

**Shelter Island School Board of Education
Monday, February 9, 2026**

**Executive Session, 5:00 pm
Budget Presentation / 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. Executive Session – *It is expected that the Board of Education will enter Executive Session prior to this scheduled public meeting, to discuss the employment of a particular individual in the District.*

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. Budget Presentation

5.1 2026-2027 Budget Presentation #2

6. Visitor Questions (Specific to the agenda)

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

7.1 Approval of Minutes

a. Budget/Regular Meeting of January 12, 2026

8. Correspondence - None

9. Student Liaison Report

10. Presentations

10.1 Presentation Not Requiring Approval

a. The Beacon of Excellence Award – Patricia Goff

11. Personnel - The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Personnel Actions: 11.1 – 11.4

11.1 Rescind Motion

a. Rescind the motion of July 14, 2025:

Appoint Michael Dunning as Junior High Baseball Coach for the 2025-2026 school year, at \$3,036.85

11.2 Additional Coach for the 2025-2026 School Year

a. Appoint Christopher Conrardy as Junior High Baseball Coach for the 2025-2026 school year, at \$3,036.85

11.3 Medical Leave of Absence

a. Approve a medical leave of absence for Janine Mahoney, Special Education Teacher to commence on March 25, 2026 through on or about April 22, 2026, with said period credited towards the employee's FMLA leave of absence.

11.4 Teacher Mentor

a. Approve Michelle Weir as a Teacher Mentor, at \$1,500 for the 2025-2026 school year, prorated to the period of January 15, 2026 – June 30, 2026 per the Shelter Island Faculty Association Contract.

12. Program - The Board President requests a motion to approve or accept the recommendations of the Superintendent on the following Program Actions: 12.1 – 12.3

- 12.1 CSE Recommendation for the 2025-2026 School Year
 - a. Committee on Special Education
- 12.2 First Reading of Policy
 - a. Policy 1220 – Board of Education Members: Nomination and Election
 - b. Policy 3311 – Notification of Disclosure of Employee Disciplinary Records
 - c. Policy 5685 – Maximum Temperature for School Buildings and Indoor Facilities (NEW)
 - d. Policy 6212 – Certification and Qualifications
 - e. Policy 6213 – Registration and Professional Learning
 - f. Policy 6214 – Incidental Teaching
 - g. Policy 6215 – Probation and Tenure
- 12.3 2026-2027 School District Calendar
 - a. Approve the 2026-2027 School District Calendar

13. Finance – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Finance Actions: 13.1 - 13.3

- 13.1 Financial Reports
 - a. Treasurer’s Report – December 2025
 - b. Extra Class Report – December 2025
 - c. Appropriations Status Report
 - d. Revenue Status Report
 - e. Claims Audit Report – January 2026
 - f. Payroll Audit Report – January 2026
- 13.2 Budget Transfers & Journal Entries
 - a. Accept and approve the Budget Transfers and Journal Entry Reports for the period of January 6, 2026 - through February 3, 2026, that in accordance with Board Policy, the Superintendent has approved, as well as the transfers that need specific Board approval.
- 13.3 Tax Cap Calculations
 - a. WHEREAS, on January 12, 2026, the Board of Education of the Shelter Island Union Free School District began the 2026-2027 budget formation process; and

WHEREAS, the property tax cap law and associated regulations require school districts in New York State to notify the Office of the New York State Comptroller not later than March 1 of each year a report showing the anticipated property tax cap calculations for the coming fiscal year; and

WHEREAS, the property tax calculations have been presented to the Board on February 9, 2026 and are as follows:

Prior school year tax levy	\$11,742,232
Tax base growth factor	1.0014
Product	\$11,758,671
PILOT in Prior Year	\$63,458
Sum	\$11,822,129
Capital Tax Levy in Prior Year	\$375,110
Difference	\$11,447,019
Allowable Levy Growth Factor	1.02
Product	\$11,675,960
PILOT in Coming Year	\$63,458
Difference	\$11,612,502
Capital Tax Levy in Coming Year	\$388,253
Tax Levy Limit Plus Exclusions	\$12,000,754

and

WHEREAS, the Board of Education sees no pathway forward that does not include asking the voters to pierce the property tax cap limitations; and;

