

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 October 2, 2018 at 7:45 p.m.

PRESENT: Ms. Brohm, who presided, and six other members of the Board: Mr. Cole, Ms. Greaves, Mr. Katrakazis, Mr. Magaraci, Ms. Shinsato and Mr. Trocchia. Also present were Mr. Rehman, Mr. Press, Mr. Guercio, Mr. Mestecky, Ms. Girolamo and members of the community. Ms. Reilly was absent.

Docket #8-111: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, Appointments, Resignations, etc. were accepted, granted and approved as follows:

Topic: Civil Service Appointments

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Sullivan, Shelby	School Nurse St. Thomas	\$55,373 plus neg. increase Step 4	10/15/2018
Tricarico, Nancy	Principal Typist Clerk Business Office	\$58,922 plus neg. increase plus \$1,000 stipend Step 10	10/15/2018

Topic: Appointment of School Monitors

<u>Name</u>	<u>Salary</u>	<u>Effective</u>
Anderson, Marsha GW	\$16.52 per hour Step 1	9/17/18 – 6/26/19
Dacosta, Michael CA	\$16.52 per hour Step 1	10/3/18 – 6/26/19
Fox, Lenora GW	\$16.52 per hour Step 1	9/17/18 – 6/26/19
Mohyuddin, Farheen GW	\$16.52 per hour Step 1	9/12/18 – 6/26/19

Topic: Per Diem Substitute Appointments

Avila, Anthony	Substitute Cleaner	\$11.36/hr.
Pavonetti, Katrina	Substitute Monitor	\$11.00/hr.
Sullivan, Krista	Substitute Teacher	\$100.00/day

Topic: Annual Appointments

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Liebl, Thomas	Chain Crew	\$33.17 per game plus neg. increase Monday – Friday \$40.20 per game plus neg. increase Saturday	9/1/18 – 6/30/19
Olszweski, Tyler	Chain Crew	\$33.17 per game plus neg. increase Monday – Friday \$40.20 per game plus neg. increase Saturday	9/1/18 – 6/30/19
Pierre-Louis, Brian	Chain Crew	\$33.17 per game plus neg. increase Monday – Friday \$40.20 per game plus neg. increase Saturday	9/1/18 – 6/30/19

Topic: Appointment(s) Rescinded

Susan Davis-Morisi – Monitor

Topic: Resignation(s)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Pavonetti, Katrina	School Monitor GW	\$17.10/hr.	9/30/18
Villanueva, Rebekah	School Monitor CA	\$16.52/hr.	9/28/18

Topic: Leave(s) of Absence

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Sackstein, Starr	Director of Humanities	10/3/18 – 10/5/18 11/1/18 – 11/2/18
Torres, Kimberly	School Monitor Chestnut Street	10/9/18 – 11/12/18

Docket #8-112: Upon the motion of Mr. Trocchia, seconded by Ms. Shinsato and carried by seven, the Board approved the Amendment to Contract with the Director of Facilities and Operations.

The following policies were discussed:

Docket #8-100: Policy 1330 – Complaints and Grievances Concerning Professional

Personnel – It was unanimously agreed that this Policy be placed on the October 16th

Business Meeting for adoption by the Board with the following changes: Add at the end of the policy “All matters referred to the Superintendent and/or the Board shall be in writing.”

Docket #8-101: Policy 3443 – Investments – It was unanimously agreed that this

Policy be placed on the October 16th Business Meeting for adoption by the Board with no changes.

Docket #8-102: Policy 3444 – Purchasing – It was unanimously agreed that this Policy

be placed on the October 16th Business Meeting for adoption by the Board with the following change: Page 4 #13 –”prepared in sets of **four** copies.....” and omit b).

Docket #8-103: Policy 3519 – Display of the Flag – It was unanimously agreed that

this Policy be placed on the October 16th Business Meeting for adoption by the Board with the following total revision and addition of Administrative Regulations:

Display of the Flag

The Board of Education believes that the flag of the United States is a symbol of the values of our nation, the ideals embedded in our Constitution and the spirit that should animate our District.

The flag shall be displayed at all District schools in accordance with the State Education Law.

The flag shall be flown at full or half-staff pursuant to law. In addition, the flag may be flown at half staff to commemorate the death of a present or former Board member, present or past employee, student or important person considered worthy of this recognition by the Board and/or Superintendent.

Consistent with national and state law and regulations and this policy, the Superintendent of Schools shall develop rules and regulations for the proper custody, care and display of the flag.

