

**Tuckahoe Common School District  
Minutes – Regular Board Meeting  
June 8, 2020**

Robert E. Grisnik, Chairman, called the Tuckahoe School Board of Trustees Regular Board Meeting to order at 7:00 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  
Katelyn Fretto, District Treasurer

The following individuals were also present: None – The meeting was video-conferenced.

**I. Pledge of Allegiance**

**II. Approval of Minutes**

RESOLVED, that the Board of Trustees approve the minutes of the Regular Board Meeting on May 11, 2020 and the Annual Budget Hearing on June 1, 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 May 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 thanking the district for their support of the Eastern Suffolk BOCES 2020-2021 Administrative Budget.

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**V. Superintendent’s Report**

**1. Enrollment Update:**

PK-18, K-22, Grade 1-27, Grade 2-33, Grade 3-29, Grade 4-23, Grade 5-26, Grade 6-36, Grade 7-31, Grade 8-29 = 274

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: 491 students

2. Mr. Skuggevik updated the Board of Trustees on the closure of school and the plans for the Grade 8 graduation scheduled for June 18, 2020.
3. Mr. Skuggevik and Mrs. Springer updated the Board of Trustees on the updated protocol for the Budget Vote and Trustee Election scheduled for June 9, 2020.

**VI. Principal’s Report**

1. Mrs. Sicari updated the Board on the events that have taken place in the district. Mrs. Sicari also reported on the great job and the hard work that the students and staff are doing finishing up the school year. Mrs. Sicari informed the Board that 130 art kits have been donated to the district by Hamptons United’s partnership with Supplies for Success. Mr. Skuggevik announced that 5 staff members would be receiving tenure appointments at this meeting, he added that he wholeheartedly agreed with the tenure recommendations that Mrs. Sicari had submitted.

**VII. Business Official’s Report**

1. Mr. Fraser reviewed Mitch Sobczyk’s News and Notes.
2. Mr. Fraser reviewed the Monthly Fund Balance Analysis Report.

**VIII. New Business - None**

**IX. Old Business - None**

**X. P.T.O. Report – None**

**XI. Tuckahoe Educational Foundation Report - None**

- XII. Public Commentary –** A request for questions was posted on the school website to be emailed to [lskuggevik@tuckahoecommonsd.com](mailto:lskuggevik@tuckahoecommonsd.com) or [lspringer@tuckahoecommonsd.com](mailto:lspringer@tuckahoecommonsd.com) prior to the meeting.

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**XIII. Resolutions**

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 1 through 38.

**Personnel**

1. RESOLVED, that, in compliance with the provisions of Section 3012(d) of the Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, that Megan Farrell be appointed tenure to the position of teacher of Elementary Education tenure area, who holds a valid New York State Certificate permitting her to teach subjects in the aforesaid tenure area, the Board of Trustees of the Tuckahoe Common School District does hereby make this appointment effective September 1, 2020.
2. RESOLVED, that, in compliance with the provisions of Section 3012(d) of the Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, that Allison Whittle be appointed tenure to the position of teacher of Elementary Education tenure area, who holds a valid New York State Certificate permitting her to teach subjects in the aforesaid tenure area, the Board of Trustees of the Tuckahoe Common School District does hereby make this appointment effective September 1, 2020.
3. RESOLVED, that, in compliance with the provisions of Section 3012(d) of the Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, that Jessica Ovanessian be appointed tenure to the position of teacher of Technology Education tenure area, who holds a valid New York State Certificate permitting her to teach subjects in the aforesaid tenure area, the Board of Trustees of the Tuckahoe Common School District does hereby make this appointment effective September 1, 2020.
4. RESOLVED, that, in compliance with the provisions of Section 3012(d) of the Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, that Maria Rodolico be appointed tenure to the position of Teacher Assistant tenure area, who holds a valid New York State Certificate permitting her to teach in the aforesaid tenure area, the Board of Trustees of the Tuckahoe Common School District does hereby make this appointment effective September 5, 2020.
5. RESOLVED, that, in compliance with the provisions of Section 3012(d) of the Education Law and Part 30.3 of the Rules of the Board of Regents and upon the recommendation of the Superintendent of Schools, that Laura Colfer be appointed tenure to the position of Teacher Assistant tenure area, who holds a valid New York State Certificate permitting her to teach in the aforesaid tenure area, the Board of Trustees of the Tuckahoe Common School District does hereby make this appointment effective September 12, 2020.
6. RESOLVED that the Board of Trustees approve payment to Angela Parisi, Guidance Counselor for guidance Summer Program preparatory work from June 1, 2020 to June 30, 2020 at per diem rate.