WHEREAS, the tax cap calculations are due to New York State too early in the process, the Board of Education has not yet had the opportunity to review the proposed budget in great depth nor conduct a thorough review of the efficacy of the District's programs and offerings in order to determine what must be cut from the 2026-2027 budget,

NOW THEREFORE BE IT RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby authorizes the administration to file the property tax cap calculations with the Office of the New York State Comptroller and further authorizes the administration to notify the Office of the New York State Comptroller that the District intends to pierce the property tax cap limitations with a tax levy of \$14,009,259, which represents the full funding of all existing District programs in the 2026-2027 school year plus the reintroduction of the valuable Pre-K program for resident three year old children; and be it further

RESOLVED, that the Board of Education reasonably anticipates that it will ultimately present a budget to the voters that is less than the above projected levy once a full evaluation can be conducted, and be it further

RESOLVED, that the Board of Education of the Shelter Island Union Free School District hereby directs the administration of the district to adjust the above calculation for the inclusion of any additional information impacting the calculations that has not, at the time of the adoption of this resolution, been received by the District.

14. Business – The Board President requests a motion to approve and/or accept the recommendations of the Superintendent on the following Business Action: 14.1 - 14.2

14.1 Contracts

- a. Approve the agreement between the Board of Education of the Shelter Island Union Free School District and Southampton Union Free School District of Southampton, NY, for health and welfare services. The term of said agreement shall be September 4, 2025 through June 26, 2026; and authorize the Board President to execute said agreement.

14.2 Donations

- a. Authorize the Shelter Island School District to accept an anonymous donation of various costume and scenery supplies purchased for the annual Elementary Play.
- b. Authorize the Shelter Island School District to accept the donation of a Stryker Electric Stair Chair, valued at \$2,300, from the Shelter Island Ambulance, to be used to assist disabled students up and down stairs during emergencies.
- c. Authorize the Shelter Island School District to accept a donation of \$1,500 from Shelter Island Presbyterian Church for College Visit Field Trips; and authorize an increase to the budget line of Field Trips Transportation, A.5540.400.00.2110 in the same amount.
- d. Authorize the Shelter Island School District to accept the donation of a SPOT Vision Screener, valued at \$8,690, through the generosity of multiple community organizations for use in providing vision screening for our students and our community.

15. Facility – None

16. Item for Consideration - None

17. Old Business

- a. Revised Dress Code

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

19. Assistant Superintendent Report

20. Superintendent Report

21. Board Member Reports

22. Visitor Comments

23. Adjournment

By-Laws

SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION

- a) Candidates for the office of member of the Board of Education ~~shall~~ **must** be nominated by a petition directed to the Clerk ~~of the School District~~ which is signed by at least twenty-five (25) qualified voters of the District, or by two percent (2%) of the number of voters who voted in the previous annual election, whichever is greater. Petitions must state the residence of each signer, the name and residence of each candidate.
- b) The notice of the Annual District Meeting must state that petitions nominating candidates for the Board ~~of Education~~ must be filed with the Clerk of the District, between the hours of 8:00 am – 3:00 pm, no later than 30 days before the Annual or Special District Meeting at which the school board election will occur, ~~between 9 a.m. and 5 p.m.~~
- c) Voting will be by machine or paper ballot, and provision shall be made for the election by "write-in-vote" of any candidate not previously nominated. The position of candidates on ballots shall be determined by lot at a drawing conducted by the District Clerk after 5:00 pm, on the day of the last filing. Candidates or their proxies may be present for the drawing.
- d) The hours of voting shall be as indicated by Board resolution.
- e) The candidates receiving the largest number of votes shall be declared elected in accordance with Education Law.
- f) At least ten (10) days prior to the election, the Board shall appoint at least two (2) inspectors of election for each voting machine or ballot box, and set their compensation. ~~The inspectors shall maintain a poll list and record the name and legal residence of each voter thereon.~~
- g) The District Clerk shall oversee the election. The Clerk shall give notice immediately to each person declared elected to the Board, informing him/her of the election and his/her term of office.
- h) Only qualified voters as determined by Education Law (Section 2012) may vote at any District meeting or election.
- i) No electioneering will be allowed within one hundred (100) feet of the polling place.
- j) When a term of office expires at the end of a school year and the office has become vacant at the time of election, the person elected to fill the new full term vacancy also fills the remaining days of the previous term, beginning his/her term of office immediately upon election and the taking and filing of the oath of office.