Ref: 4 U.S.C. §§5-9
Education Law §§418; 419; 420
Executive Law §§400-403
8 NYCRR Part 108

ADMINISTRATIVE REGULATIONS DISPLAY OF THE FLAG

Flags Displayed Out of Doors and on Movable Hoists Indoors

A United States flag shall be displayed in, on or near every school building in the District during school hours every day that school is in session, weather permitting, and at such other times as the Superintendent of Schools shall direct. Unless otherwise stated, the flags shall be flown at full staff. The flags may also be displayed at night upon special occasions, at the discretion of the Superintendent, when it is desired to produce a patriotic effect, so long as the flag is properly illuminated during the hours of darkness. During inclement weather, the flag shall be placed conspicuously in the main room of the school building.

Comment [MC1]: See 4 U.S.C. § 6(a)

Weather permitting, the flag will be displayed on or near the main administration building of the District whenever the building is open to the public, and on the following days: New Year's Day, Martin Luther King, Jr. Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, Flag Day, the Fourth of July, Labor Day, September 11th Remembrance Day, POW/MIA Recognition Day, Columbus Day, Veterans Day, Thanksgiving Day, Pearl Harbor Day and Christmas Day. If any of these days (except Flag Day) falls on a Sunday, the flag shall be displayed on the next day. In addition, the flag shall be displayed on each general election day and each day appointed by the President of the United States or by the Governor of New York as a day of general thanksgiving or for displaying the flag.

Flags shall also be displayed in or near every polling place on election days.

Flags shall be flown at half staff on Pearl Harbor Day, on September 11th Remembrance Day, on days commemorating the death of a personage of great importance, and on days designated by the President or the Governor.

Flags on individual buildings will be flown at half-staff for 30 days if a present employee or student in that building dies. The flag shall also be flown at half-staff the day of the funeral of any former employee well known in the school. This will be at the discretion of the Superintendent.

All flags in the District are to be flown at half-staff when a present Board member dies and are kept at half-staff for 30 days. All flags are put at half-staff on the day of the funeral of a former Board member. All flags in the District are flown at half-staff on the day of the funeral of a present employee or a present student. This will be at the discretion of the Superintendent.

Comment [MC2]: These two paragraphs are optional and offered for the Board's consideration. The Board has discretion in determining when the flag will fly at half-staff to commemorate the death of a local person.

The flag will not be displayed on days when the weather is inclement.

Hoisting of the Flag

The flag shall be hoisted briskly and lowered ceremoniously.

In half staffing the flag, it first should be hoisted to the peak for an instant and then lowered to the half-staff position. The flag shall be again raised to the peak before it is lowered for the day. The flag shall never be put at half mast in the middle of the day. It must be put at half mast in the morning only.

Indoor Flags and Those Not on Movable Hoists

There shall be a United States flag in each assembly room of every school in the District. It is the duty of the teacher or other person in charge of each assembly room to ensure that the flag in the room is displayed from a staff standing at the audience's right as they face the stage. If the flag is placed on the platform, it should stand at the right of the speaker as he/she faces the audience and at the audience's left as they face the stage.

Docket #8-104: Policy 4100 – Ethical Conduct for West Hempstead UFSD Public

Officers and Employees – It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board with no changes.

Docket #8-105: Policy 5151b – Student Health Services – It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board with the following changes:

Page 1 – paragraph 1 – “...provide vision, hearing, **dental inspection** and scoliosis screening.”

Page 1 – 3rd paragraph – 1st sentence to read: “In order to enroll in school a student must have a health exam and submit a health certificate within thirty (30) calendar days after entering school, and upon entering pre-kindergarten or kindergarten and first, third, fifth, seventh, ninth and eleventh grades.

Page 1 – add after paragraph 4 – the following two paragraphs:

In order to enroll in school students must also furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

Homeless students shall be admitted to school even if they do not have the required health or immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others (see “Communicable Diseases” below). The McKinney-Vento liaison shall assist homeless students covered by that law in accessing health services described in this policy and accompanying regulation.

Page 6 – after use of Epi-Pens add the following:

Add: Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as a part of the District’s ongoing professional development plan and in conformity with Commissioner’s regulations.

Add: Regulations

The Superintendent of Schools will add any such regulations as may be needed to assist with the implementation of this policy.

Cross Ref: 5153, Immunizations of Students
6200, Programs for Students with Disabilities
5140, Interscholastic Athletics
5158, Student Privacy

Add: 6160, Education of Homeless Children

Under Ref: Delete 919 (provide and maintain nebulizers)

Docket #8-106: **New Policy – Notice of Meetings** – It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board.

