

**Shelter Island School Board of Education
Tuesday, October 14, 2025
Executive Session at 5:00 pm
Regular Meeting at 5:30 pm
Conference Room**

**Kathleen Lynch, President * Margaret Colligan, Vice President
Dawn Hedberg Molly Kendall Karina Montalvo Anthony Rando**

1. Call to Order

2. Executive Session

3. Pledge of Allegiance

4. 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.

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 Approval of Minutes
 - a. Regular Meeting of September 15, 2025

7. Correspondence – None

8. Student Liaison Report

9. Presentations

- 9.1 Presentation Not Requiring Board Approval
 - a. Danielle Spears re: Erin's Law

- 9.2 Presentation Requiring Board Approval
 - a. Alyssa Prior and Members of the Class of 2026 re: Senior Class Trip 2026

The Board President may request a motion to approve the following action 9.2a

- 9.2a Class of 2026 Senior Class Trip

Approve the Senior Class Trip to Virginia Beach, VA, to be held Thursday, March 12, 2026 through Monday, March 16, 2026.

- b. Janine Mahoney and Members of the National Honor Society Executive Team re: National Honor Society Cardboard Campout

The Board President may request a motion to approve the following action: 9.2b

- 9.2b NHS Cardboard Campout

Approve an overnight field trip on school property for the National Honor Society Cardboard Campout to be held on Monday, November 10, 2025, at 6:00 pm through Tuesday, November 11, 2025, at 6:00 am.

10. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Actions: 10.1 - 10.6

10.1 Step Movement

a. Approval to move the following faculty on the salary scale, effective retroactively to September 1, 2025

- | | |
|------------------------|---|
| 1. Claire Geehrens | Step 6 MA+15 to Step 6 MA+30 |
| 2. Patricia Goff | Step 9 MA+45 to Step 9 MA+60 |
| 3. Jennifer Gulluscio | Step 20 MA+60 to Step 20 MA+75 |
| 4. Kerri Knipping | Step 13 MA+45 to Step 13 MA+60 |
| 5. Adrienne Pitch | Step 4 MA to Step 4 MA+15 |
| 6. Jacqueline Sperling | Step 2 MA+15 to Step 2 MA+30 |
| 7. Kristin Sweeney | Step 5 MA+15 to Step 5 MA+30 |
| 8. Michelle Yirce | Step 10 MA+60 to Step 10 MA+75 |
| 9. Cassandra Carroll | Step 3 MA to Step 3 MA+15 (<i>Pending Receipt of Transcripts</i>) |

10.2 Lead Evaluators of Teachers and Principals for the 2025-2026 School Year

a. BE IT RESOLVED, that Brian Doelger, Jennifer Rylott, Todd Gulluscio, and Allan Gerstenlauer are hereby certified as a Qualified Lead Evaluator of teachers and building principals, by successfully demonstrating the skills prescribed in 8 NYCRR §30-2.9(b), including:

1. The New York State Teaching Standards, and their related elements and performance indicators/ the Leadership Standards and their related functions;
2. Evidence-based observation techniques that are grounded in research;
3. Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
4. Application and use of the state-approved principal rubric selected by the Shelter Island Union Free School District for use in the evaluations of teachers and building principals, including training on the effective application of such rubrics to observe a teacher's and building principal's practice;
5. Application and use of the assessment tools that the Shelter Island Union Free School District utilizes to evaluate its teachers and building principals;
6. Application and use of the state-approved locally selected measures of student achievement used by Shelter Island Union Free School District to evaluate its principals;
7. The scoring methodology utilized by the State Education Department and Shelter Island Union Free School District to evaluate teachers and building principals under 8 NYCRR Subpart 30-2, including:
 - a. How scores are generated for each subcomponent and the composite effectiveness score of teachers and building principals, and
 - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of teachers and principals and their subcomponent ratings; and
 - c. Specific considerations in evaluating teachers and building principals of English language learners and students with disabilities.

10.3 Amend Motion

a. Amend the motion of September 15, 2025 from:

Appoint Kelsey Northcote, .33 Permanent Substitute for the 2025-2026 school year, at a rate of \$195 per day, prorated to \$62.70 per day and grant her five (5) sick days for the school year, prorated to 1.65 days.

to:

Appoint Kelsey Northcote, .33 Permanent Substitute for the 2025-2026 school year, at a rate of **\$190** per day, prorated to \$62.70 per day and grant her five (5) sick days for the school year, prorated to 1.65 days.