Ex Officio Student Board Members (Student Liaison)

The Board will have at least one ex officio student Board member. Ex officio student Board members will be entitled to sit with Board members at all public meetings and hearings of the Board and may participate in other Board activities and responsibilities at the discretion of the Board. However, ex officio student Board members will:

By-Laws

**SUBJECT: BOARD OF EDUCATION MEMBERS: NOMINATION AND ELECTION
(CONTINUED)**

- a) Not be allowed to vote;
- b) Not be allowed to attend executive sessions or any other meetings or hearings not open to the public; and
- c) Not be entitled to receive compensation of any form for participating at Board meetings.

Ex officio student Board members will serve on the Board for a term of one year, commencing July 1 and ending June 30.

Selecting Ex Officio Student Board Members

To be designated as an ex officio student Board member the student must have attended a District high school for at least one year prior to selection.

The ex officio student members of the Board may be any of the following:

- a) The student that has been duly elected as
- b) A student duly elected by the student body;
- c) A student selected by the high school student government;
- d) A student selected by the high school principal;
- e) A student selected by the Superintendent; or
- f) A student selected by a majority vote of the Board.

Education Law Sections 1702, 1703, 1804, 1901, 1950, 2004, 2012, 2018, 2025, 2029, 2031-a, 2031, 2032, 2034, 2105(14), 2121, 2502, 2602, 2608(1), and 2610

Adoption Date: 04/10/06
Revised:

SUBJECT: NOTIFICATION OF DISCLOSURE OF EMPLOYEE DISCIPLINARY RECORDS**Overview**

In accordance with New York State Public Officers Law, this policy establishes a process to notify District employees when the District is responding to a request for their disciplinary records.

Scope

This policy applies to all current and former employees of the District whose disciplinary records may be subject to public disclosure under the Freedom of Information Law (FOIL).

What Constitutes an Employee Disciplinary Record

For purposes of this policy, disciplinary records are any record created in furtherance of a disciplinary proceeding, including, but not limited to:

- a) The complaints, allegations, and charges against an employee;
- b) The name of the employee complained of or charged;
- c) The transcript of any disciplinary trial or hearing, including any exhibits introduced at such trial or hearing;
- d) The disposition of any disciplinary proceeding; and
- e) The final written opinion or memorandum supporting the disposition and discipline imposed including the District's complete factual findings and its analysis of the conduct and appropriate discipline of the covered employee.

Notification Upon Release of Disciplinary Records

When the District releases an employee's disciplinary records in response to a FOIL request, it will promptly provide written notification to the affected employee, unless the request is from the employee for their own records.

For current employees, this notification will be sent to the employee's work email address or, if unavailable, their home address on file with human resources.

For former employees, this notification will be sent to the employee's last known home address on file with human resources. The District will make every reasonable effort to notify former employees, and will document the steps taken to do so.

(Continued)

SUBJECT: NOTIFICATION OF DISCLOSURE OF EMPLOYEE DISCIPLINARY RECORDS (Cont'd.)

Content of Notification

The notification will include a brief description of the released records. This notification is for informational purposes only and does not require employee consent. Its purpose is to ensure employees are aware of the disclosure.

Public Officers Law Section 87

NOTE: Refer also to Policy #3310 -- Public Access to Records

Adoption Date

SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR FACILITIES

The District is responsible for addressing the health, safety, and comfort of students and staff on extreme heat conditions days.

For purposes of this policy, the following definitions apply:

- a) Extreme heat condition days means days when occupiable educational and support services spaces are 82 degrees Fahrenheit or higher.
- b) Room temperature means the temperature measured at a shaded location, three feet above the floor near the center of the room.
- c) Support services spaces do not include kitchen areas used in the preparation of food for consumption by students.

Implementation Plan When the Temperature Reaches Eighty-Two Degrees Fahrenheit

The District is required to take action to relieve heat-related discomfort when the occupiable educational and support services spaces temperatures reach 82 degrees Fahrenheit. These actions may include, but are not limited to:

- a) Turning off the overhead lights;
- b) Pulling down shades or blinds;
- c) Turning on fans;
- d) Opening classroom doors and windows to increase circulation, if permitted;
- e) Turning off unused electronics that produce heat; and
- f) Providing water breaks.