Docket #8-107: **New Policy – Transportation for Students in Foster Care** - It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board.

Docket #8-108: **Policy 2200 – Sexual Harassment** – It was unanimously agreed that

this Policy be placed on the October 16th Business Meeting for adoption by the Board with the following changes:

First paragraph to read: “The Board of Education recognizes that harassment of students, staff and certain “non-employees” (which includes contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract or their employees), on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms targets and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees and “non-employees” can work productively.

Third paragraph add at to the end sentence: “outside the District, or outside the school setting if the harassment impacts the individual’s education or employment in a way that violates their legal rights.

After third paragraph add the next two paragraphs below and delete one paragraph as follows:

Sexual harassment is considered a form of employee misconduct and sanctions will be enforced against individuals engaging in sexual harassment and against supervisory and managerial personnel who knowingly allow such behavior to continue.

Under various state and federal laws, students, employees and “non-employees” have legal protections against sexual harassment in the school environment as described above. The District’s Code of Conduct also addresses appropriate behavior in the school environment. Sexual harassment can occur between persons of all ages and genders.

Delete: Because sexual harassment can occur staff to student, staff to staff, student to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

Page 2 – third paragraph to read: “If, after appropriate investigation, the District finds that a student, an employee, “non-employee” or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, contract, the District’s Code of Conduct, District policy and state law. Individual nondisclosure agreements may only be used as permitted by law, described in the accompanying regulation. Mandatory arbitration clauses are prohibited in all District contracts and agreements.”

Under Ref: Add the following:

Executive Law §296-d (prohibition of sexual harassment of non-employees

Labor Law §201-g (required sexual harassment policy and training)
Civil Practice Law and Rules §§5003-b (nondisclosure agreements optional); 7515
(mandatory arbitration prohibited)
General Obligations Law §5-336 (nondisclosure agreements optional)

Sexual Harassment Administrative Regulations the following changes were made:

Page 1, 1st paragraph to read: “This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of the District's commitment to provide a healthy and productive environment for all students, employees and “non-employees” (i.e., contractors, subcontractors, vendors, consultants and other persons providing services pursuant to a contract or their employees) that promotes respect, dignity and equality.”

Anywhere the regulations states employee add “non-employees.”

Page 4 under Reporting Complaints – 3rd paragraph add this last sentence: “School employees receiving complaints of sexual harassment from “non-employees” shall direct the complainant to the Building Principal.”

Under District-Level Procedure last paragraph, last line to read: “No District contract or collective bargaining agreement may include a binding arbitration clause for sexual harassment requiring arbitration before bringing the matter to a court.

Then add the following paragraph:

The District may include non-disclosure agreements (to not disclose the underlying facts and circumstances of a sexual harassment complaint) in any sexual harassment settlement agreement or resolution only if it is the complainant’s preference. Any such non-disclosure agreement shall be provided to all parties. Complainants shall have twenty-one (21) days to consider any such non-disclosure provision before it is signed by all parties, and shall have seven (7) days to revoke the agreement after signing. Non-disclosure agreements shall only become effective after this seven (7) day period has passed.

Under Retaliation Prohibited – Delete Vendors: Penalties may range from a warning up to and including loss of District business.

Add: “Non-employees” (i.e., contractors, subcontractors, vendors, consultants and other persons providing services pursuant to a contract or their employees). Penalties may range from a warning up to and including loss of District business.

Under Training – 1st paragraph – add the following 2nd sentence: “In addition, the District will provide this policy to all employees in writing.”

Under Training – add the following fourth paragraph:

Annual employee training programs shall be interactive and include: (i) an explanation of sexual harassment consistent with guidance issued by the NYS Department of Labor and the NYS Division of Human Rights; (ii) examples of conduct that is unlawful sexual harassment; (iii) information on federal and state laws about sexual harassment and remedies available to victims of sexual harassment; and (iv) information concerning an employees' right to make complaints and all available forums for investigating complaints.

Docket #8-109: **Policy 1515 – Parent and Family Engagement** – It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board with the following total revision:

Parent and Family Engagement

The Board of Education believes that positive parent and family engagement is essential to student achievement, and thus encourages such involvement in school educational planning and operations. Parent and family engagement may take place either in the classroom or during extra-curricular activities. However, the Board also encourages parent and family engagement at home (e.g., planned home reading time, informal learning activities, and/or homework “contracts” between parents, family members and children). The Board directs the Superintendent of Schools to develop a home- school communications program in an effort to encourage all forms of parent and family engagement.

