

Docket # _____

The **POLICY MEETING** of the Board of Education West Hempstead Union Free School District was called to order in the High School Video Conference Room on February 5, 2013 at 7:38 p.m.

PRESENT: Mr. Mariano, who presided, and six other members of the Board: Ms. Brohm, Ms. Di Miceli, Ms. Lotito, Ms. Rilling, Mr. Schindler and Mr. Trocchia. Also present were Mr. Hogan, Ms. Peluso, Mr. Cunningham, Mr. Sheahan, Ms. Girolamo and members of the community.

Docket #2-153 **Policy 5151A – Concussion Management** – It was unanimously agreed that this Policy, as revised by counsel, be placed on the February 12th Business Meeting for adoption by the Board replacing the current policy.

Docket #2-204 **Policy 4354 – Employee Protection (Whistle Blower)** – It was unanimously agreed that this Policy, as revised by counsel, be placed on the February 12th Business Meeting for adoption by the Board replacing the current policy.

Docket #2-205 **Policy 5120 – District Attendance Policy** – It was unanimously agreed that this Policy be placed on the February 12th Business Meeting for adoption by the Board with the following changes: Where “absence notes” is used, add the word *excuse*; paragraph 3, page 2, add “for absences to be excused” at the end of the last sentence; paragraph 4, first line, add “twenty (20) excused...”; second line, after course, add: if such absences are not made up.”; line three add ten (10) excused...”; line four add “if such

absences are not made up.”; end of paragraph add “unless extraordinary circumstances are present that prevent a student from making up the work within such timeframe. The Principal shall determine when extraordinary circumstances are present on a case by case basis. Where extraordinary circumstances are not present, students who do not make up work in a timely manner shall not receive credit for the missed class or classes.”; page 3, first paragraph, first line to read, “...receive a failing grade for the course. However, the Principal may determine on a case by case basis whether the particular circumstances surrounding the absences warrant the issuance of additional time within which to make up the work. In such cases, the student shall receive a grade of “incomplete” for the course. Such incomplete.....”; last line add, “in a timely manner.”; second paragraph, second line, delete the word “incomplete”; third paragraph add to last line “not been made up.”; A. add at beginning of sentence “An initial attendance...”; B. second line add “course and by the Principal’s office after...”; third line add “For students who have exceeded seven (7) absences in a half-year course, the letter will notify the student’s parent/guardian that....”; end of paragraph add “At such meeting strategies will be discussed to prevent future unexcused absences and the parent/guardian or student may request further details regarding the District’s calculation of the absences; C. First line add “A third letter will be issued by the Principal’s office upon fifteen (15) absences for a full-year course and ten (10) absences for a half-year course. For students who have exceed fifteen (15) absences in a full-year course, the letter will notify the student’s parent/guardian that a....”; Last lines to read “At such meeting strategies will be discussed to prevent future unexcused absences and the parent/guardian or student may request further details regarding the District’s calculation of the absences. For students who have exceeded ten (10) absences in a half-year course, the third and final letter will notify the student’s

parent/guardian that the student will receive a failing grade for the course, unless the Principal has determined that extraordinary circumstances exist warranting the issuance of a grade of “incomplete.” If a grade of “incomplete” is issued, the letter shall explain the procedure by which the grade may be changed for course credit, and the consequences for failure to do so. The letter will also state that the parent/guardian or student may appeal the District’s calculation of the student’s absences in writing, within five (5) days of the letter. If such an appeal is made, the Principal shall hold a second meeting with the parent/guardian and student and the Principal shall make a written determination of his or her findings within five (5) school days of such meeting; D. to read “For students who have exceeded twenty (20) absences for a full-year course, a fourth letter will be issued by the Principal’s office to notify the parent/guardian that the student will receive a failing grade for the course, unless the Principal has determined that extraordinary circumstances exist warranting the issuance of a grade of “incomplete.” If a grade of “incomplete” is issued, the letter shall explain the procedure by which the grade may be changed for course credit, and the consequences for failure to do so. The letter will also state that the parent/guardian or student may appeal the District’s calculation of the student’s absences in writing, within five (5) days of the letter. If such an appeal is made, the Principal shall hold a second meeting with the parent/guardian and student and the Principal shall make a written determination of his or her findings within five (5) school days of such meeting; E. to read For ½ credit courses, the Principal’s office will contact the parent/guardian of the student after they have had four (4), seven (7) and ten (10) absences. After ten (10) absences, the Principal’s office will notify the parent/guardian that the student will receive a failing grade for the course unless the Principal has determined that extraordinary circumstances exist warranting the issuance of a grade of “incomplete.” If

a grade of “incomplete” is issued, the letter shall explain the procedure by which the grade may be changed for course credit, and the consequences for failure to do so. The letter will also state that the parent/guardian or student may appeal the District’s calculation of the student’s absences in writing, within five (5) days of the letter. If such an appeal is made, the Principal shall hold a meeting with the parent/guardian and student and the Principal shall make a written determination of his or her findings within five (5) school days of such meeting; and Under Middle School, second paragraph delete “excuses considered” and add unexcused absences are:

Docket #2-206 **Proposed Policy – Provision of Special Education Services to Students Unilaterally Placed by Parents/Guardians in Nonpublic Schools** – It was unanimously agreed to that this Policy be placed on the February 12th Business Meeting for adoption by the Board.

