

**Shelter Island School Board of Education**

**Monday, November 10, 2025**

**Regular Meeting at 5:30 pm**

**Conference Room**

**Kathleen M. Lynch, President      \*      Margaret Colligan, Vice President**  
**Dawn Hedberg      Molly Kendall      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. Visitor Questions (Specific to the agenda)**

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

- 5.1 Approval of Minutes
  - a. Regular Meeting of October 14, 2025
  - b. Library Budget Vote of October 25, 2025

**6. Correspondence - None**

**7. Student Liaison Report**

**8. Presentations**

- 8.1 Presentation Not Requiring Board Approval
  - a. The Beacon of Excellence Award – Kristin Sweeney
  - b. Christopher Angotta of Nawrocki Smith re: Audit Report Year End June 30, 2025

**9. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Actions: 9.1 – 9.3**

- 9.1 Rescind Motion
  - a. Rescind the following motion of July 14, 2025:  
Appoint Erin Baskin, JV Girls Basketball Coach for the 2025-2026 school year, at \$6,077.57
- 9.2 Additional Coach for the 2025-2026 School Year
  - a. Appoint Shannon Bogaski, JV Girls Basketball Coach for the 2025-2026 school year, at \$6,077.57
- 9.3 Additional Substitute Aide for the 2025-2026 School Year at \$110 per Day
  - a. Jaxson Rylott; pending fingerprint clearance

**10. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 10.1 – 10.3**

- 10.1 Rural/Single Building District Independent Evaluator Hardship Waiver
  - a. WHEREAS, the Shelter Island Union Free School District has an approved Annual Professional Performance Review ("APPR") Plan in place, effective for the 2025-2026 school year;  
  
WHEREAS, the District seeks to submit a Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department since compliance with the independent evaluator requirement would create an undue burden on the District;  
  
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the Rural/Single Building District Independent Evaluator Hardship Waiver application to the State Education Department;  
  
BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of to execute such application on behalf of the District.

- 10.2 Second Reading & Possible Adoption 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
- 10.3 2026-2027 Budget Calendar
  - a. Approve the 2026-2027 Budget Calendar

**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 – 11.4

- 11.1 Financial Reports
  - a. Treasurer's Report – September 2025
  - b. Extra Class Report – September 2025
  - c. Appropriations Status Report
  - d. Revenue Status Report
  - e. Claims Audit Report – October 2025
  - f. Payroll Audit Report – October 2025
- 11.2 Budget Transfers & Journal Entries
  - a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of October 7 2025 through November 3, 2025, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 11.3 Corrective Action Plan
  - a. Accept the Superintendent's Audit Corrective Action Plan from the audit management letter for the period ending June 30, 2025, as required by regulations of the State Education Department Commissioner.
- 11.4 Additional TAN

Tax Anticipation Notes of Shelter Island Union Free School District, in the County of Suffolk, New York, in the principal amount of not to exceed \$400,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York.

The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2025 and ending June 30, 2026, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

The Notes shall be executed in the name of the District by the manual signature of one of the following: the President of the Board of Education, the Vice-president of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal maybe attested by the manual signature of the District Clerk.

This resolution shall take effect immediately.

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

- 12.1 Contracts
  - a. Approve the Intermunicipal Agreement between the Board of Education of the Shelter Island Union Free School District and the East Hampton Union Free School District, for transportation services, in the amount of

- \$12,775.00. The term of said agreement shall be on or about October 27, 2025 through June 30, 2026; and authorize the Board President to execute said agreement.
- b. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Hampton Jitney of Calverton, NY, for transportation to the New York City Field Trip on April 21, 2026, in the amount of \$5,114.00; and authorize the Board President to execute said agreement.

**13. Facility – None**

**14. Items for Consideration - None**

**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. Adjournment**

**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 District are fully tax deductible so long as the gift is used exclusively for public purposes. 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 suggests that donors or grantors work first with school administrators in determining the nature of their gift prior to formal consideration for acceptance by the Board.

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

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 donors or grantors in recognition of 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), 1718(2), 3701, and 3703  
Real Property Tax Law 980-a(3)

Adoption Date: 09/17/07

**SUBJECT: FINANCIAL ACCOUNTABILITY**

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).
- e) The District has a long-term (three to five years) financial plan for both capital projects and operating expenses.