10.4 Additional Substitute Teacher for the 2025-2026 School Year at \$125 per Day

a. Amy Taylor

10.5 Additional Substitute Aide for the 2025-2026 School Year at \$110 per Day

a. Kimberly Atkins

10.6 Non-Aligned Personnel Employment Agreements

a. BE IT RESOLVED THAT: The Board of Education hereby approves the annexed agreements between the Shelter Island Union Free School District and non-aligned personnel; and

BE IT FURTHER RESOLVED THAT: The Board of Education hereby authorizes the Board President to execute said agreements.

11. Program - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Program Actions: 11.1

11.1 First Reading of Policies

- a. Policy #5230 – Acceptance of Gifts, Grants, and Bequests to the District
- b. Policy #5570 – Financial Accountability
- c. Policy #5572 – Audit Committee
- d. Policy #5630 – Facilities: Inspection, Operation, and Maintenance
- e. Policy #5675 – Student Grading Information Systems
- f. Policy #7480 – Open Campus Privileges

12. Finance – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 12.1 – 12.4

12.1 Financial Reports

- a. Treasurer's Report – August 2025
- b. Extra Class Report – August 2025
- c. Appropriations Status Report
- d. Revenue Status Report
- e. Claim Auditor's Report – September 2025
- f. Payroll Audit Report – September 2025

12.2 Budget Transfers and Journal Entries

- a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of September 9, 2025 through October 6, 2025, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.

12.3 Tax Levy

- a. WHEREAS, the Shelter Island Union Free School District has determined that amount of State aid and other estimated local revenues to be applied toward the 2025-2026 budget; now, therefore be it

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby sets the total tax levies for the Shelter Island Union Free School District at \$11,742,232.

AND BE IT FURTHER RESOLVED, that because the STAR program will pay portions of the School Tax Levy that normally would be borne by the property tax in the 2025-2026 school year, the School Tax Levy shall be further offset by the actual amount received to STAR.;

AND BE IT FURTHER RESOLVED, that under the various provisions of General Municipal Law Section 6 and related sub-sections, the Board of Education of the Shelter Island Union Free School District hereby appropriates the following reserve funds monies to be used as revenue in the 2025-2026 school year, as presented to the voters in June 2025:

- NYSTRS School District Retirement Contribution Reserve Sub-Fund: \$111,000
- Employee's Retirement Contribution Reserve: \$100,000

12.4 Audit Report Year End June 30, 2025

- a. Accept the audit reports for the fiscal year ending June 30, 2025.

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

13.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Lesh EDvantage Consulting, LLC, of Williamsville, NY for professional development services, at a cost of \$13,600. The term of said agreement shall be July 1, 2025 through June 30, 2026; and authorize the Superintendent to execute said agreement.

14. Facility – None

15. Items for Consideration – None

16. Old Business – None

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

18. Assistant Superintendent Report

19. Superintendent Report

20. Board Member Reports

21. Visitor Comments

22. Adjournment

Non-Instructional/Business
Operations**SUBJECT: ACCEPTANCE OF GIFTS, GRANTS, AND BEQUESTS TO THE DISTRICT**

The Board may accept gifts, donations, grants, or bequests (collectively "gifts") of money, real ~~property~~, or personal property, as well as other merchandise, that add to the overall welfare of the District; provided that acceptance is in accordance with existing laws and regulations. Donations to the ~~school-District~~ are fully tax deductible so long as the gift is used exclusively for public purposes ~~in accordance with USC Section 170(e)~~. The Board may refuse any gift that constitutes a conflict of interest, gives an appearance of impropriety, or is not in its best interests. The Board will safeguard the District, the staff, and students from commercial exploitation, from special interest groups, and the like.

The Board will not accept any gifts which will place encumbrances on future Boards, or result in unreasonable additional or hidden costs to the District. The Board may, if it deems it necessary, request that gifts of equipment, facilities, or any item that requires upkeep and maintenance include funds to carry out maintenance for the foreseeable life of the donation.

The Board will not formally consider the acceptance of gifts until and unless it receives the offer in writing from the donor or grantor or their attorney or financial advisor. Any gifts donated to the Board and accepted on behalf of the District must be by official action and resolution passed by Board majority. ~~The Board would prefer the gift to be a general offer rather than a specific one. Consequently, t~~The Board ~~would~~ suggests that ~~the~~ donors or grantors work first with ~~the~~ school administrators in determining the nature of their gift prior to formal consideration for acceptance by the Board. ~~However, the Board, in its discretion, may direct the Superintendent to apply the gift for the benefit of a specific school or school program.~~

The Board is prohibited, in accordance with the New York State Constitution, from making gifts or charitable contributions with District funds.