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7. RESOLVED that the Board of Trustees approve Jessica Ovanessian to perform Instructional Technology services effective July 1, 2020 through September 4, 2020 not to exceed 25 days at per diem rate.
8. RESOLVED that the Board of Trustees approve Angela Parisi to perform duties required as Guidance Counselor for the Tuckahoe Common School District effective June 22, 2020 through September 4, 2020; not to exceed 10 days at per diem rate.
9. RESOLVED, that the Board Chairman is authorized to execute an amendment to the Agreement dated June 26, 2017 providing for the terms and conditions of the employment of Arlette Sicari as Principal for the period July 1, 2020 through June 30, 2021.
10. RESOLVED, that the Board Chairman is authorized to execute an amendment to the Agreement dated June 26, 2017 providing for the terms and conditions of the employment of Doreen Buckley as Director of Special Education and Pupil Personnel Services for the period July 1, 2020 through June 30, 2021.
11. RESOLVED, that the Board Chairman is authorized to execute an amendment to the Agreement dated January 2, 2018 providing for the terms and conditions of the employment of Carl Fraser as Interim Business Official for the period July 1, 2020 through June 30, 2021.
12. RESOLVED, that the Board Chairman is authorized to execute an amendment to the Agreement dated July 1, 2017 providing for the terms and conditions of the employment of Katelyn Fretto as District Treasurer for the period July 1, 2020 through June 30, 2021.
13. RESOLVED that the Board Chairman is authorized to execute an amendment to the Agreement dated May 7, 2018 providing for the terms and conditions of the employment of Lauri Lenahan as Account Clerk Typist for the period July 1, 2020 through June 30, 2021.
14. RESOLVED that the Board Chairman is authorized to execute an amendment to the Agreement dated February 10, 2020 providing for the terms and conditions of the employment of Michelle Morgenegg-Smith as Account Clerk for the period July 1, 2020 through June 30, 2021.
15. RESOLVED, that the Board Chairman is authorized to execute an amendment to the Agreement dated July 10, 2017 providing for the terms and conditions of the employment of Matthew Doris as Food Service Director for the period July 1, 2020 through June 30, 2021.

**Appointments**

16. RESOLVED, that the Board of Trustees approve all teaching personnel of The Tuckahoe Common School District, who are selected by the Superintendent and Summer Program Administrator, to provide summer educational instruction effective June 29, 2020 through August 27, 2020 at a total payment of \$6,000 per teacher.
17. RESOLVED that the Board of Trustees approve Wendy Meyer as School Nurse for the Summer Program, effective June 29, 2020 through August 27, 2020 at a total payment of \$6,000.

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18. RESOLVED that the Board of Trustees approve Dr. Sharyn Lawall to provide counseling services for the Summer Program, effective June 29, 2020 through August 27, 2020 per the Home Tutoring rate provided on Schedule B of the TTA contract.
19. RESOLVED that the Board of Trustees approve Taylor Block to provide Speech Language services to the Tuckahoe Common School District students, effective June 29, 2020 through August 27, 2020 per the Home Tutoring rate provided on Scheduled B of the TTA contract.
20. RESOLVED that the Board of Trustees appoint Mary-Alice Halsey, a school district resident, as the Election Chairperson for the Budget Vote and Trustee Election on June 9, 2020.

21. RESOLVED, that the Board of Trustees approve the following appointments:

Elizabeth Rodrigues as an office helper on an as needed basis effective July 1, 2020 through September 4, 2020; rate of pay \$22.14 per hour.

Norris Riddick, Shonda Reed, Timothy Jackson, Luis Guerrero, Paul Harcat and Volodymyr Yaremchuk as per diem substitute custodians for the 2020/2021 school year effective July 1, 2020, rate of pay \$20.67 per hour.

22. RESOLVED that the Board of Trustees appoint Nicole Hadix to perform duties for the Reading Department effective July 1, 2020 through September 4, 2020 at a rate of pay of \$20.00 per hour, not to exceed 12 hours per week.

**Administrative**

23. RESOLVED that the Board of Trustees as per Policy 5152 sets the tuition rate for non-resident students at \$4,000 for the 2020/2021 school year; this rate is applicable for non-resident students of staff and full-time in-house vendors only.
24. RESOLVED that the Board of Trustees approve the Tuckahoe Common School District School Counseling Plan for the 2020/2021 school year.

**Finance**

25. RESOLVED that the Board of Trustees authorize the School Business Official to make all necessary budgetary transfers for the end of the year financial book closing.
26. RESOLVED, that the Board of Trustees approve the transfer of \$25,000 from contingency funds left in the Health Insurance code A9060.8 to increase the Transfer to School Lunch Fund code A9901.0. This increase is needed to cover the additional anticipated cost of providing food services to our students during the Covid-19 pandemic and based on the Governor’s executive order.
27. RESOLVED that the Board of Trustees accept the donation of \$50.00 from Kerry Terry to fund the John Spata Scholarship; funds to be deposited in T391 fund.