Air conditioners, where available, may also be used to keep room temperatures from reaching 82 degrees Fahrenheit. The District may take the actions above earlier in the day or before school starts in an effort to keep the room temperature below 82 degrees Fahrenheit. This does not prohibit using air conditioning in response to a student's Individualized Education Plan, Section 504 Plan, or in response to a documented student medical need.

(Continued)

SUBJECT: MAXIMUM TEMPERATURE FOR SCHOOL BUILDINGS AND INDOOR FACILITIES (Cont'd.)Implementation Plan When the Temperature Reaches Eighty-Eight Degrees Fahrenheit

The District will remove students and staff from educational and support services spaces when the room temperature reaches 88 degrees Fahrenheit where practicable. The Superintendent or designee may direct building principals to evacuate the space by:

- a) Moving students and staff to cooler spaces within the school building(s); or
- b) Closing school early and sending students and staff home according to the District's emergency school closing policy and/or procedure which include communicating with parents and persons in parental relation.

The Board will consider the anticipated number of extreme heat condition days when adopting or adjusting the District's school calendar. The District will also be mindful of collective bargaining agreements.

Education Law Section 409-n

NOTE: Refer also to Policy #3510 -- Emergency School Closings

Adoption Date:

Personnel

SUBJECT: CERTIFICATION AND QUALIFICATIONS

The following provisions will govern certification and qualifications of District personnel:

- a) In accordance with applicable statutes, Rules of the Board of Regents, and Commissioner's of regulation, each employee whose employment requires certification or other licensure must inform the Superintendent immediately of any change in the status of his/her certification or licensure. The changes shall include the granting, revocation, upgrading, expiration, conversion and/or extension of documents as to their periods of validity or their titles.
- ~~b) The original certificates and/or licenses must be presented for examination and copying in the office of the Superintendent of Schools as soon as they are available to the employee. The copies will be maintained in the employee's personnel file in support of the legitimate employment of each affected employee. The failure of any such employee to possess the required certification or other licensure may result in the discharge of that employee.~~
- ~~c) Whether or not the District verifies an individual's certification or licensure does not waive the responsibility of the employee to maintain what is required for his/her assignment.~~
- d) Commissioner's regulations extend the expiration dates for various certificate holders engaged in active military service for the period of active service and an additional 12 months from the end of the service. The regulations also reduce the professional development requirements for certification holders called to active duty for the time of active service.
- e) Online verification of an employment applicant's certification status will be used in lieu of printed certificates for current and potential employees. The District will also check the TEACH database to ensure that any Permanent or Professional certificates for new hires remain valid.
- f) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

Qualifications of Teachers

- ~~a) The District must ensure that all newly hired teachers in Title I programs who teach core academic subjects are highly qualified per Regulations of the Commissioner of Education. The term "core academic subjects" means English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history, and geography. A "highly qualified" teacher is one who has obtained full state certification as a teacher, or has passed the state teacher licensing examination, holds a license to teach in the state and has at least a bachelor's degree, and also must show subject matter competency in the subjects they teach.~~
- ~~b) The District is also required to provide to teachers who are not new to the profession the opportunity to meet the NCLB requirement to be highly qualified, in part, through passing a High Objective Uniform State Standard of Evaluation (HOUSSE). The HOUSSE shall be an evaluation, prescribed by the New York State Education Department and conducted locally either during a pre-employment review or at the time of an Annual Professional Performance~~

(Continued)

Personnel

SUBJECT: CERTIFICATION AND QUALIFICATIONS (Cont'd.)