~~Gifts of money to the District will be annually accounted for under the trust and agency account in the bank designated by the Board.~~ Gifts to the District will be annually accounted for as required by Generally Accepted Accounting Principles (GAAP).

All gifts become District property. A letter of appreciation, signed by the President of the Board and the Superintendent, will be sent to ~~a~~ donors or grantors in recognition of ~~his or her~~ their contribution to the District. Letters will be sent in a timely manner and will acknowledge the possible tax deduction available to donors whose gifts qualify under IRS regulations.

New York State Constitution Article 8, § 1
Education Law §§ 404(1), 1604(44), 1709(12), 1709(12-a), 1709(12-b), ~~and~~ 1718(2), 3701, and 3703
Real Property Tax Law 980-a(3)
~~General Municipal Law § 805-a(1)~~

Adoption Date

SUBJECT: FINANCIAL ACCOUNTABILITY

~~School districts must have internal controls in place to ensure that the goals and objectives of the District are accomplished; laws, regulations, policies, and good business practices are complied with; operations are efficient and effective; assets are safeguarded; and accurate, timely and reliable data are maintained.~~

The District has internal controls in place to ensure that:

- a) The goals and objectives of the District are accomplished;
- b) Laws, regulations, policies, and good business practices are complied with;
- c) Audit recommendations are considered and implemented;
- d) Operations are efficient and effective;
- e) Assets are safeguarded; and
- f) Accurate, timely, and reliable data are maintained.

The District's governance and control environment will include the following:

- a) The District's code of ethics addresses conflict of interest transactions with Board members and employees. Transactions that are less-than-arm's length are prohibited. Less-than-arm's length is a relationship between the District and employees or vendors who are related to District officials or Board members.
- b) The Board requires corrective action for issues reported in the Certified Public Accountant's (CPA's) management letter, audit reports, the Single Audit, and consultant reports.
- c) The Board has established the required policies and procedures concerning District operations.
- d) The Board routinely receives and discusses the necessary fiscal reports including the:
 - 1. Treasurer's cash reports;
 - 2. Budget status reports;
 - 3. Revenue status reports;
 - 4. Monthly extra-classroom activity fund reports; and
 - 5. Fund balance projections (usually starting in January).

(Continued)

SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)

- e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.
- f) The District requires attendance at training programs for Board members, business officials, treasurers, claims auditors, and others to ensure they understand their duties and responsibilities and the data provided to them.
- g) The Board has an audit committee to assist in carrying out its fiscal oversight responsibilities.
- h) The District's information systems are economical, efficient, current, and up-to-date.
- i) All computer files are secured with passwords or other controls, backed up on a regular basis, and stored at an off-site **or in a secure fireproof** location.
- j) The District periodically verifies that its controls are working efficiently.
- k) The District requires all staff to take ~~vacations~~ **leave time** during which time another staff member performs the duties of the staff on ~~vacation~~ leave. **Staff may also schedule transactions and other responsibilities to occur electronically before taking a leave.**

Audit Response

Periodically, the District receives audit reports from the External (Independent) Auditor and/or the Office of the New York State Comptroller. The Board will review all audit recommendations in consultation with the Audit Committee and respond appropriately. Independent and Comptroller audit reports and the accompanying management letters will be made available for public inspection. The District will also timely post a copy of the annual external audit report or the Comptroller's final audit report on its website for a period of five years. Notice of the availability of independent and Comptroller audit reports will be published in the District's official newspaper or one having general circulation in the District. If there is no newspaper, notice must be placed in ten public places within the District.

Education Law § 2116-a(3-b)
8 NYCRR § 170.12
General Municipal Law §§ 33(2)(e) and 35(1), (2)

NOTE: Refer also to Policy #5572 -- Audit Committee

Adoption Date

SUBJECT: AUDIT COMMITTEE

An Audit Committee has been established by Board resolution. The Audit Committee may consist of:

- a) The Board ~~of Education~~ as a whole;
- b) A subcommittee of the Board ~~of Education~~; or
- c) An Advisory Committee that may include, or be composed entirely of persons other than Board members if, in the opinion of the Board, ~~such~~ membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the advisory committee shall be independent and ~~shall not~~ will not be:

- 1. ~~Be~~ Employed by the District;
- 2. ~~Be~~ An individual who within the last two years provided, or currently provides, services or goods to the District;
- 3. ~~Be~~ The owner of or have a direct and material interest in a company providing goods or services to the District; or
- 4. ~~Be~~ A close or immediate family member of an employee, officer, or contractor providing services to the District. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

The Audit Committee will consist of at least three (3) members who should collectively possess knowledge in accounting, auditing, financial reporting, and ~~School~~ District finances. They will serve without compensation, but will be reimbursed for any actual and necessary expenditure incurred in relation to attendance at meetings. Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee shall be deemed School District Officers, but shall not be required to be residents of the School District.