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28. RESOLVED that the Board of Trustees accept the donation of \$1,050 from the Tuckahoe P.T.O. for the purpose of scholarship funds, \$550 for the 2018/2019 school year and \$500 for the 2019/2020 school year; funds to be deposited in T391 fund.
29. RESOLVED that the Board of Trustees accept the donation of 130 CareKits with the Art supplies from the Hamptons United’s partnership with Supplies for Success.
30. RESOLVED that the Board of Trustees approve Fusion Productions to provide rental equipment to be used for the Grade 8 graduation ceremony on June 18, 2020 per the contractual agreement at a cost not to exceed \$9,580.
31. RESOLVED that the Board of Trustees approve LuAnn Leno P.T.P.C. to provide physical therapy services to students requiring physical therapy in the Tuckahoe Common School District as per the updated fee rate sheet for therapy provided off premises for the 2019/2020 school year.
32. RESOLVED that the Board of Trustees approve Metropolitan Life Insurance Company to provide dental insurance for the Tuckahoe Common School District employees per the agreement effective July 1, 2020.
33. RESOLVED that the Board of Trustees approve CBIZ Valuation Group, LLC to provide Capital Asset Reporting and Property Insurance Updating Services to the Tuckahoe Common School District per the agreement for the 2019/2020 school year.
34. RESOLVED that the Board of Trustees approve the Eastern Suffolk BOCES Shared Services Agreement for the 2020/2021 school year.
35. RESOLVED that the Board of Trustees authorize the use of the Employee Benefit Accrued Liability Reserve to pay for separation/terminal payments of approximately \$10,000 for two employees who are retiring on June 30, 2020.
36. *Resolution to Increase various reserve funds with unassigned fund balance remaining at June 30, 2020*  
RESOLVED, that the Board of Trustees hereby authorizes and directs that unassigned fund balance remaining in the District’s General Fund at the conclusion of the 2019-2020 fiscal year on June 30, 2020, or so much of the amount as is available for this purpose, shall be transferred to the following reserves:  
Unemployment reserve fund to a maximum of \$200,000  
Retirement Contribution reserve fund to a maximum of \$200,000  
Workers’ Compensation Reserve Fund to a maximum of \$100,000  
Employee Benefit Accrued Liability reserve fund to a maximum of \$50,000.  
The funds shall be deposited, invested, and accounted for in accordance with General Municipal Law.  
BE IT FURTHER RESOLVED that the above-described transfer may occur at any time after the District’s year-end fund balance, as of June 30, 2020 has been calculated and ascertained with reasonable certainty, provided that the transfer shall occur prior to the issuance of the District’s tax levy for the 2020-2021 school year.

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**Building Use**

37. RESOLVED that the Board of Trustees approve the building use request of the Tuckahoe P.T.O. to utilize the school district building and grounds as needed for the 2020-2021 school year as per the 2020-2021 Tuckahoe P.T.O. calendar provided.

**CSE Recommendations**

38. RESOLVED that the Board of Trustees approve the recommendations of the Committee on Special Education and the Committee on Pre School Special Education from the meetings held on May 18, 2020, May 21, 2020, May 27, 2020, May 29, 2020, June 1, 2020 and June 3, 2020 for the following students.

#120480192	#120480193	#120480572	#120480086
#120480405	#120480309	#111080000	#120480066
#120480122	#120480087	#120480191	#120480559
#102450130	#111040000	#120480427	#120480464
#120480516	#120480100	#120480097	

**XIV. Convene Meeting of the Audit Committee**

At 7:22 p.m. Sean Hattrick convened a meeting of the Audit Committee, seconded by Timothy M. Gilmartin, and unanimously carried.

- Claims Auditor Report – July 1, 2019 to March 31, 2020

39. RESOLVED that the Board of Trustees approve the Claims Auditor Report for July 1, 2019 through March 31, 2020 as presented.

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

**XV. Executive Session**

At 7:26 p.m., Sean Hattrick made a motion to adjourn the Audit Committee meeting and convene Executive Session to discuss Contractual matters, seconded by Timothy M. Gilmartin, and unanimously carried.

At 8:06 p.m. the Board came out of Executive Session and passed the following resolutions.

40. RESOLVED, that the Board of Trustees approve payment for the unused vacation days of all individuals who, during the Covid-19 pandemic and based on the Governor’s executive orders, worked continuously throughout the remainder of the 2019-2020 school year, and were physically present in the building a minimum of 10 days throughout each of the months of March, April, May, and June, therefore unable to use such vacation days.

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

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41. RESOLVED, that the Board of Trustees approve the one-time rollover of 6 days for unused vacation days for the District Clerk who was unable to use such days due to the workload created by the Covid-19 pandemic and based on the Governor’s executive orders.

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

42. RESOLVED, that the Board of Trustees approve the Memorandum of Agreement dated June 8, 2020 with Katelyn Fretto, District Treasurer of the Tuckahoe Common School District.

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

43. RESOLVED, that the Board of Trustees approve Matthew Doris to perform Food Services work in preparing meals for the Tuckahoe CSD students during the summer months effective June 29, 2020 through August 27, 2020 at an hourly rate of \$42.93.

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

At 8:07 p.m., Sean Hattrick made a motion to adjourn the meeting, seconded by Timothy M. Gilmartin, and unanimously carried.

*Signed: Linda Springer*

Linda Springer, District Clerk