

**Shelter Island School Board of Education**  
**Monday, August 26, 2024**  
**Public Hearing and Regular Meeting at 6:00 pm, Conference Room**

**Kathleen M. Lynch, President \* Katherine Rossi-Snook, Vice President**  
**Margaret Colligan Dawn Hedberg Tracy McCarthy Karina Montalvo Anthony J. Rando**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Shelter Island School Mission Statement – Engage, Explore, Empower**

The following statement will be read:

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.

**4. Public Hearing on the 2024-2025 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan**

4.1 2024-2025 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan

- a. Brief overview of the 2024-2025 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan
- b. Public will have an opportunity to ask questions regarding the 2024-2025 Shelter Island School District’s District-Wide Safety/Continuity of Operations Plan
- c. The Board President may seek a motion to approve and/or accept the following agenda item:

WHEREAS, on Monday August 26, 2024, the Board of Education of the Shelter Island Union Free School District held a duly advertised public hearing to examine the 2024-2025 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan.

WHEREAS, the Board of Education is desirous in approving and adopting this plan; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby approves and adopts the 2024-2025 Shelter Island School District’s District-Wide School Safety/Continuity of Operations Plan.

**5. Visitor Questions (Specific to the agenda)**

**6. Consent Agenda** – The Board President may seek a motion to approve and/or accept the following agenda items:  
6.1

6.1 Approval of Minutes

- a. Meeting of June 10, 2024
- b. Re-Organizational Meeting of July 10, 2024
- c. Special Meeting of August 6, 2024
- d. Special Meeting of August 20, 2024

**7. Correspondence**

- a. Thank You Note from Class of 2024 Graduate
- b. Letter from Ms. Terry Lucas, Director; Shelter Island Public Library regarding the 2025 Library Budget Vote

**8. Presentations**

8.1 Requiring Board Approval

- a. Ms. Terry Lucas, Director; Shelter Island Public Library - 2025 Library Budget Vote

The Board President may seek a motion to approve and/or accept the following agenda item: 8.1

2025 Library Budget Vote

Approve a special meeting of the voters of the school district be schedule for Saturday, October 26, 2024, pursuant to the request of the Board of Trustees of the Shelter Island Public Library, for the purpose of voting on the library’s 2025 operating budget and that the District Clerk be and hereby

is directed to take all such steps as are necessary to conduct said special meeting. (Note: due to renovations at the Shelter Island Public Library, this vote will take place at the Shelter Island School Conference Room)

**9. Personnel** - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Action: 9.1 – 9.13

9.1 Extra Teaching Periods

- a. Approve Sean Brennan, Social Studies 7-12 Teacher, to teach ten (10) extra periods on a bi-weekly basis from September 4, 2024 through January 30, 2025, at a rate of \$8,512.92

9.2 Amend Motion

- a. Amend the motion of June 10, 2024 from:  
Approve Alyssa Prior to provide guidance counseling services for the period of July 1, 2024 through August 31, 2024, not to exceed 6 days, at her daily rate.  
to:  
Approve Alyssa Prior to provide guidance counseling services for the period of July 1, 2024 through August 31, 2024, not to exceed **7** days, at her daily rate.

9.3 Mentor/Mentee for the 2024-2025 School Year, at a rate of \$1,500 per Shelter Island Faculty Association Contract

- a. Janine Mahoney/Morgan Callahan
- b. Mary Kanarvogel/Alyssa Prior

9.4 Memorandum of Agreement

- a. Approve the Memorandum of Agreement (MOA) between the Shelter Island Faculty Association and the Shelter Island School District, granting extra compensation to Maryann Impastato, senior Account Clerk for additional Business Office responsibilities beyond her current title for the 2024-2025 school year; and authorize the Board President and Superintendent to execute said agreement.

9.5 Extra Compensation

- a. Approve Deborah Vecchio, District Treasurer, for extra compensation for additional Business Office responsibilities beyond her current title in the amount of \$9,600.00 for the period of July 1, 2024 through June 30, 2025.

