

Docket # _____

The **SPECIAL BUSINESS/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 December 6, 2016 at 7:34 p.m.

PRESENT: Ms. Brohm, who presided, and six other members of the Board: Ms. Close, Ms. Greaves, Ms. Lotito, Mr. Schindler, Ms. Shinsato and Mr. Trocchia. Also present were Mrs. Sullivan-Kriss, Mr. Rehman, Mr. Blake, Mr. Mestecky, Ms. Girolamo and members of the community.

Under **SPECIAL BUSINESS** the following dockets were discussed:

Docket #6-150: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, the Board approved the Appointments as follows:

Topic: Probationary Appointment(s)

<u>Name</u>	<u>Tenure Area</u>	<u>Certification</u>	<u>Salary</u>	<u>Effective</u>	<u>End of Probation</u>
Klein, Catherine	Math Teacher	Mathematics 7-12	\$76,228 8MA (pro-rated)	12/5/16	12/5/20

Topic: Intermittent Family Medical Leave of Absence

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Decina, Suzanne	Kindergarten teacher	12/7/16	6/30/17

Topic: Appointment of School Monitors

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Ellis, Desmond	Monitor MS	\$15.88/hr. Step 1	11/21/16-6/23/17

Docket #6-151: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, the Board approved the Certification of Lead Evaluators of Administrators and Teachers – Patricia Sullivan-Kriss.

Docket #6-152: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, the Board approved the Certification of Lead Evaluators of Teachers – Susan Kosser and Joanne Morgan.

Docket #6-153: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, the Board accepted the Donations of \$500.00 from the Long Island Language Arts Council Mini-Grant and Collage of Chestnut Street School History Pictures from the Historical Society with \$60.00 donation towards framing the historical collage of Chestnut Street School.

Docket #6-154: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, a resolution was adopted that the District incur the expense for the Superintendent and Administration to attend LEAF's Workshop in Cultural Diversity on December 16, 2016.

Upon the motion of Mr. Schindler, seconded by Ms. Lotito and carried by seven, the following dockets were motioned to be adopted at the December 20, 2016 Business Meeting:

Docket #6-91: **Policy 6132 – School Trips with Administrative Regulations** with

the following changes:

Add after overnight trips:

Transportation

When the District provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the District unless:

1. the parent or legal guardian of a student participating in such event has provided the District with a written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the District impractical, a representative of the District shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Additions on Administrative Regulations for Policy 6132:

2. At all educational levels, all trips must be approved by the building principal and at the secondary level by the departmental director (chairperson) prior to submission to the building principal.

At all educational levels, all trips must be approved by the building principal.

At the secondary level all trips must be approved by the department director prior to submission to the building principal.

6. All permission slips must include the students' names, parents' name, emergency numbers (home, work and cell), as well as any medical conditions that may exist.
7. Day field trips should have the following: student to chaperone ratios K-2 – 5:1, 3-5 – 10:1, 6-8 – 12:1, 9-12 – 15:1.
8. Itineraries for all trips, from departure to return, are to be provided in advance of any such trips to the parents and are to be on file in the sponsoring building. Itineraries are to include all activities.
9. Overnight trips should have a student to chaperone ratios of 10:1. Overnight trips are only applicable to the Middle and High Schools, unless the Board of Education approves otherwise upon application.

Docket #6-141: New Policy – Change in Scope of Work on Capital Construction

Projects

The Board of Education wants to facilitate the timeliness of work associated with the capital construction projects authorized by the District's voters. As such, the Board recognizes the occasional need to approve changes in construction plans (change orders) as the work unfolds.

The Board authorizes the Purchasing Agent to approve increases and decreases in the planned capital facilities project work (change orders) in an amount not to exceed \$15,000 per change.

The Superintendent will present the change order to the Board as an information item at its next scheduled meeting. It is understood that change orders will be authorized by the administration only when necessary to maintain progress of the work and will not substantively change the scope of project plans.

Change orders which exceed \$15,000 will require prior Board approval.

Docket #6-142: **Policy 1515 Parental Involvement** – No changes

Upon the motion of Mr. Schindler, seconded by Ms. Greaves and carried by seven, the following docket was motioned to be adopted at the December 20, 2016 Business Meeting with the following changes:

Docket #6-143: **Policy 3290 – Disposition of Surplus Property**

After the first paragraph add:

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the District shall ensure that all District-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the District shall note that District data or information has not been permanently and completely removed. The District shall also ensure that all District-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The District shall work with the third party provider to ensure that District data and information is able to be permanently and completely removed from the equipment.

Under the second paragraph under Equipment, line 8 to read, “return, the Superintendent or Assistant Superintendent for Business may dispose....”

Upon the motion of Mr. Schindler, seconded by Ms. Lotito and carried by seven, the following dockets were motioned to be rescinded at the December 20, 2016 Business Meeting:

Docket #6-144: **Policy 5135 – Reporting to Parents – Elementary School**

Docket #6-145: **Policy 6133 – Homework – Elementary Schools**

Docket #6-146: **Policy 6137 – Detention**

Upon the motion of Mr. Schindler, seconded by Ms. Lotito and carried by seven, the following docket was motioned to be adopted at the December 20, 2016 Business Meeting with the following changes:

Docket #6-160: **Policy 6160 – Education of Homeless Children and Unaccompanied**

Youth and Administrative Regulations

2. **Transportation:** The District shall provide transportation for homeless students currently residing within the District as required by applicable law, as described in the accompanying regulation.
3. **School Records:** For homeless students attending school out of the District, the District shall, within five (5) days of receipt of a request for records, forward a complete copy of the homeless child's records including proof of age, academic records, evaluation, immunization records and guardianship paper, if applicable. For homeless students attending school in the District, the District shall request the student's records (academic, medical, etc.) from the school the student last attended.
4. **Coordination:** The District shall coordinate with local social services agencies and other entities providing services to homeless children and their families for the provision of services to homeless children, and shall coordinate with other school districts on issues of prompt identification, transportation, transfer of records and other inter-district activities. This shall include ensuring the provision of appropriate services to homeless students with disabilities who are eligible for services under either Section 504 or IDEA.

Information about a homeless child's living situation shall be treated as a student education record, and shall not be deemed to be directory information under FERPA.

Under "The liaison's responsibilities shall include, but not be limited to:"

1. Ensuring that homeless children are enrolled in educational programs, including Head Start and preschool services to which they are eligible.
2. Public notice of the educational rights of homeless children is disseminated in locations frequented by homeless unaccompanied youth and parents/guardians of

homeless children, including schools, shelters public libraries and soup kitchens, in a manner and form understandable to them.

3. Staff who provide services to homeless students receive required professional development and support on identifying and meeting the needs of homeless students.
4. Homeless unaccompanied youth are informed of their rights, are enrolled in school, and have opportunities to meet the same state standards set for all students, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations.

Upon the motion of Ms. Greaves, seconded by Ms. Shinsato and carried by seven, the following docket was motioned to be adopted at the December 20, 2016 Business Meeting with one change:

Docket #6-148: Policy 9510 – School Board Elections

Second paragraph under Voting, second line, delete the word labels.

At 7:40 p.m. upon the motion of Mr. Schindler, seconded by Ms. Shinsato and carried by seven, the Policy Meeting was adjourned.

Kathryn Girolamo, District Clerk