report*

*Superintendent  
Report*

Dr. Doelger reminded everyone that this coming Friday is Teacher Workshop Day and there is no school for students.

In closing, Dr. Doelger shared that the Drama Club is working very hard on their production of Big Fish which they will perform April 3-6. Tickets are currently on sale in the school lobby during school hours.

**Board Member Reports**

Ms. Karina Montalvo stated that she is so proud of all the changes made in our school over the last several years. Ms. Montalvo congratulated Ms. Kerri Knipfing on being named Employee of the Month.

Ms. Tracy McCarthy stated that she hopes the district will be able to work with Ms. Christina Lesh, professional development coach, forever and referred to her as a gem who has a huge impact on our program.

Ms. Margaret Colligan congratulated Ms. Kerri Knipfing on being named Employee of the Month.

Ms. Katherine Rossi-Snook announced that her term is expiring on June 30, 2025 and she has decided not to seek re-election. Ms. Rossi-Snook noted that this was a difficult decision to make, but knowing her fellow Board Members, she is confident the school is being left in good hands.

Ms. Kathleen Lynch thanked Ms. Katherine Rossi-Snook for her service on the Board of Education. In closing, Ms. Lynch congratulated Ms. Kerri Knipfing on being named Employee of the Month and Nurse Mary Kanarvogel for being named New York State’s School Nurse of the Year.

**Visitor Comments**

Ms. Julie Lane, reporter for The Reporter shared that she had the opportunity to see our tenth-grade students in action at a mock interview event and she noted that Shelter Island students are 1,000x more ready for the real world than any of the other students she saw from other districts. Ms. Lane said the Shelter Island students are quite impressive.

Shelter Island Town Councilman Gordon Gooding of the Town of Shelter Island Board stated that he is truly impressed every time he attends a Board of Education meeting and believes there is so much to be learned from this Board. Mr. Gooding noted that the members of the Board of Education are professional, well organized and well prepared. He pointed out how nicely every one interacts and noted they are cordial, accepting and have a knack for acknowledging and welcoming people. Mr. Gooding thinks more of the community needs to come out to see how the Board of Education operates and he said he is going to steal some ideas of how to do things.

**Adjournment**

A motion was made by Tracy McCarthy, seconded by Katherine Rossi-Snook, BE IT RESOLVED THAT: The Board of Education hereby adjourns the meeting.

Motion carried unanimously.

The meeting adjourned at 7:22 pm.

\_\_\_\_\_  
Jacqueline Dunning  
District Clerk

The next meeting of the Board of Education of the Shelter Island Union Free School District is Monday, April 7, 2025, at 6:00 pm in the Conference Room.