9.6 Amended Agreement

- a. BE IT RESOLVED THAT: The Board of Education hereby approves the amended agreement between it and Dr. Brian Doelger, and  
  
BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreement.

9.7 New Hires

- a. Luis A. Rodas, to a 26-week probationary position as 1.0 FTE Cook, effective September 1, 2024, at a salary of \$27,476, Step 1 of the 2024-2025 Cook salary scale, pending clearance for employment by the New York State Department of Education (fingerprint initiative).
- b. Catherine Davidson, to a 26-week probationary position as 0.66 FTE Food Service Worker, effective September 1, 2024, at a salary of \$21,982, prorated to \$14,508, Step 1 of the 2024-2025 Food Service Worker salary scale, pending clearance for employment by the New York State Department of Education (fingerprint initiative).

9.8 Substitute Cafeteria Worker for the 2024-2025 School Year, at \$110 Per Day

- a. Amanda Leonard; pending clearance for employment by the New York State Department of Education (fingerprint initiative).

9.9 Extra Duty

- a. Approve the following employees for Extra Duty for training purposes, at their individual hourly rate, for the period of August 26, 2024 through August 30, 2024.
  1. Luis A. Rodas, Cook, not to exceed 16 hours
  2. Catherine Davidson, Food Service Worker, not to exceed 16 hours
  3. Amanda Leonard, Cafeteria Substitute, not to exceed 16 hours

9.10 Substitute Teacher for the 2024-2025 School Year, at \$125 Per Day

- a. Marian McEnroe

9.11 Substitute Aides for the 2024-2025 School Year, at \$110 Per Day

- a. Cecilia Surerus  
b. Kaitlyn Gulluscio  
c. Amanda Leonard

9.12 Amend Motion

Amend the motion of July 10, 2024 from:

Home Instruction

- a. Approve Michelle Corbett for Global History Home Instruction per day, effective June 27 - August 16, 2024, at a rate of \$73.99 per hour (23/24) or at a rate of \$75.10 per hour (24/25), not to exceed 40 hours.  
b. Approve Janine Mahoney for Biology Home Instruction per day, effective June 27 - August 16, 2024, at a rate of \$73.99 per hour (23/24) or at a rate of \$75.10 per hour (24/25), not to exceed 40 hours.

to:

Home Instruction

- a. Approve Michelle Corbett for Global History Home Instruction per day, effective June 27, 2024 – **January 30, 2025**, at a rate of \$73.99 per hour (23/24) or at a rate of \$75.10 per hour (24/25), not to exceed 40 hours.  
b. Approve Janine Mahoney for Biology Home Instruction per day, effective June 27, 2024 – **January 30, 2025**, at a rate of \$73.99 per hour (23/24) or at a rate of \$75.10 per hour (24/25), not to exceed 40 hours.

9.13 Substitute Custodian for the 2024-2025 School Year

- a. Appoint Robert Montalvo, as a Substitute Custodian for the 2024-2025 school year, at \$20 an hour.

**10. Program** -- The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Action: 10.1 – 10.2

10.1 First Reading of Policy

- a. Policy #5130 – Budget Adoption  
b. Policy #5670 – Records Management  
c. Policy #6480 – **NEW** Expression of Breast Milk in the Workplace  
d. Policy #6550 – Leaves of Absence  
e. Policy #7580 – **NEW** Cell Phone Use

10.2 Deletion of Outdated Policies

- a. Policy 5240 – School Tax Assessment and Collection  
b. Policy 5241 – Property Tax Exemptions

**11. Finance** – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 11.1 – 11.2

11.1 Financial Reports

- a. Treasurer’s Report – June 2024  
b. Extra Class Report – June 2024  
c. Appropriations Status Report  
d. Revenue Status Report  
e. Claims Auditor Report – June 2024  
f. Claims Auditor Report – July 2024  
g. Payroll Audit Report – June 2024  
h. Payroll Audit Report – July 2024

11.2 Budget Transfers & Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entries for the period of July 3, 2024 through August 19, 2024, that in accordance with Board Policy, the Superintendent has approved.