Title I Parent and Family Engagement- District Level Policy

Consistent with the parent and family engagement goals of Title I, Part A of the federal No Child Left Behind Act of 2001 (NCLB) and its reauthorization in the Every Student Succeeds Act (ESSA), the Board of Education will develop and implement programs, activities and procedures that encourage and support the participation of parents and family members of students eligible for Title I services in all aspects of their child’s education. The Board also will ensure that all of its schools receiving Title I, Part A funds develop and implement school level parent and family engagement procedures, as further required by federal law.

For purposes of this policy, parental involvement refers to the participation of parents in regular, two-way and meaningful communication, involving student academic learning and other school activities.

At a minimum, parent and family engagement programs, activities and procedures at both the District and individual school level must ensure that parents and family members:

- Play an integral role in assisting their child’s learning;
- Are encouraged to be actively involved in their child’s education at school; and

- Are full partners in their child’s education and are included, as appropriate, in decision- making and on advisory committees to assist in the education of their child.

The federal definition of the term “parents” refers to a natural parent, legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child’s welfare).

District and school level Title I parent and family engagement programs, activities and procedures will, to the extent practicable, provide opportunities for the informed participation of parents and family members (including those who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children).

As further required by federal law, parents and family members of students eligible for Title I services will be provided an opportunity to participate in the development of the District’s Title I plan, and to submit comments regarding any aspect of the plan that is not satisfactory to them. Their comments will be forwarded with the plan to the State Education Department.

Parents and family members also will participate in the process for developing either a comprehensive or targeted “support and improvement plan” when the school their child attends is identified by the state as needing this plan.

Parent and family member participation in development of District wide Title I plan

The Board, along with its Superintendent of schools and other appropriate District staff will use the following sources in the development of the District wide Title I plan to ensure parent and family member involvement: individual school meetings, completed workshop evaluations, annual parent survey results, parent meetings, workshop discussions, and parent-teacher conferences.

Development of school level parent and family engagement approaches

The Superintendent of Schools will ensure that all District schools receiving federal financial assistance under Title I, Part A are provided coordination, technical assistance and all other support necessary to assist them in planning and implementing effective parent and family engagement programs and activities that improve student achievement and school performance. As appropriate to meet individual local needs, the Superintendent and/or the Assistant Superintendent for Curriculum and Instruction will provide guidance and support an appropriate use of parent involvement funds and school Parental Involvement Policies, Improvement/School-wide Plans, and School-Parent Compacts to ensure compliance.

Building capacity for parental involvement

To build parent capacity for strong parental involvement to improve their child's academic achievement, the District and its Title I, Part A schools will, at a minimum:

1. Assist parents in understanding such topics as the state's academic content challenging academic standards, state and local academic assessments, Title I requirements, how to monitor their child's progress and how to work with educators to improve the achievement of their child. To achieve this objective, the District and its Title I schools will provide tips and ideas to parents on helping their children with core content subject areas. Parents are given the opportunity to check out a wide variety of resource materials from the Parent Recourse Centers to use at home with their children.
2. Provide materials and training to help parents work to improve their child's academic achievement such as literacy training and using technology (including education about the harms of copyright piracy). To achieve this objective, the District and its Title I schools will provide assistance to parents and families in understanding the following topics:
 - The challenging state academic standards;
 - The state and local academic assessments including alternate assessments;
 - The requirements of Title I, Part A;
 - How to monitor their child's progress; and
 - How to work with educators.
3. Educate its teachers, specialized instructional support personnel, principals and other school leaders, and other staff, with the assistance of parents, in understanding the value and utility of a parent's contributions and on how to:
 - reach out to, communicate with and work with parents as equal partners;
 - implement and coordinate parent programs; and
 - build ties between parents and the schools.

To achieve this objective, the District and its Title I schools will:

- distribute newsletters to students' home;
- send home graded papers;
- conduct home visits;
- schedule parent/teacher conferences;
- make phone calls; sending home homework, and notes in agendas;
- encourage parents to serve as volunteers/tutors;
- attend conferences, seminars, workshops, and meetings with parents; and
- serve together on school committees.

Ensure that information related to school and parent-related programs, meetings and other activities is sent to the parents of children participating in Title I programs in an understandable and uniform format, including alternative formats, upon request, and to the extent practicable, in a language the parents can understand.

Coordination of parental involvement strategies

The District will coordinate and integrate strategies adopted to comply with Title I, Part A parental involvement requirements with parental involvement strategies adopted in connection with other federal, state, and local programs, including public preschool programs and conduct other activities that encourage and support parents in more fully participating in the education of their children. It will do this by coordinating with public pre-schools, to facilitate a smooth transition for both parents and students from these programs to District school by working collaboratively with these outside agencies.