~~Review (APPR), that enables a teacher who is beyond the first year of teaching to demonstratesubject matter competency in all core academic subjects that the teacher teaches. The evaluation shall be based upon objective, coherent information as prescribed by the department, and shall include, but not be limited to, information on the teacher's education, credentials, professional experience, and professional development.~~

- ~~e) The District must ensure that all persons applying for a teaching certificate or license as a special education teacher or instructor or a school administrator who works in special education, shall, in addition to all the other certification or licensing requirements, have completed course work or training in the area of children with autism. The course work or training shall be obtained from an institution or provider which has been approved by the State Education Department to provide such course work or training in the needs of autistic children. The Commissioner of Education is authorized and empowered to certify all teachers, administrators and instructors in the area of autistic needs.~~

Parent Notification

~~In accordance with the federal No Child Left Behind Act, the~~ The District is required to provide parents, upon request, with specific information about the professional qualifications of their children's classroom teachers. The following shall be provided by the District upon such requests:

- a) If the teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas he/she teaches;
- b) Whether the teacher is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived;
- c) The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- d) If the child is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

All requests shall be honored in a timely manner.

20 USC § 7801(23)
34 CFR §§ 200.55 and 200.56
Education Law §§ 210, 305, 3001, 3001-a, 3004, 3006 and 3008
8 NYCRR Subparts 57-3, 80-1, 80-2, 80-3, 80.4, and 80.5
8 NYCRR §§ 100.2(dd) and 100.2(o)

Adopted: 2/11/08
Revised:

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~-LEARNING**Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if ~~he or she~~ they holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

~~Teachers and administrators with a permanent, professional, or a Level III teaching assistant certificate issued before July 1, 2016 must apply for initial registration during the 2016-2017 school year during their birth month. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~—Teachers and administrators with a professional or a Level III teaching assistant certificate issued on or after July 1, 2016 will be automatically registered. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~—Certificate holders who do not timely register may not be employed and may be subject to monthly late fees after the first, transitional five-year registration period. Employees who change their name or address must also update SED within 180 days through the TEACH system.~~

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to ~~his or her~~ their name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

~~All District teachers and educational leaders with a professional or Level III teaching assistant certificate must complete 100 hours of acceptable CTLE during each five-year registration period to maintain a valid certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over, however, to subsequent registration periods.~~

~~—SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with~~

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Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~—LEARNING
(Cont'd.)**

~~professional development standards created by the New York Professional Standards and Practices Board for Teaching.~~

~~—The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Plan. The District will provide CTLE opportunities that improve student performance and the teacher's or administrator's pedagogical or leadership skills, and that promote professionalism. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.~~

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if they holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy.

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Learning Plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a professional learning plan for the succeeding school year have been met and that it has complied with the professional learning plan for the current school year.

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50% of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15% of the required

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Personnel

**SUBJECT: REGISTRATION AND PROFESSIONAL ~~DEVELOPMENT~~—LEARNING
(Cont'd.)**

CTLE hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15% of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15% of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs ~~students~~ enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which they obtain this certification. However, the employee must still meet any language acquisition requirements.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional learning it conducts or provides for educators for at least seven years from the date of completion. These records will be available for review by SED.

Education Law §§ 3006, 3006-a, and 3012-d
8 NYCRR Subpart 80-6
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development
Adoption Date: 03/17/08
Revised: 09/18/17

Personnel

SUBJECT: ~~PROBATION AND TENURE~~ INCIDENTAL TEACHING

Probation

~~Certified staff members shall be appointed to a probationary period by a majority vote of the Board of Education upon recommendation of the Superintendent of Schools.~~

~~Full-time certified staff members shall be appointed to a probationary period of three (3) years. However, the probationary period shall not exceed two (2) years for teachers previously appointed to tenure in this or another school district or BOCES within the state, provided the teacher was not dismissed from the former district. Additionally, up to two (2) years of service as a regular substitute teacher may be applied towards probationary service. This is sometimes referred to as Jarema Credit.~~

~~During the probationary period, a staff member shall be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance shall be assumed because of the possession by the staff member of the required certification or license.~~

Tenure

~~At the expiration of the probationary period or within six months prior thereto, the Superintendent shall make a written report to the Board recommending for appointment to tenure those certified staff members successfully completing a probationary period in the Shelter Island Union Free School District. The Board may then by a majority vote appoint on tenure any or all of the persons recommended by the Superintendent.~~

~~The Board will follow all applicable statutes regarding tenure.~~

Resolutions Making Appointments

~~Each resolution making a probationary appointment or an appointment on tenure will specify:~~

- ~~a) The name of the appointee;~~
- ~~b) The tenure area or areas in which the professional educator will devote a substantial portion of his/her time;~~
- ~~c) The date of commencement of probationary service or service on tenure in each such area;~~
- ~~d) The expiration date of the appointment, if made on a probationary basis; and~~
- ~~e) The certification status of the appointee in reference to the position to which the individual is appointed.~~

The Board will comply with all applicable laws and regulations regarding incidental teaching. Any updates to applicable laws and regulations, whether temporary or permanent, will supersede any conflicting language in this policy. As a result, different incidental teaching rules may apply in certain years.