(Continued)

**SUBJECT: FINANCIAL ACCOUNTABILITY (Cont'd.)**

- 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 leave time during which time another staff member performs the duties of the staff on 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: 09/17/07

**SUBJECT: AUDIT COMMITTEE**

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

- a) The Board as a whole;
- b) A subcommittee of the Board; 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, membership is advisable to provide accounting and auditing expertise.

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

- 1. Employed by the District;
- 2. An individual who within the last two years provided, or currently provides, services or goods to the District;
- 3. The owner of or have a direct and material interest in a company providing goods or services to the District; or
- 4. A close or immediate family member of an employee, officer, or contractor providing services to the District.

The Audit Committee will consist of at least three members who should collectively possess knowledge in accounting, auditing, financial reporting, and 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 will be deemed District Officers, but will not be required to be residents of the 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 will not substitute for any required review and acceptance by the Board.

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.

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;
- (Continued)

**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

- 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) Providing 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 discussing 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 in interpreting such documents;
- e) Making a recommendation to the Board on accepting the annual audit report; and
- f) 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:

- 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

(Continued)



**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

- 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 plans developed by the Superintendent and Business Consultant. The corrective action plan must be filed with the 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 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 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 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 the 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 §§ 2116-a, 2116-c, and 3811-3813  
Public Officers Law §§ 105(b), 105(c), and 105(d)  
8 NYCRR § 170.12(d)

NOTE: Refer also to policies #1330 -- Appointments and Designations by the Board  
#1335 -- Appointment and Duties of the Claims Auditor  
#2210 -- Committees of the Board

Adoption Date: 04/10/06  
Revised:

**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE****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. 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 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 regulation. 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**

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

**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.

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**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)****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 and it will remediate the lead level of the outlet before allowing its use. The District will make all required notifications and issue all mandated reports to the public, local health department, and 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.

**\*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 NYSDOH requires. The District will also adhere to the inspection, annual certification, and maintenance program and planning requirements mandated by 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;

*\*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.)**

- 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.

**Comprehensive Public School Building Safety Program**

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.

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.

- 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;

(Continued)

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

- (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
  - (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.

(Continued)

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

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
    - 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.

(Continued)

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

8. All construction and maintenance activities will comply with the Uniform Safety Standards for School Construction and Maintenance Projects.

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

## **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)



# POLICY

2025

5675

2 of 3

Non-Instructional/Business  
Operations

## **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: 09/18/17

Revised:

**SUBJECT: OFF CAMPUS PRIVILEGES**

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

Adopted: 09/14/2010  
Revised:

# **DRAFT \* 2026-2027 Budget Calendar \* DRAFT**

(For Approval at the November 10, 2026 Board of Education Meeting)

January 12, 2026	→	Budget Presentation: Administration, Facilities & Capital (at Regular Board Meeting), 5:30 pm
February 9, 2026	→	Budget Presentation: Educational (at Regular Board Meeting), 5:30 pm
March 2, 2026	→	Budget Workshop (Wednesday), 5:30 pm
March 16, 2026	→	Budget Overview (at Regular Board Meeting), 5:30 pm
March 30, 2026	→	Budget Presentation (if needed), 5:30 pm
February 27, 2026	→	Calculation Information for Tax Levy Limit (This date has to be set on or before March 1st)
March 20, 2026	→	Petitions for Proposition/Question for Ballot must be filed by 5:00 pm in the District Clerk's Office
	→	Petitions for Board of Education Candidates available in the District Clerk's Office, at the Front Desk in School Lobby and on the School Website
April 2, 2026	→	First Publication of Legal Notice
April 16, 2026	→	Second Publication of Legal Notice
April 20, 2026	→	Petitions for Board of Education Candidates must be filed by 5:00 pm, in the District Clerk's Office
	→	Board Adopts Budget/Property Tax Report Card, 6 pm, with Regular Meeting immediately following
April 21, 2026	→	Property Tax Report Card Submitted to SED
	→	ESBOCES Administrative Budget Vote and Board Election
April 30, 2026	→	Third Publication of Legal Notice
May 4, 2026	→	Mail Budget Newsletter
	→	Budget Available to residents in the School Business Office
May 6, 2026	→	Voter Registration, 2:00 pm - 6:00 pm, School Lobby
May 11, 2026	→	Public Budget Hearing, 5:30 pm, with Regular Board Meeting immediately following
May 13, 2026	→	Mail School Budget Notice
May 14, 2026	→	Fourth Publication of Legal Notice
May 19, 2026	→	Budget Vote – Annual Meeting, 12:00 pm - 9:00 pm, School Gym