The role of the Audit Committee will be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board ~~of Education~~.

The Audit Committee will develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provisions regarding the committee's purpose, mission, duties, responsibilities and membership requirements.

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SUBJECT: AUDIT COMMITTEE (Cont'd.)

The Audit Committee will hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually. The report will address or include at a minimum:

- a) The activities of the Audit Committee;
- b) A summary of the minutes of the meeting;
- c) Significant findings brought to the attention of the Audit Committee;
- d) Any indications of suspected fraud, waste, or abuse;
- e) Significant internal control findings; and
- f) Activities of the internal audit function.

The responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District;
- b) Meeting with the External (Independent) Auditor prior to commencement of the audit;
- c) Reviewing and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- d) Receiving and reviewing the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;
- e) Make a recommendation to the Board on accepting the annual audit report; and
- f) ~~Review every corrective action plan developed by the School District~~ Discussing and analyzing every corrective action plan developed by the District in response to any audit and assist the Board in its implementation.

Corrective Action Plan

Within 90 days of receipt of the report or management letter, the Superintendent will prepare a corrective action plan approved by the Board in response to any findings contained in:

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SUBJECT: AUDIT COMMITTEE (Cont'd.)

- a) The annual external audit report or management letter;
- b) A final audit report issued by the District's internal auditor;
- c) A final report issued by the State Comptroller;
- d) A final audit report issued by the State Education Department (SED); or
- e) A final audit report issued by the United States or an office, agency or department thereof.

The Audit Committee will review and approve the corrective action plan developed by the Superintendent and Business Consultant. The corrective action plan must be filed with the ~~State Education Department~~ SED, and if appropriate, must include the expected date(s) of implementation. The District will also timely post a copy of this plan on its website. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor; monitoring the ~~School~~-District's implementation of these recommendations; and participating in the evaluation of the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session ~~pursuant to Public Officers Law Section 105 pertaining~~ to the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;
- b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board ~~of Education~~ in interpreting such documents;

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee meeting, including an executive session ~~of the Audit Committee~~ if authorized by a Board resolution. However, if such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

Education Law Sections 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and 105(d)
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)

Adopted: 4/10/06
Revised:

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE**Operation and Maintenance**

~~—The Board, through the Superintendent and his or her staff, has the responsibility of protecting the District's facilities through a systematic maintenance program. The program will include periodic preventive maintenance activities, long-range maintenance schedules, and emergency repair procedures. The District will make reasonable attempts to ensure that all maintenance work will be carried out in the least-intrusive manner.~~

Overview

The District is committed to providing a healthy and safe environment for all individuals on school grounds. As part of this commitment, the District will comply with all applicable laws, regulations, and codes related to the construction, inspection, operation, and maintenance of District facilities.

Construction and Remodeling of School Facilities

The District will ensure all capital projects and maintenance comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, the Manual of Planning Standards, and the Commissioner's regulations. ~~Relevant documentation regarding all new buildings must be formally submitted to the State Education Department (SED) no matter the size or cost.~~ The New York State Education Department (NYSED) Office of Facilities Planning has provided an Instruction Guide on its official website.

Plans and specifications for the erection, enlargement, repair, or remodeling of District facilities ~~of the District~~ will be submitted to the Commissioner consistent with applicable law and regulation.

Plans and specifications submitted to the Commissioner will bear the signature and seal of an architect or engineer licensed to practice in the State of New York. The architect or engineer who sealed the plans and specifications must also certify that the plans and specifications conform to the standards set forth in the State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

For remodeling or construction projects, the District will ensure compliance with the requirements of the State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, and applicable law and Commissioner's regulations. The District will also retain the services of an architect or engineer licensed to practice in New York State as required by law or regulation, or as necessary given the scope and cost of the project.

