

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

Robert E. Grisnik, Chairman, called the Tuckahoe School Board of Trustees Regular Board Meeting to order at 7:30 p.m.

The following Board members and District officials were present:

Robert E. Grisnik, Chairman
Sean Hattrick, Vice-Chairman
Timothy M. Gilmartin, Trustee

Leonard Skuggevik, Superintendent
Arlette Sicari, Principal
Linda Springer, District Clerk
Doreen Buckley, Director of P.P.S.
Carl Fraser, Interim Business Official

The following individuals were also present:

Mary-Alice Halsey	Daniel Berry	Nerissa Berman	James Chai
Kelly McClinchy	Korey Tietjen	Catherine Tyler	Nicole Fischette
Jennifer Finocchiaro	Mary Schneider	Kerry Terry	Arthur Springer

I. Pledge of Allegiance

II. Approval of Minutes

RESOLVED, that the Board of Trustees approve the minutes of the Regular Board Meeting on February 10, 2020 and the Budget Work Session on March 2, 2020.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

III. Treasurer's Report

RESOLVED that the Board of Trustees approve the Treasurer's Report for the month of February 2020.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

IV. Correspondence

1. Correspondence was received from Eastern Suffolk BOCES regarding the official call for the Annual Meeting, April 1, 2020.
2. Correspondence was received from Eastern Suffolk BOCES regarding the call for nominations for the election on April 21, 2020.

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

The Board of Trustees passed the following resolution:

RESOLVED that the Board of Trustees of the Tuckahoe Common School District hereby nominate the following individuals for the Eastern Suffolk Board of Cooperative Educational Services for a three-year term commencing on July 1, 2020 and ending on June 30, 2023; Walter Denzler of the Three Village Central School District, Susan Lipman of the West Islip Union Free School District, Anne Mackesey of the Sag Harbor Union Free School District, William Miller of the Longwood Central School District and Catherine Romano of the Islip Union Free School District.

Approve: Motion made by Robert E. Grisnik, seconded by Sean Hattrick, and unanimously carried.

V. Superintendent’s Report

1. Enrollment Update:

PK-18, K-22, Grade 1-27, Grade 2-33, Grade 3-29, Grade 4-24, Grade 5-26, Grade 6-36, Grade 7-31, Grade 8-29 = 275

Southampton H.S.-137, Hampton Bays Elementary/Middle-1, Raynor Country Day School – 8, Our Lady of the Hamptons-34, Southampton Elementary/Intermediate Schools – 6, Chaminade-1, BOCES-1, WHBLC-8, Alternatives-2, Sequoya-3, Montessori-1, Services/PSD-3, St. John’s Baptist-3, Home Schooled-4, County Services-3, Bridgehampton-1, Clayton Huey-1 = 217

Total Enrollment: 492 students

2. Mr. Skuggevik updated the Board of Trustees on his attendance at the NYSCOSS Convention and SCSSA Legislative Committee NYSCOSS Lobby day from March 1, 2020 - March 3, 2020.
3. Mr. Skuggevik announced that the district has applied for a grant for the 2020 CENSUS.
4. Mr. Skuggevik updated the Board of Trustees on the district’s protocol regarding COVID-19.
5. Mr. Skuggevik reviewed the procedures for request of leave time for staff development in accordance with TCSD policy.

VI. Principal’s Report

1. Mrs. Sicari updated the Board on the upcoming events in the district.

VII. Business Official’s Report

1. Mr. Fraser reviewed the Residency Report.
2. Mr. Fraser reviewed the Monthly Fund Balance Analysis Report.
3. Mr. Fraser reviewed the Capital Reserve propositions being considered to appear on the ballot for the May 19, 2020 budget vote.

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

VIII. New Business

1. Board of Trustees schedule change, the next Budget Work Session will be on March 30, 2020.

IX. Old Business - None

X. P.T.O. Report - None

XI. Tuckahoe Educational Foundation Report - None

XII. Public Commentary

James Chai questioned the district being open for students, during the COVID-19 situation. Daniel Berry reported updated facts regarding COVID-19 after attending a local medical meeting.