**12. Business** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Business Actions: 12.1

12.1 Contracts

- a. Approve the final Eastern Suffolk BOCES contract for services in the 2023-2024 school year, at a final cost of \$277,438.37, which includes all services that were necessary to meet the needs of the District, 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 Family Service League, Incorporated, of Huntington, NY, for student services. The term of said agreement shall be to July 1, 2024 through June 30, 2025; and authorize the Board President to execute said agreement.

**13. Facility** – The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Facility Action: 13.1

13.1 Excessing of Equipment (obsolete)

- a. Microfiche Machine Serial #3619383 – Shelter Island Serial #20090091

**14. Items for Consideration**

Board Committees for the 2024-2025 School Year

- a. Building & Grounds/Health & Safety Committee (Kathleen Lynch, Katherine Rossi-Snook & Anthony Rando)
- b. Audit Committee (Kathleen Lynch & Margaret Colligan)
- c. Policy Committee (Margaret Colligan & Tracy McCarthy)
- d. Wellness Committee (Karina Montalvo & Anthony Rando)
- e. Joint Professional Practice Committee (JPPC) (Margaret Colligan & Dawn Hedberg)

**15. Old Business - None**

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

**17. Assistant Superintendent Report**

**18. Superintendent Report**

**19. Board Member Reports**

**20. Visitor Comments**

**21. Executive Session** - *It is expected that the Board of Education will enter Executive Session at the end of this scheduled public meeting to discuss the employment of a particular individual in the District.*

**22. Adjournment**

Non-Instructional/Business  
Operations**SUBJECT: BUDGET ADOPTION**

The Board will review the recommended budget of the Superintendent and seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven nor more than 14 days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

The District budget for any school year, or any part of ~~such~~ the budget, or any proposition(s) involving the expenditure of money for that school year, will not be submitted for a vote of the qualified District voters more than twice.

The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.

**Contingency Budget**

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy (i.e., 0% levy growth).

The administrative component of the contingency budget is capped at the lesser of:

- a) The percent of the administrative component to the total budget in the prior year's budget, not including the capital component; or
- b) The percent that the administrative component comprised in the last proposed defeated budget for the subsequent year, not including, the capital component.

~~The District budget for any school year, or any part of such budget, or any proposition(s) involving the expenditure of money for that school year, will not be submitted for a vote of the qualified District voters more than twice.~~

~~The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.~~

NOTE: Refer also to Policy #5110 -- [Budget Planning and Development](#)

Adoption Date: 9/17/07

First Revision Reading: 8/26/2024

Non-Instructional/Business  
Operations

## SUBJECT: RECORDS MANAGEMENT

~~The Superintendent will designate a~~ Records Management Officer ~~will be designated by the Superintendent~~, subject to ~~the Board approval, to~~ ~~of the Board~~. ~~The Records Management Officer will develop and coordinate an~~ ~~the District's~~ orderly and efficient records management program. ~~Among other aspects,~~ ~~T~~his program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will ~~further be given the authority and responsibility to~~ work with other ~~local District~~ officials ~~to develop and maintain this at all levels in the development and maintenance of the records management~~ program.

~~In addition,~~ ~~The District may create~~ a Records Advisory Board ~~may be created~~ to assist in establishing and supporting the records management program. ~~Members of this board may include~~ ~~T~~he District's legal counsel, the fiscal officer, and the Superintendent or designee ~~may comprise the Advisory Board~~.

### Retention and Disposition of Records

The Superintendent will retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1 ~~or as otherwise approved by the Commissioner of Education~~.