Carbon Monoxide Detection Requirements

~~—All new and existing District buildings that have appliances, devices, or systems that may emit carbon monoxide, and all attached garages, must have a means to detect carbon monoxide. Buildings include school buildings, administrative buildings, bus maintenance facilities, concession stands, and~~

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

~~field houses. Carbon monoxide may be produced by fuel-fired heating systems (boilers, HVAC units, and makeup air units), emergency or standby electric generation within a building, fuel-fired kitchen equipment (ranges, ovens, steamers, dishwashers, and makeup air units serving hoods), fuel-fired domestic hot water heaters, laboratory/shop equipment (gas outlets, torches, gas-fired kilns, and stationary or portable engines), maintenance and storage areas with fuel-fired equipment, and in garages.~~

~~The District may use a self-contained carbon monoxide alarm, a carbon monoxide detection system, or both. The District will comply with all laws and regulations regarding alarms or detectors, including where they must be located, their power sources, and labeling requirements. The District should develop written standard operating procedures to follow when a carbon monoxide detector is activated.~~

All District facilities will have carbon monoxide alarms or detection systems installed in accordance with all applicable laws, regulations, and/or codes.

Inspections

~~The District is mindful of the health and safety of its students, staff, and visitors and, as such, the District administration will cooperate with appropriate officials conducting health, fire, asbestos, bus, and boiler inspections. In addition, the administration will keep the Board informed of the results of these inspections in a timely fashion.~~

Asbestos Inspections

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the District will inform all employees and building occupants (or their legal guardians) at least once each school year about all asbestos inspections, response actions, post-response action activities, as well as triennial re-inspection activities and surveillance activities that are either planned or in progress. The District will provide yearly **written** notification to parent, teacher, and employee organizations on the availability of the District's asbestos management plan and any asbestos-related actions taken or planned in the school.

Lead Testing

The District will **triennially** test potable water for lead contamination from all outlets as required by law **and regulation**. If an outlet exceeds the action level for lead content, the District will prohibit use of the outlet ~~for drinking and cooking purposes~~, and it will remediate **the lead level of** the outlet before allowing ~~these its~~ uses. The District will make all required notifications and issue all mandated reports to the public, local health department, ~~or and the~~ NYSED. For ten years following creation, the District will retain all records of test results, lead remediation plans, lead-free building determinations, and waiver requests. The District may seek a waiver from testing requirements from the local health department by demonstrating prior substantial compliance with testing requirements.

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SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)***Legionella Testing**

*To help protect staff, students, and visitors from contracting Legionnaires' disease from Legionella bacteria, the District will register any cooling towers it owns with the New York State Department of Health (NYSDOH), providing the information in any form that ~~the~~ NYSDOH requires. The District will also adhere to the inspection, annual certification, and maintenance program and planning requirements mandated by ~~the~~ NYSDOH. Further, the District will maintain records regarding all inspection results, corrective action, cleaning and disinfection, tests, and certifications for at least three years. The District will keep a copy of its required maintenance program and plan on the premises where the cooling tower is located.

Comprehensive Long-Range Plan

The District will develop and keep on file a comprehensive long-range plan pertaining to educational facilities in accordance with the Commissioner's regulations. This plan will be reevaluated and updated at least annually and will include, at a minimum, an appraisal of the following:

- a) The educational philosophy of the District, with resulting administrative organization and program requirements;
- b) Present and projected student enrollments;
- c) Space use and state-rated student capacity of existing facilities;
- d) The allocation of instructional space to meet the current and future special education program and service needs, and to serve students with disabilities in settings with nondisabled peers;
- e) Priority of need of maintenance, repair, or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
- f) The provision of additional facilities.

**Customize to District -- Add if the District owns any cooling towers, evaporative condensers, or fluid coolers, or other wet cooling devices that are capable of aerosolizing water and that are part of, or contain, a recirculated water system and are incorporated into a building's cooling, industrial process, refrigeration or energy production system.*

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**Comprehensive Public School Building Safety Program ~~(RESCUE)~~**

To ensure that all District facilities are properly maintained and preserved and provide suitable educational settings, the Board requires that all occupied school facilities which are owned, operated, or leased by the District comply with the provisions of the Comprehensive Public School Building Safety Program, the Uniform Code of Public School Building Inspections, and the Safety Rating and Monitoring as prescribed in Commissioner's regulations. ~~For this reason, the District will develop a Comprehensive Public School Building Safety Program in accordance with Commissioner's regulations.~~

~~The program will be reevaluated and made current at least annually, and will include, at a minimum, the following:~~