XIII. Resolutions

Personnel

1. RESOLVED that the Board of Trustees accept with great regret the resignation of Linda M. Springer from the position of District Clerk and Executive Assistant for the purpose of retirement effective June 30, 2020 with all benefits and provisions set forth in the agreement between the Tuckahoe Common School District and Linda M. Springer.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

2. BE IT RESOLVED THAT the Chairman of the Board of Trustees is authorized to execute a Second Amendment to the Employment Agreement dated July 24, 2017 for Leonard J. Skuggevik, Superintendent of Schools, which Amendment has been reviewed by the Board of Trustees.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin and unanimously carried; BE IT RESOLVED THAT: The Board of Trustees hereby approves the following resolutions numbered 3 through 22.

Administrative

3. RESOLVED that the Board of Trustees approve the Tuckahoe Common School District calendar for school year 2020/2021.
4. RESOLVED that the Board of Trustees approve the Tuckahoe Common School District Board of Trustees meeting calendar for 2020/2021.

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

Finance

5. RESOLVED that the Board of Trustees approve payment to ASSET NY for an annual membership to provide ongoing technology education to the Tuckahoe Common School District for school year 2019/2020 at a cost of \$150.
6. RESOLVED that the Board of Trustees approve Quadient Leasing, formerly known as Neopost, USA Inc., for all services and supplies related to the postage meter for the 2019/2020 school year.
7. RESOLVED that the Board of Trustees approve Top Grade for tutoring services provided for Tuckahoe Common School District students as per the service agreement and fee schedule.
8. RESOLVED that the Board of Trustees approve the cost of \$10,012.22 for emergency boiler repairs completed by Island Industrial Boiler on January 18, 2020 and January 20, 2020. The hourly rate for their service is \$125 per hour.
BE IT FURTHER RESOLVED that the Board rescind the use of the Smithtown School District bid for this emergency repair.
9. RESOLVED that the Board of Trustees approve the Luss Group to provide a Mass Mutual Life insurance policy for Superintendent of Schools Leonard Skuggevik, as per the contractual agreement effective September 1, 2017 and for the term of employment of the Superintendent of Schools, Leonard Skuggevik as per the invoiced premium.
10. WHEREAS, the Board of Trustees of the Tuckahoe Common School District adopted a Policy to Dispose of Surplus items, and;
WHEREAS, the Board of Trustees has designated the School Business Official as the person responsible to properly dispose of said obsolete items,
THEREFORE, BE IT RESOLVED, that the nonfunctioning Photograph Developer Equipment, fixed asset tag #20140074, which has been requested by the Art Department to be designated obsolete and reviewed by the Board of Trustees be declared obsolete and disposed of at the discretion of the School Business Official.
11. RESOLVED that the Board of Trustees approve Brown & Brown of Garden City, Inc. to facilitate compliance with the HIPAA Rules and furthermore facilitate compliance with the HITECH Amendment to HIPAA for the Tuckahoe Common School District.

Building Use

12. RESOLVED that the Board of Trustees approve the building use request of the Principal and awarenessstalks.org, LLC and Lois B. Oliveira to hold a 2-hour training for parents and activity play for students in Grades PK-2 workshop on March 26, 2020 from 3:00 p.m. to 5:00 p.m. in the gymnasium and library.
13. RESOLVED that the Board of Trustees approve the building use request of the Drama Club to hold rehearsals and the final performances of the school musical *Aladdin Jr.* in the cafetorium on May 27 & 28, 2020, and June 4,8,9,10 & 11, 2020.