#### ~~Special Approvals for Disposition of Records~~

~~Records not listed on a records retention and disposition schedule will not be disposed of without the approval of the Commissioner of Education. Similarly, records that have been damaged by natural or manmade disasters, to the extent that the information contained in those records is substantially destroyed, or the records constitute a human health or safety risk, also require the Commissioner's approval before disposition.~~

### Replacing Original Records with Microforms or Electronic Images

~~The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility and intelligibility for the life of any microform or electronic records that~~ ~~Digital images of public records may be stored on electronic media, and these electronic records may~~ replace paper originals or micrographic copies ~~of these records. To ensure accessibility and intelligibility for the life of these records, the District will follow the procedures prescribed by the Commissioner of Education.~~

### Retention and Preservation of Electronic Records

The District will ensure that record-~~s~~ retention requirements are incorporated into any ~~program,~~ plan, ~~or~~ ~~and~~ process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements ~~are met~~ ~~expire~~.

## **SUBJECT: EXPRESSION OF BREAST MILK IN THE WORK PLACE**

Employees of the School District have the right to express breast milk in the workplace.

### **Making a Request to Express Breast Milk at Work**

Employees wishing to request a room or other location to express breast milk in the workplace should do so by submitting a written request to their direct supervisor or individual designated by the School District for processing such requests. The School District will respond to this request for a room or other location to express breast milk in writing within five (5) days of its receipt of the request. In addition, the Superintendent of Schools or designee will meet with an employee who needs to express breast milk during the workday to establish a plan for providing the employee with breaks for this purpose.

### **Using Break Time for Breast Milk Expression**

Employees will be permitted to use their paid break time or meal time to express breast milk. The School District will also provide employees with unpaid break time at least every three (3) hours for employees to express breast milk at the request of the employee. Unpaid breaks provided for the expression of breast milk will be at least twenty (20) minutes. Employees will be allowed to take a longer unpaid break if needed. Employees may opt to take shorter unpaid breaks.

Employees who work remotely have the same rights to unpaid time off for the purpose of expressing breast milk, as all other employees who perform their work in-person.

An employee will be permitted to work before or after their normal shift to make up any time used as unpaid break time to express breast milk, as long as this time falls within the normal work hours of the School District. Employees will not be required to make up their unpaid break time. In addition, an employee may voluntarily choose to continue to work while expressing breast milk in the lactation room. Time working while expressing breast milk must be compensated.

The time requested by an employee for the purpose of expressing breast milk will be provided for up to three years following childbirth.

### **Lactation Room Requirements**

In addition to providing the necessary time during the workday, the School District will provide employees with a private room or alternative location for the purpose of breast milk expression. Space provided for breast milk expression will be close to the work area of the employee(s) using the space and will be in walking distance, and the distance to the location should not significantly extend an employee's needed break time. However, if the designated lactation room where such break will be taken is not close to an employee's work station, the provided break will be at least thirty (30) minutes.



## **SUBJECT: EXPRESSION OF BREAST MILK IN THE WORK PLACE (continued)**

If a separate room or space is not available for lactation, the School District may use a vacant office or other available room on a temporary basis. This room must not be accessible to the public or other employees while an employee is using it for breast milk expression. The space provided for breast milk expression cannot be a restroom or toilet stall.

A separate space may not be available for every nursing employee. The School District may dedicate a single room or other location for breast milk expression. Should more than one employee at a time require access to a lactation room, the School District may dedicate a centralized location to be used by all employees.

As a last resort, an available cubicle may be used for breast milk expression. A cubicle can only be used if it is fully enclosed with a partition and is not otherwise accessible to the public or other employees while being used for breast milk expression. The cubicle walls must be at least seven feet tall to insure the employee's privacy.

In the event the School District would suffer undue hardship in providing a space in accordance with the above requirements, the school District will still provide a room or other location (other than a restroom or toilet stall) that is in close proximity to the work area where an employee can express breast milk in privacy and that meets as many of the requirements as possible. Undue hardship is defined as "causing significant difficulty or expense when considered in relation to the size, financial resources, nature, or structure of the employer's business." Notwithstanding the foregoing, the School District will not deny an employee the right to express breast milk in the workplace due to difficulty in finding a location.

To ensure privacy, if the lactation room has a window, it must be covered with a curtain, blind or other covering. In addition, the lactation space should have a door equipped with a functional lock. If this is not possible (such as in the case of a fully enclosed cubicle), as a last resort, an employer must utilize a sign advising the space is in use and not accessible to other employees or the public.