Personnel

SUBJECT: PROBATION AND TENURE INCIDENTAL TEACHING

Generally, The Superintendent may assign a teacher to teach a subject not covered by that teacher's certificate or license for a period not to exceed five classroom hours a week, when no certified or qualified teacher is available after extensive and documented recruitment efforts, and provided that approval of the-District Superintendent is obtained.

Not later than 20 business days after this assignment, the Superintendent must submit for approval an application, in a form satisfactory to the District Superintendent, containing the following information:

- a) Evidence of extensive recruitment of a teacher certified in the appropriate area;
- b) The name and certification status of the teacher given the assignment;
- c) The subject which the teacher is being assigned to teach on an incidental basis and the total number of classes in the subject being taught on an incidental basis;
- d) The qualifications of the teacher to teach that subject on an incidental basis;
- e) The specific reasons why an incidental assignment is necessary;
- f) The anticipated duration of the incidental teaching assignment; and
- g) The number of applications, approved or pending, for authorization to make incidental teaching assignments in the same certification area for which the current authorization is being sought.

To be approved, the application must demonstrate to the satisfaction of the District Superintendent that an incidental teaching assignment is necessary, that the teacher assigned is the best qualified to teach the subject on an incidental basis, and that the requirements of Commissioner's regulations have been met.

The District Superintendent will issue a determination within 20 business days of receipt of the District's application.

If the application is disapproved, the Superintendent, within seven business days of receipt of the notice of disapproval, will terminate the incidental teaching assignment. If the application is approved, this approval will be deemed to have commenced on the date of the incidental teaching assignment and will terminate on the last day of the school year for which it is granted.

The Superintendent may renew an incidental teaching assignment, in accordance with the requirements of Commissioner's regulations, for any subsequent school year. To obtain a renewal, the Superintendent, as soon as possible after learning that the continued assignment of an incidental teacher is necessary, must submit an application which, in addition to including the information noted above for the initial approval of an incidental teaching assignment, must provide assurances by the Superintendent that:

(Continued)

SUBJECT: ~~PROBATION AND TENURE~~ INCIDENTAL TEACHING (Cont'd.)

- a) The teacher who previously taught the course on an incidental basis has been offered the opportunity to continue to teach the course or has not been offered an opportunity because the Superintendent has evidence that the course was not taught in an acceptable manner;
- b) The teacher assigned a course on an incidental basis has completed, or has agreed to complete, within the prescribed time period, at least three semester hours of credit or a satisfactory equivalent leading to certification in the subject area of the incidental assignment; and
- c) The teacher assigned to teach the course will be reimbursed by the District for the tuition cost of any portion of the three semester hours of credit or the equivalent required that is taken by the teacher at the request of the District, and satisfactory evidence that the teacher has been reimbursed in the event the teacher who is assigned has previously taught the course on an incidental basis, under a previous renewed approval.

8 NYCRR Section 80-5.3

Adoption Date:02/11/08
Revised:

Personnel

**SUBJECT: ~~DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL~~
PROBATION AND TENURE**

~~The District may discipline tenured teachers and certain certified personnel in accordance with applicable law, including, without limitation, Education Law Sections 3012, 3020-a, and 3020-b; Commissioner's regulations; or applicable contract provisions.~~

Ineffective Personnel

~~—The District or Board may bring incompetence charges against a teacher or building principal who receives two or more consecutive ineffective ratings under the APPR; the District or Board must bring incompetence charges against anyone who receives three consecutive ineffective APPR ratings. A single hearing officer from the American Arbitration Association's labor arbitration panel will govern the competency hearing. The hearing may be public or private, at the employee's discretion. The employee will have a reasonable opportunity to defend himself/herself, but will not be required to testify. Each party has the right to be represented by counsel, to subpoena witnesses, to cross-examine witnesses, and to make motions or applications. There will be a full and fair disclosure of witnesses and evidence to be offered by both the District and the employee. A record of the proceeding will be kept.~~