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

Field Trips

14. RESOLVED that the Board of Trustees approve the field trip request of Grade 3 and the Studio Art class to visit Longhouse Reserve for an Art contest and a lesson in STEAM on May 4, 2020, rain date of May 6, 2020 (Grade 3 only), from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$617.02.
15. RESOLVED that the Board of Trustees approve the field trip request of Kindergarten to visit the Children’s Museum of the East End for a program on seedlings on May 5, 2020 from 9:30 a.m. to 1:00 p.m. at an approximate cost to the district of \$422.18.
16. RESOLVED that the Board of Trustees approve the field trip request of Grade 5 to visit Longhouse Reserve for an Art History and STEAM lesson and contest on May 5, 2020, rain date of May 7, 2020, from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$617.02.
17. RESOLVED that the Board of Trustees approve the field trip request of Grade 6 to visit the Longhouse/Jackson Pollack Center for an Art History lesson on May 11, 2020, rain date of May 21, 2020 from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$656.02
18. RESOLVED that the Board of Trustees approve the field trip request of Grade 4 to visit the Longhouse Reserve for an Art History and STEAM lesson and contest on May 27, 2020, rain date of May 28, 2020, from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$617.02.
19. RESOLVED that the Board of Trustees approve the field trip request of Grade 1 to visit the Longhouse Reserve for an Art History lesson and contest on June 5, 2020, rain date of June 12, 2020, from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$617.02.
20. RESOLVED that the Board of Trustees approve the field trip request of Grade 3 to visit the Montauk Lighthouse for a STEAM and history lesson on June 11, 2020, rain date of June 15, 2020, from 8:00 a.m. to 4:00 p.m. at an approximate cost to the district of \$959.86.
21. RESOLVED that the Board of Trustees approve the field trip request of Grade 6 to visit Quinipet Camp and Retreat Center for an Outdoor Education program trip on the Orient Star Fishing vessel on June 8, 2020 from 8:30 a.m. to 2:30 p.m. at an approximate cost to the district of \$1,717.02.

Appointments

22. RESOLVED that the Board of Trustees does hereby appoint the following School Club Advisors and approves the following school clubs for the 2019/2020 school year; rate of pay \$504.00, for an eight-week cycle, one day per week for forty-five minutes per day:

Lou Castellano – Grades 2-5 Comedy Club – Tuesday
Jessica Ovanessian – Grades 3-4 Lego Jr. Robotics Club – Tuesday
Dr. Sharyn Lawall – Grades 3-5 Mindfulness & Meditation Club – Tuesday
Justine Charos – Grades 6-8 Homework Club – Tuesday
Christine Dorchak – Grades 7-8 Math Support Club – Tuesday
Laura Colfer – Grades K-1 Reading Club – Tuesday

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

Ronald Rudaitis – Grades 5-8 Drama Club – Tuesday
Tara Smith – Grades 2-4 Melty Beads Club – Tuesday
Megan Farrell – Grades 3-5 Homework Club - Tuesday
Christina Collins – Grades 3-5 Homework Club – Wednesday
Lou Castellano – Grade 2-5 Game Club – Wednesday
Carmella Palumbo – Grades 5-8 Drama Club – Wednesday
JoAnne Vitiello – Grades 2-4 Zumba Kids Club – Wednesday
Catherine Tyler – Grades 6-8 Homework Club - Wednesday
Peter Falango – Grades 4-8 NYSSMA Club – Wednesday
Stephanie Neill – Grades 7-8 Be Strong Club – Wednesday
Jessica Ovanessian – Grades K-2 KIBO Robotics Club – Wednesday
Bonnie Downs – Grades K-3 Story Time Club – Wednesday
Shannon Nunez – Grades 3-4 Origami Paper Art Club - Wednesday
JoAnne Vitiello – Grades K-1 Zumba Kids Club – Thursday
Bonnie Downs – Grades 3-5 Homework Club - Thursday
Ronald Rudaitis – Grades 5-8 Drama Club – Thursday
Kerry Terry – Grades 4-5 Spring Crafts Club – Thursday
Laurie Colfer – Grades 4-6 Reading Club – Thursday
Lou Castellano – Grade 1 Puppet Club Part II - Thursday
Stephanie Neill – Grades 6-8 Homework Club - Thursday

XIV. Executive Session

At 8:12 p.m., Sean Hattrick made a motion to adjourn the Regular meeting and convene Executive Session to discuss Contractual matters, seconded by Timothy M. Gilmartin, and unanimously carried.

At 9:27 p.m. the Board came out of Executive Session and passed the following resolutions.

23. BE IT RESOLVED that the Chairman of the Board of Trustees is authorized to execute an Employment Agreement dated March 9, 2020 with Linda Springer as Part-time Office Assistant for the period from July 1, 2020 through December 31, 2020, the terms of which are set forth in said Employment Agreement that has been reviewed by the Board of Trustees.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

24. BE IT RESOLVED that the Board of Trustees hereby authorizes the following proposition to be submitted to the voters of the Tuckahoe Common School District on May 19, 2020:
SHALL the Board of Trustees be authorized to expend a sum not to exceed \$697,232.00 from the Capital Reserve Fund established in 2006/2007 for the purpose of completing the following projects: Gym Floor replacement and installation, cupola Repairs, installation of 15 mini split a/c units including wiring, staff parking lot renovations including seal coating, filling cracks and restriping, painting of school building exterior, existing portable, garage and hand ball wall to include power