The room or other location must:

- Be close to an employee's work area
- Provide good natural or artificial light
- Be private – both shielded from view and free from intrusion
- Have accessible, clean running water nearby
- Have an electrical outlet (if the workplace is supplied with electricity)
- Include a chair
- Provide a desk, small table, desk, counter or other flat surface

**SUBJECT: EXPRESSION OF BREAST MILK IN THE WORK PLACE (continued)**

The space designated for expressing breast milk must be maintained and clean at all times.

If a refrigerator is available in the building in which the employee is assigned, the employee will be permitted to use the refrigerator to store breast milk. However, the School District is not responsible for and cannot ensure the safekeeping of expressed milk stored in any refrigerator in the workplace. Employees are required to store all expressed milk in closed containers and bring milk home each evening.

### Complaints

The School District will not discriminate against an employee who chooses to express breast milk in the workplace.

If an employee believes that they are experiencing retaliation for expressing breast milk in the workplace, or that their employer is in violation of this policy, the employee may contact the New York State Department of Labor's Division of Labor Standards at 1-888-52-LABOR, via email at [LSAsk@labor.ny.gov](mailto:LSAsk@labor.ny.gov), or by personally filing a complaint at the nearest Labor Standards office. A list of office is available at [dol.ny.gov/location/contact-division-labor-standards](http://dol.ny.gov/location/contact-division-labor-standards). Complaints are confidential.

In addition to such other rights the employee may have, the employee may exercise their rights under the federal PUMP Act by filing a complaint with the U.S. Department of Labor. Information concerning an employee's rights under the PUMP Act can be found at [dol.gov/agencies/whd/pump-at-work](http://dol.gov/agencies/whd/pump-at-work).

The School District will notify all employees in writing through email or printed memo when a room or other location has been designated for breast milk expression. The School District will provide this policy in writing to all employees when they are hired and on an annual basis at the start of the school year. Employers are also required to provide the policy to employees as soon as they return to work following the birth of a child.

Cross Ref: 0100 Equal Opportunity

Ref: 29 USC §218d (Breastfeeding Accommodations in the Workplace)  
Labor Law §206-c

Adopted:

**SUBJECT: LEAVES OF ABSENCE**

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

**Leaves of Absence, Contractual, Et Al.**

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

**Leaves of Absence, Unpaid, Not Covered Above**

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

**Other Leaves of Absence**

Other leaves of absence include, but are not limited to, the following:

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

## d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) ~~Nursing Mothers (Breastfeeding/Lactation)~~

The District will provide ~~reasonable unpaid break time~~ ~~or~~ ~~for thirty minutes~~, and permit the use of ~~existing~~ paid break time or meal time ~~for time in excess of thirty minutes~~, to allow an employee to express breast milk for their nursing child each time the employee has reasonable need to express breast milk for up to three years following childbirth.

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

At the employee's option, the District will allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising their rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

(Continued)

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

## i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to their term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

## j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section 218d

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law Section 3-110

Executive Law Section 296(22)

General Municipal Law Sections 92, 92-c, and 92-d

Judiciary Law Sections 519 and 521

Labor Law Sections 202-a, 202-i, 202-j, 202-l, and 206-c

Military Law Sections 242 and 243

Penal Law Section 215.14

Adoption Date

## CELL PHONE USE

The Board of Education recognizes that cell phones are valuable and important communication devices in today's society, however, the use of cell phones during the instructional day distracts from the learning process.

For the purpose of this policy, cell phones are defined as: cell phones, tablets, electronic watches, tracking devices, iPads, video game consoles or any other device which has the capability to send/receive messages, take pictures or record video/audio.

### Grades K-5

Cell phone use is prohibited during the instructional day.

### Grades 6-12

Unless given explicit directions for instructional purposes by faculty or administration, cell phone usage is restricted on campus during instructional time. Students will place their cell phone in a container in each class before the class begins. Cell phone use is permitted during passing time in between periods and in the cafeteria during their scheduled lunch period, however, recording video, taking photos or recording conversations without the permission of all involved are expressly prohibited.