Allegations of Abuse

~~—The Board may suspend, without pay, an employee charged with physically or sexually abusing a student pending an expedited probable cause hearing. A single hearing officer will conduct the probable cause hearing.~~

Child Witnesses

~~—A child under 14 may be allowed to testify through live, two-way, closed-circuit television if the hearing officer determines by clear and convincing evidence that the child would suffer serious mental or emotional harm that would substantially impair his/her ability to communicate if required to testify live, and that using closed-circuit television would diminish the likelihood or extent of the child suffering serious mental or emotional harm. In making this decision, the hearing officer will consider applicable factors listed in Criminal Procedure Law Section 65.20, including: whether the offense was particularly heinous, the child's age and vulnerability, the child's susceptibility to psychological harm due to an underlying physical or mental condition, whether the accused occupied a position of authority over the child, if the offense charged was part of an ongoing course of conduct committed by the accused against the child over an extended period of time, use of a dangerous or deadly weapon, whether the child suffered serious physical injury, threats made against the child, the accused's access to the child, and expert testimony that the child would be particularly susceptible to psychological harm if required to testify in open court or to be in the physical presence of the accused.~~

Automatic Revocation of Teacher and Administrative Certificates by the Commissioner of Education

~~—The Commissioner will revoke and annul the certificate of a teacher, teaching assistant, pupil personnel services professional, school administrator or supervisor, or superintendent convicted of:~~

- ~~a) A sex offense for which registration as a sex offender is required under the Sex Offender Registration Act; or~~
- ~~b) Any other violent felony offense committed against a child when the child was the intended victim of the offense.~~

~~These offenses include, but are not limited to, sexual misconduct, sexual abuse, rape, statutory rape, assault, various other criminal sexual acts, and certain kidnapping offenses. Annulment and revocation will be conducted in accordance with Education Law Section 305(7-a).~~

~~—In addition, the Commissioner will revoke and annul the certificate of a school district administrator, school administrator or supervisor, or school business administrator convicted of fraud under Penal Law Section 195.20 which makes it a Class E felony to obtain government property, services, or other resources in excess of \$1,000:~~

- ~~a) Through a systemic ongoing course of conduct with the intent to defraud; or~~
- ~~b) By false or fraudulent pretenses, representations, or promises; or~~
- ~~c) To make use of the property, services, or other resources for private business or other compensable nongovernment purposes.~~

~~Annulment and revocation will be conducted in accordance with Education Law Section 305(7-b).~~

2023

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2 of 4

Personnel

**SUBJECT: ~~DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL~~
PROBATION AND TENURE**

The Board will comply with all applicable laws and regulations regarding probation and tenure. Any updates to applicable laws and regulations, whether temporary or permanent, will supersede any conflicting language in this policy. As a result, different probationary and tenure rules may apply for teachers or building principals in certain circumstances.

Probation

Generally, teachers, all other members of the teaching staff, principals, administrators, supervisors, and all other members of the supervising staff will be appointed by the Board upon the recommendation of the Superintendent for a probationary period of four years.

The probationary period will not exceed three years for teachers previously appointed to tenure in any district or BOCES within the state, provided that the teacher was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b and met the required annual professional performance review (APPR) rating in their final year of service there.

Additionally, up to two years of service as a regular substitute teacher may be applied toward probationary service. (This is sometimes referred to as Jarema Credit.)

(Continued)

Personnel

**SUBJECT: ~~DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL~~
PROBATION AND TENURE (Cont'd.)**

The probationary period will not exceed three years for principals, administrators, supervisors, or other members of the supervising staff appointed on or after June 1, 2020 who were previously appointed to tenure as an administrator within an authorized administrative tenure area in any district or BOCES within the state provided that the individual was not dismissed from that district or BOCES as a result of charges brought pursuant to Education Law Section 3020-a or 3020-b.

During the probationary period, a staff member will be given assistance in adjusting to the new position, but the essential qualifications for acceptable performance will be assumed because the staff member attained the required certification or license.

A staff member's appointment may be discontinued at any time during their probationary period upon the recommendation of the Superintendent and by majority vote of the Board.