- ~~a) A five year capital facilities plan which will include an appraisal of the following: the educational philosophy of the District, with resulting administrative organization and program requirements; present and projected student enrollments; space use and state-rated student capacity of existing facilities; the allocation of instructional space to meet the current and future education program and service needs, and to serve students with disabilities in settings with nondisabled peers; priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.~~
- ~~b) A District wide building inventory, which will include information pertaining to each building including, but not limited to:
 - ~~1. Type of building, age of building, size of building;~~
 - ~~2. Rated capacity, current enrollment;~~
 - ~~3. List of energy sources and major systems (lighting, plumbing, electrical, heating); and~~
 - ~~4. Summary of triennial Asbestos Inspection reports.~~~~
- ~~c) A building condition survey will be conducted for all occupied school buildings once every five years by a team that includes at least one licensed architect or engineer.~~
- ~~d) A District wide monitoring system which includes:
 - ~~1. Establishing a Health and Safety Committee;~~
 - ~~2. Development of detailed plans and a review process of all inspections;~~~~

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

- ~~3. Procedures for a response in writing to all inquiries about building health and safety concerns, a copy of which will be sent to the District's Health and Safety Committee for oversight, and a copy kept on permanent file.~~
- ~~e) Procedures to ensure the safety of the building occupants while a construction or renovation project is taking place. These procedures will include:~~
 - ~~1. Notification to parents, staff, and the community at least two months in advance of a construction project of \$10,000 or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, notice will be provided as far in advance of the start of construction as is practicable;~~
 - ~~2. A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo identification badges;~~
 - ~~3. An opportunity for the District's Health and Safety Committee to conduct a walk-through inspection of newly renovated or constructed areas to confirm that the area is ready to be reopened for use; and~~
 - ~~4. An emergency plan which will address potential concerns with the capital project including, but not limited to, evacuation procedures, fire drills, and structural failures.~~

The Comprehensive Public School Safety Program will consist of the following components:

a) Building Condition Surveys

Building condition surveys will be conducted on a schedule as assigned by the Commissioner of Education in calendar years 2020-2024 and at least every five years thereafter. Building condition surveys will be conducted on all occupied school buildings in accordance with law and regulation, including being conducted by a licensed architect or a licensed professional engineer who will assess the condition of all major building systems of a school building.

b) Visual Inspections

Visual inspections will be conducted when deemed necessary by the Commissioner to maintain the safety of public school buildings and the welfare of their occupants. When visual inspections occur, they will be conducted in accordance with law and regulation.

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**c) Five-Year Capital Facilities Plan**

The District will develop a five-year capital facilities plan and update the plan annually. In developing and amending the plan, the District will use the safety rating of each occupied school building. The plan must be consistent with all District planning requirements and identify critical maintenance needs. The plan will be prepared in a manner and format prescribed by the Commissioner and submitted to the Commissioner upon request. The plan will include, but not be limited to:

1. A breakdown for each of the five years of the plan of the estimated expenses for the following:
 - (a) Current or proposed new construction ranked in priority order;
 - (b) Current or proposed additions to school facilities ranked in priority order;
 - (c) Current or proposed alterations or reconstruction of school facilities ranked in priority order;
 - (d) Major repairs ranked in priority order;
 - (e) Major system replacement and repairs, and maintenance ranked in priority order; and
 - (f) Energy consumption.
2. A District-wide building inventory that includes, but is not limited to:
 - (a) The number and type of facilities owned, operated, or leased by the District;
 - (b) The age, enrollment, rated capacity, use, size, and the safety rating of the buildings as determined pursuant to Commissioner's regulations;
 - (c) The energy sources for the buildings;
 - (d) Probable useful life of each building and its major subsystems;
 - (e) Need for major system replacement and repairs, and maintenance;
 - (f) Summary of the triennial asbestos reports required pursuant to AHERA regulations; and

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

- (g) Any other information which may be deemed necessary by the Commissioner to evaluate safety and health conditions in school facilities.

d) Monitoring System

The District will establish a process to monitor the condition of all occupied school buildings in order to assure that they are safe and maintained in a state of good repair. The process will include, but not be limited to:

1. The establishment of a health and safety committee comprised of representation from District officials, staff, bargaining units, and parents.
2. The establishment of a comprehensive maintenance plan for all major building systems to ensure the building is maintained in a state of good repair. This plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The comprehensive maintenance plan will be available for public inspection.
3. The annual review and approval by the Board of the annual building inspection reports and the five-year building condition surveys.
4. Procedures for assuring that an annual fire safety inspection of each building is conducted in accordance with all applicable laws, regulations, and/or codes.
5. Procedures for assuring that a current and valid certificate of occupancy is maintained for each building and posted in a conspicuous place.
6. Procedures for the investigation and disposition of complaints related to health and safety. These procedures will involve the health and safety committee and, at a minimum, will conform to the following requirements:
 - (a) Provide for a written response to all written complaints. The written response will describe:
 - 1) The investigations, inspections, or tests made to verify the substance of the complaint, or a statement explaining why further investigations, inspections, or tests are not necessary;
 - 2) The results of any investigations, inspections, or tests which address the complaint;
 - 3) The actions, if any, taken to solve the problem; and