Review of District-wide parent and family engagement policy

The Board, along with its Superintendent of schools and other appropriate staff, will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the academic quality of Title I schools, including the identification of barriers to greater participation by parents in activities under this policy, identification of the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers, strategies to support successful school and family interactions; and the revision of parent and family engagement policies necessary for more effective involvement. To facilitate this review, the District will conduct the following activities:

An annual meeting with parents will be held to determine whether parent engagement needs are being met effectively and appropriately through the implementation of the parent and family engagement programs. Parents will be given the opportunity to discuss the current program and provide input to improve. The results will be used to develop strategies for school improvement and to revise the District and school Parent and Family Engagement Policy. These results will also be used in planning future parent workshops and meetings.

Cross-ref: 6155, Equivalence in Instructional Staff and Materials

Ref: 20 USC §§6318(a)(2); 7801(38), Every Student Succeeds Act (§1116 of the Elementary and Secondary Education Act)

U.S. Department of Education, *Parental Involvement, Title I, Part A, Non-Regulatory Guidance*, April 23, 2004

The following Administrative Regulations were also added:

Parent and Family Engagement – School Level Approach

The District recognizes that parents and family members play an integral role in assisting their child's learning. We encourage parents and family members to be actively involved in their child's education at school and to become full partners in school educational planning and operations. Consistent with the parent involvement goals of Title I, Part A of the federal Elementary and Secondary Education Act, reauthorized by the No Child Left Behind Act of 2001 (NCLB) and the Every Student Succeeds Act of 2015 (ESSA):

1. The Building Principal and appropriate staff shall convene an annual meeting, at a convenient time, to inform parents of the school's participation in Title I programs, and to explain Title I requirements and the right of the parents to be involved. All parents of children participating in a Title I program will be invited to the meeting.
2. The school staff shall offer a flexible number of meetings to provide parents the opportunity to meet with school staff and otherwise participate in their child's education. These meetings shall be held at flexible times (e.g., morning or evening) and/or in highly accessible places such as public housing projects, etc.
3. The school will provide parents with timely information about Title I programs. School staff will also describe and explain the curriculum in use at the school, the types of academic assessment that will be used to measure student progress and the proficiency levels the students are expected to meet. Parents may also request regular meetings with school staff to make suggestions and to participate, as appropriate in decisions relating to the education of their child. The school will respond to any such suggestions as soon as practicable.
4. The school staff shall involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs, including the planning, review, and improvement of the school's parent and family engagement policy.

Student Academic Achievement School-Parent Compact

School-Parent Compact

To help our children achieve, we agree to abide by the following conditions during the school year:

School Responsibilities

The school will:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment;
- Hold parent-teacher conferences during these conferences, this compact will be discussed as it relates to your child’s academic achievement;
- Provide parents with frequent reports on their child’s progress;
- Provide parents reasonable access to staff; and
- Provide parents with opportunities to volunteer and participate in their child’s class and to observe classroom activities.
- Ensure regular two-way, meaningful communication between parents and family members and school staff, and, to the extent practicable, in a language that the parents and family members can understand

Parents’ Responsibilities

We, as parents, will support our children’s learning in the following ways:

- Monitor my child’s attendance;
- Make sure that homework is completed;
- Limit amount of television my child watches;
- Volunteer in my child’s school;
- Participate, as appropriate, in decisions regarding my children’s education;
- Promote positive use of my child’s extracurricular time; and
- Stay informed about my child’s education and communicate with the school regularly.

Student Responsibilities

As a student, I will share the responsibility to improve my grades, and agree to:

- Do homework every day and ask for help when needed;
- Read at least 20 minutes a day outside of school; and
- Give to my parents all notices and information received by me from my school everyday.

School	Parent	Student
Date	Date	Date

Docket #8-110: **New Policy – Complaints Regarding Title I Programs** – It was unanimously agreed that this Policy be placed on the October 16th Business Meeting for adoption by the Board.

At 8:14 p.m. upon the motion of Mr. Trocchia, seconded by Ms. Greaves and carried by seven, the Special Business/Policy Meeting was adjourned to Executive Session to receive advice from counsel and discuss negotiations.

At 9:54 p.m. upon the motion of Mr. Cole, seconded by Ms. Greaves and carried by seven, Executive Session was adjourned.

Kathryn Girolamo, District Clerk