Docket #2-207 **Policy 4110 – Length of School Day for Teachers** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-208 **Policy 4114 – Medical Examinations – Professional Staff** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-209 **Policy 4115 – Employees with AIDS or HIV** - It was unanimously agreed that this policy be placed on the February 12th Business Meeting for adoption by the Board replacing the current policy with the New York State School Board Association’s.

Docket #2-210 **Policy 4120 – Recognition for Longevity and Meritorious Performance** – It was unanimously agreed that this policy be placed on the February 12th Business Meeting for adoption by the Board with the following changes: Paragraph 1, line one, delete the word shall and replace with may; end of sentence to read “...service in a

manner to be determined by the Board”; second paragraph, line one, delete the word shall and replace with may.

Docket #2-211 **Policy 4121 – Teacher Exchange Program** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-212 **Policy 4132 – Substitute Teachers** – It was unanimously agreed that this policy be reaffirmed at the February 12th Business Meeting.

Docket #2-213 **Policy 4145 – Participation of Professional Staff in Organizations** – It was unanimously agreed that this policy be placed on the February 12th Business Meeting Agenda for reaffirmation.

Docket #2-214 **Policy 4164 – Sick, Personal and Extended Leaves** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-215 **Policy 5131 – The Regents and Final School Examinations** – It was unanimously agreed that this policy be reaffirmed at the February 12th Business Meeting.

Docket #2-216 **Policy 5132 – Assignment to Groups** – It was unanimously agreed that this policy be reaffirmed at the February 12th Business Meeting.

Docket #2-217 **Policy 5133 – Promotion in Elementary Schools** – It was unanimously agreed that this policy be placed on the February 12th Business Meeting with the following changes: Title to change to “Promotion/Retention.”; add Reference: Education Law §§1709; 3202 and 8 NYCRR §100.4.

Docket #2-218 **Policy 5143 – Student Body Officers** – It was unanimously agreed that this policy be reaffirmed at the February 12th Business Meeting.

Docket #2-219 **Policy 5144 – Extra Curricular Activities** – It was unanimously agreed that this policy be reaffirmed at the February 12th Business Meeting.

Docket #2-220 **Policy 5145 – Collection of Monies** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-221 **Policy 5146 – Gifts to Schools** – It was unanimously agreed that this policy be placed on the February 12th Business Meeting agenda with the following changes: First paragraph to read “A gift to a school is to be presented to the appropriate building Principal. Upon such presentation,Education of the proposed gift.” Second paragraph delete and add “No gift to District schools shall be accepted without Board authorization.”

Docket #2-222 **Policy 5156 – Taking Students Home in Emergency** – It was unanimously agreed that this policy be repealed at the February 12th Business Meeting.

Docket #2-223 **Policy 5170 – Internet Safety and Acceptable Use Policy (AUP)** – It was unanimously agreed that this policy be tabled to a future date for review before the next school year.

At 8:45 p.m. the Policy Meeting was adjourned. At 8:46 p.m. the Special Business portion of the meeting began.

Docket #2-226 **Emergency Repairs to Chestnut Street School** – Upon the motion of Ms. Rilling, seconded by Ms. Lotito and carried by seven, the Board approved the emergency repairs to Chestnut Street School.

Docket #2-227 **Long Island Assembly Delegation – Online Petition** – Upon the motion of Mr. Schindler, seconded by Ms. Lotito and carried by seven, the Board approved supporting the restoration of Long Island’s fair share of state aid.

Mr. Mariano then opened the meeting for residents to address the Board.

At 8:51 p.m. upon the motion of Ms. Lotito, seconded by Mr. Schindler and carried by seven, the Board adjourned the Special Business Meeting.

At 8:52 p.m. upon the motion of Mr. Schindler, seconded by Ms. Brohm and carried by seven, the Board adjourned to Executive Session for the purpose of discussing the 2013-14 budget as it pertains to personnel matters.

At 9:50 p.m. Ms. Di Miceli left Executive Session. At 10:35 p.m. Mr. Schindler left Executive Session.

At 10:45 p.m. upon the motion of Ms. Brohm, seconded by Mr. Trocchia and carried by five, Executive Session ended.

Kathryn Girolamo, District Clerk