(Continued)

SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)

- 4) The action, if any, taken if the complaint involved a violation of law or of a contract provision.
- (b) A copy of the response will be forwarded to the health and safety committee.
- (c) Copies of all correspondence will be kept in a permanent project file.
- (d) These records will be made available to the public upon request.
- 7. The Board will take actions to immediately remedy serious conditions affecting health and safety in school buildings, and will report the actions to the Commissioner.
- 8. All construction and maintenance activities will comply with the Uniform Safety Standards for School Construction and Maintenance Projects.

~~Asbestos Inspection: 40 CFR Part 763, Subpart E~~~~15 USC Sections 2641-2656~~~~Carbon Monoxide Detection: 19 NYCRR Section 1228.4~~~~Fire Inspection: Education Law 807-a~~~~8 NYCRR Section 155.4~~~~Health and Safety Committee: 8 NYCRR Section 155.4(d)(1)~~~~Lead Testing: 10 NYCRR Section 67-4.1, et seq.~~~~Legionella Protection: 10 NYCRR Section 4-1.1, et seq.~~~~Plans and Specifications: Education Law Sections 408, 408-a and 409~~~~8 NYCRR Sections 155.1 and 155.2~~~~19 NYCRR Sections 1221-1240~~~~Structural Safety Inspections: Education Law Sections 409-d, 409-e, 3602 and 3641(4)~~~~8 NYCRR Sections 155.1, 155.3, and 155.4(b)(1)~~

15 USC Sections 2641-2656

40 CFR Part 763, Subpart E

Education Law Sections 408, 409, 409-d, 3602, and 3641

Executive Law Section 378

Public Health Law Section 1110

8 NYCRR Sections 155.1, 155.2, 155.3, and 155.4

10 NYCRR Sections 4-1.1 et seq. and 67-4.1 et seq.

19 NYCRR Sections 1219-1240

Adoption Date

SUBJECT: STUDENT GRADING INFORMATION SYSTEMS

Student performance is assessed in many ways, but primarily through assigned grades. The District will help ensure the integrity of student grades by controlling access to its grading information system and by approving modifications to grades where warranted.

The System

The District utilizes an electronic software system that contains a record of student performance, credit accumulation, report cards, and a transcript. More specifically, the system includes class rosters where teachers enter student grades and track their students' academic progress. The system is used to generate student report cards and transcripts, and to maintain all student grading records.

To protect student data in the system, the District will first establish who has the authority to grant, change, or terminate user access. The personnel with this authority will be very limited. Further, if the grading system has a feature that allows one user or account to assume the identity of another user or account, the District will restrict or disable that feature. These types of features could allow a user greater access than intended, including inheriting permissions of another user that are greater than the user's.

System Access

The District will create categories of system users and assign appropriate system permissions to each. Users' permissions will be compatible with and restricted by their roles and job duties; their access will be as restrictive as possible. Typically, teachers will have the ability to enter, update, and modify grades each marking period before a pre-determined lockout date. The lockout function will be consistently used throughout the school year to help prevent grade modifications without authorization after a marking period closes. Through increased system permissions, other individuals—such as non-classroom teachers, guidance counselors, information technology (IT) staff, clerical staff, and support staff—will be able to view or modify grades.

The District will work with its IT, human resources, and other appropriate departments to determine how best to timely establish access rights, add users, deactivate or modify user accounts, and monitor user accounts. The District will develop further IT controls to protect against improper access, if needed.

Grade Changes

Once the lockout period begins, only authorized users identified by the District may change grades, and only under certain circumstances. The system will recognize when grades change, and a log of modified grades may then be viewed and printed. Any grade mismatches will be reconciled before the next marking period closes or before the end of the school year, whichever is earlier.

(Continued)

SUBJECT: STUDENT GRADING INFORMATION SYSTEMS (Cont'd.)

The staff member seeking to change a grade will submit a grade-change form signed by the requesting party, the teacher who assigned the original grade, and the appropriate administrator. This form and all other documents supporting a grade modification will be electronically filed in the grading system or filed in a non-electronic system—if electronic filing is impossible or impractical—and maintained for six years. The personnel seeking the modification should specify one or more reasonable grounds for the grade change on the form. There must be reasonable grounds to alter a grade. The reasons may include:

- a) Data entry error;
- b) Computational error;
- c) A modification based on work submitted or considered after the lockout date;
- d) Changing an incomplete grade to a regular grade because a student completed course requirements;
- e) Credit recovery coursework;
- f) Administrative change; or
- g) Other acceptable justifications.