Any staff member not recommended for tenure appointment will be notified in writing by the Superintendent no later than 60 days before their probationary period expires.

Tenure

At the expiration of the probationary period or within six months prior, the Superintendent will make a written report to the Board recommending for appointment to tenure those who have been found competent, efficient, and satisfactory and, in the case of teachers and building principals, those who have received APPR ratings of effective or highly effective in at least three of the preceding four years, exclusive of any breaks in service.

If a teacher or building principal receives an APPR rating of ineffective in their final probationary year after receiving APPR ratings of effective or highly effective in the preceding probationary years, they will not be eligible for tenure. However, the Board may extend that teacher's or building principal's probationary time by an additional year. The teacher or building principal may be eligible for immediate tenure if they successfully appeals the ineffective rating.

The Board may then—by a majority vote—appoint to tenure any or all of the persons recommended by the Superintendent.

A teacher or building principal will remain on probationary status until the end of the school year in which they have received APPR ratings of effective or highly effective for at least three of the four preceding school years, exclusive of any breaks in service. During this time, the Board may grant tenure contingent upon a teacher's or building principal's receipt of a minimum APPR rating in the final year of their probationary period. If the contingency is not met after all appeals are exhausted, the grant of tenure will be void and unenforceable and the teacher's or building principal's probationary period may be extended for an additional year in accordance with law.

Resolutions Making Appointments

Each Board resolution making a probationary appointment or an appointment on tenure will specify:

(Continued)

**SUBJECT: ~~DISCIPLINING OF A TENURED TEACHER OR CERTIFIED PERSONNEL~~
PROBATION AND TENURE (Cont'd.)**

- a) The name of the appointee;
- b) The tenure area or areas in which the professional will devote a substantial portion of their time;
- c) The date probationary service or service on tenure commences in each area;
- d) The expiration date of the appointment, if made on a probationary basis. For appointments of classroom teachers and building principals, the resolution must state that:
 - 1. To receive tenure, the individual must receive composite or overall APPR ratings of effective or highly effective in at least three of the four preceding years; and
 - 2. If the teacher or building principal receives an ineffective composite or overall APPR rating in their final year of probation, they will not be eligible for tenure at that time; and
- e) The certification status of the appointee in reference to the position to which the individual is appointed.

Education Law §§ 2509, 2573, 3012, 3012-d, 3014, and 3031
8 NYCRR § 30-1.3

NOTE: Refer also to Policy #6217 -- Professional Staff: Separation

Adoption Date: 02/11/08
Revised: 09/18/17

Shelter Island Union Free School District Calendar

(DRAFT for approval at the February 9, 2026 Board of Education Meeting)

2026 – 2027

July 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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Aug 2026						
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30	31					

Sept 2026						
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Oct 2026						
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Nov 2026						
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29	30					

Dec 2026						
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Jan 2027						
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31						

Feb 2027						
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28						

Mar 2027						
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April 2027						
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May 2027						
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30	31					

June 2027						
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20	21	22	23	24	25	26
27	28	29	30			

3	July 4 th Holiday (12 Month Employees)
September 2026	
2-3	Conference Days for Faculty/Staff
4-7	Labor Day Recess – School Closed
8	First Day of School for Students
21	Yom Kippur – School Closed
October 2026	
12	Columbus Day – School Closed
November 2026	
3	Teacher Workshop. Day – No School for Students
11	Veterans Day – School Closed
25-27	Thanksgiving Recess – School Closed

21-31	Winter Recess – School Closed
January 2027	
1	Winter Recess – School Closed
18	Martin Luther King, Jr. Day – School Closed
February 2027	
15-19	Mid-Winter Recess – School Closed
March 2027	
26-29	Easter Break – School Closed
April 2027	
19-23	Spring Recess – School Closed

28	Reserved as Snow Day (Vacation Day if Not Used)
31	Memorial Day – School Closed
19-23	Spring Recess – School Closed
June 2027	
25	Last Day of School
25	Commencement Ceremony, 5:00 pm
Shelter Island Union Free School District 33 North Ferry Road Shelter Island, NY 11964 Phone: 631-749-0302 * Fax: 631-749-1262 www.shelterisland.k12.ny.us	