### All Students

Students may use personal cell phones on the bus, before or after school hours where it will not serve as a distraction to educational activities including teams, clubs or other school sanctioned programs. When using a cell phone on District property, the following applies:

- Cyberbullying will not be tolerated. Engaging in cyberbullying during school hours or during any school sponsored event will result in disciplinary action.
- Inappropriate use of social media or cell phones, such as vulgar pictures, text messages, or videos, etc. will not be permitted.
- At no time is livestreaming permitted during the instructional day.
- The student is solely responsible for their cell phone.
- Cell phones are not to be used or displayed in the cafeteria for grades K-5.
- Cell phones are not to be used or displayed in restrooms, locker rooms or any location where there is an expectation of privacy.
- Pictures are not to be taken without the consent of those in the picture.
- Audio or video recording is not to take place without the knowledge of all being recorded. The only exception is when a student has permission from a faculty member to appropriately do so.
- Cell phones are to be powered off during any and all testing.
- Unauthorized recordings are to be deleted in the presence of a district administrator.



**CELL PHONE USE**

It is permissible to record during a school play or sporting event where there is no expectation of privacy. In addition, class syllabi may govern the acceptable use of a cell phone during class time at the secondary level.

During instructional time, students will place their cell phones in the classroom container. If cell phones are being used during class time or inappropriately, the following may occur:

- Warning to student.
- Notification to parent.
- Confiscation of device: Confiscated items will be returned to the student at the end of the day or to the parent/guardian.
- Privilege revocation – the student may lose their right to bring a cell phone to school.
- Additional disciplinary measures – as deemed appropriate by the superintendent/principal. This may include detention, suspension or expulsion.

Ref: #####, Code of Conduct

**Approved by the Board of Education:**

**DATE**

# POLICY

2007

5240

Non-Instructional/Business  
Operations

## **SUBJECT: SCHOOL TAX ASSESSMENT AND COLLECTION**

Sufficient local tax revenue shall be raised to meet the requirements of the School District budget, less an amount equal to all other income sources available to school districts.

After August 1, and following receipt of the final equalization rate and assessment rolls, a tax levy shall be set which will generate that portion of the School District budget requirement to be provided at the local level. The Board of Education shall approve the tax levy and shall notify the Town Supervisor accordingly.

Education Law Section 2130  
Real Property Tax Law Sections 1300-1342

Adopted: 9/17/07

# POLICY

2007

5241

Non-Instructional/Business  
Operations

## **SUBJECT: PROPERTY TAX EXEMPTIONS**

### **Senior Citizens**

Unless specifically exempted by law, real property used exclusively for residential purposes and owned by one (1) or more persons, each of whom is sixty-five (65) years of age or over, or real property owned by husband and wife or by siblings, one of whom is sixty-five (65) years of age or over, shall be exempt from taxation to the extent of percentum of the assessed valuation determined by the Board if the owners meet the criteria established annually by the Board.

The real property tax exemption of real property owned by husband and wife, when one of them is sixty-five (65) years of age or over, once granted, shall not be rescinded solely because of the death of the older spouse so long as the surviving spouse is at least sixty-two (62) years of age.

The District may permit a property tax exemption to an otherwise eligible senior citizen even if a child who attends a public school resides at that address, provided that any such resolution shall condition such exemption upon satisfactory proof that the child was not brought into the residence in whole or in substantial part for the purpose of attending a particular school within the District. The Board must adopt a resolution allowing such an exemption following a public hearing on this specific issue.

Real Property Tax Law Section 467

### **Volunteer Firefighters and Ambulance Workers**

In accordance with law, the District may adopt a resolution allowing the full benefits of the real property tax law exemption for enrolled members of an incorporated volunteer fire company, fire department or incorporated voluntary ambulance service.

Real Property Tax Law Sections 466-c, 466-f and 466-g

Adopted: 11/19/07