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

washing, repair, prep, prime & re-finishing, HVAC renovations to boiler and heating system, and all labor, materials, equipment, apparatus, and incidental costs associated therewith.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

25. Resolution to Authorize a Proposition to Establish a Capital Reserve Fund Known as the “Facilities Improvement Program 2020”

BE IT RESOLVED that the Board of Trustees of the Tuckahoe Common School District hereby authorizes the following proposition to be placed on the ballot of the May 19, 2020 annual vote: SHALL the Board of Trustees, pursuant to Education Law section 3651, be authorized to establish a Capital Reserve Fund known as the “Facilities Improvement Program 2020” for the purpose of performing the following capital improvements: instructional and non-instructional space improvements/renovations/upgrades, (including but not limited to classroom improvements/renovations/upgrades and/or additions to existing facilities), cafeteria renovations, library/multi media center renovations, exterior renovations/reconstruction, computer/technology upgrades, security system upgrades, plumbing improvements/renovations/upgrades, electrical improvements/renovations/upgrades, HVAC improvements/renovations/upgrades, energy efficiency improvements/renovation/upgrades, including the installation of solar power, improvements/renovations/upgrades, renovations required for compliance with ADA requirements, vocational and career preparation renovations, portable classroom replacement and/or purchase, roof/gutter/leader replacement, window replacement, masonry/concrete replacement, interior and exterior door/entry ways replacement, toilet room renovations, lighting upgrades, floor replacement, wall replacement, boiler replacements, elevators, carpentry renovations, site renovations/reconstruction, athletic field renovations/reconstruction, playground renovations, lockers/locker room renovations, public address/clock system replacement, sound system upgrades, telephone system upgrades, hazardous material remediation, storage space renovations, furnishings and equipment, including the purchase of vehicles, all of the foregoing to include all labor, materials, equipment, apparatus and incidental cost related thereto.

The maximum amount of the aforesaid Capital Reserve Fund shall be **\$5,000,000.00**, plus investment income. The probable term is to be **15** years; the funds are to be transferred from surplus monies, if any, remaining in the general fund, budgetary appropriation, transfers from other reserves where permitted by law, including a sum not to exceed **\$600,000.00** from the 2019-2020 budget and thereafter in an annual amount of not more than **\$600,000.00** for each remaining year of the probable term. Upon the establishment and funding of said reserve, the Superintendent of Schools or his/her designee shall be directed to deposit monies of this reserve fund in a separate bank account to be known as the “Facilities Improvement Program 2020.”

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

**Tuckahoe Common School District
Minutes – Regular Board Meeting
March 9, 2020**

26. WHEREAS, the Board of Trustees of the Tuckahoe Common School District desires to embark upon the following capital improvement projects: gym Floor replacement and installation, cupola Repairs, installation of 15 mini split a/c units including wiring, staff parking lot renovations including seal coating, filling cracks and restriping, painting of school building exterior, existing portable, garage and hand ball wall to include power washing, repair, prep, prime & re-finishing, HVAC renovations to boiler and heating system (the “Projects”); and WHEREAS, said capital improvement projects are subject to classification under the State Environmental Quality Review Act (SEQRA); and WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility, and replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5(c)(1) and (2)); and WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and WHEREAS, the Board of Trustees, as the only involved agency, has examined all information related to the capital improvement project and has determined that the capital improvement project listed herein is classified as a Type II Action pursuant to Section 617.5(c)(1) and (2) of the SEQR Regulations; NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and BE IT FURTHER RESOLVED that the Board of Trustees hereby declares that the capital improvement projects outlined above are Type II Actions, which require no further review under SEQRA; and BE IT FURTHER RESOLVED, that the Board of Trustees hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of said project from the New York State Education Department.

Approve: Motion made by Sean Hattrick, seconded by Timothy M. Gilmartin, and unanimously carried.

At 8:42 p.m., Sean Hattrick made a motion to adjourn the meeting, seconded by Robert E. Grisnik, and unanimously carried.

Signed: Linda Springer
Linda Springer, District Clerk