Audit Log and Monitoring

The District's grading system will have an audit log or grade-change report function that records certain system activities, including modifications to grades. The District will periodically monitor audit logs or grade-change reports to confirm the integrity of the system, to ensure proper access by personnel, and to confirm that modifications within the system are appropriate and completed in a timely manner. The District will also periodically monitor user accounts and rights so that the permissions granted are proper and the minimum necessary for each user or user group. To the extent feasible, the District will make sure that user accounts are current and updated regularly. The District will be able to print user information, logs, reports, and other documents from the student grading information system, as needed.

Student Transcripts

Student transcripts may show all credit-bearing classes; final grades; test scores; grade-point average; class rank; diploma type; SAT, ACT, and other standardized test scores; and graduation date. The same controls, protections, and monitoring applicable to student grading information apply equally to student transcripts.

Adoption Date

Students

SUBJECT: ~~OPEN~~OFF CAMPUS PRIVILEGES**Junior Privileges**

~~Members of the junior class will be allowed off-campus lunch privileges during the regularly scheduled high school lunch period beginning at the start of the second semester under the conditions stipulated:~~

- ~~a) After second quarter report cards are issued, juniors with an eighty-five percent (85%) average or higher and no Infraction 3s are allowed to go off school grounds. **If a teacher has issued a progress report that indicates academic difficulty, students will lose the privilege.**~~
- ~~b) After third quarter report cards are issued, all juniors with no Infraction 3s are allowed to go off school grounds. **Students must be passing all classes.**~~
- ~~c) Any student returning late from lunch will lose the privilege for five (5) days. Two (2) Infraction 3s rescinds this privilege for the quarter.~~
- ~~d) ALL STUDENTS MUST SIGN IN AND OUT WITH THE NURSE/DESIGNEE.~~
- ~~e) If an Infraction 3 is given during the third and/or fourth quarter:
 - ~~1. The first Infraction 3 will cause the student to lose their privilege for five (5) days.~~
 - ~~2. With the second infraction 3, the student's privilege to be rescinded.~~~~
- ~~f) The school administration reserves the right to "close the campus" on an "as needed" basis due to inclement weather or for other safety reasons.~~

~~Prior to the granting of lunchtime privileges, signed parent permission forms must be submitted to the Superintendent. If, in the judgment of the Superintendent, any student abuses Junior Privileges, that student will have these privileges revoked until such time as the Superintendent reinstates them.~~

~~The District is free of responsibility/liability for any acts or omissions of such student which may occur off school grounds during the period of such Junior Privileges.~~

Senior Privileges

~~All senior students are entitled to the following privileges under the conditions stipulated:~~

- ~~a) All seniors are free to leave school grounds during lunchtime only.~~
- ~~b) Two (2) Infraction 3s rescinds this privilege for the quarter.~~

(Continued)

SUBJECT: OPEN CAMPUS PRIVILEGES

- ~~e) Seniors who have maintained an eighty (80) average will be permitted to leave study halls, but must remain in common designated areas.~~
- ~~d) The school administration reserves the right to "close the campus" on an "as needed" basis due to inclement weather or for other safety reasons.~~
- ~~e) ALL STUDENTS MUST SIGN IN AND OUT WITH THE NURSE/DESIGNEE.~~
- ~~Prior to the granting of lunch time privileges, signed parent permission forms must be submitted to the Superintendent. If, in the judgment of the Superintendent, any student abuses Senior Privileges, that student will have these privileges revoked until such time as the Superintendent reinstates them.~~
- ~~The District is free of responsibility/liability for any acts or omissions of such student which may occur off school grounds during the period of such Senior Privileges.~~

Adopted: 09/14/2010

All students in grades 8-12 will be allowed off-campus lunch privileges during their regularly scheduled lunch period. Prior to the granting of lunchtime privileges, signed parent permission must be on file in the Finalforms system.

Off campus privileges may be revoked by the school administration for late return to school from lunch or disciplinary infractions.

All students must sign-in and out at the Front Desk in the Lobby.

The school administration reserves the right "to close the campus" on an "as needed" basis due to inclement weather or for other safety reasons.

The District is free of responsibility/liability for any acts or omissions of such student which may occur off school grounds during the period of off-campus privileges