

The **POLICY/SPECIAL BUSINESS 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, 2019 at 7:44 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, Ms. Reilly, Mr. Press, Mr. Mestecky, Ms. Girolamo, and members of the staff and community.

Upon the motion of Mr. Magaraci, seconded by Ms. Greaves and carried by seven, the following policies were discussed:

Docket #8-221: Policy 4100 – Ethical Conduct for West Hempstead UFSD Public

Officers and Employees for the 2019-20 School Year – It was unanimously agreed that this

Policy be placed on the February 12, 2019 agenda for adoption with the following changes:

Definitions

1. Municipal Officer or Employee" means an officer or employee of the West Hempstead Union Free School District, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.
2. "Interest" means a direct or indirect pecuniary or material benefit accruing to a municipal officer or employee **ADD: as the result of a contract with the municipality, which such officer or employee serves.**
3. **ADD: "Contract" means any claim, account or demand against or agreement with the District, express or implied, and shall include the designation of a depository of public funds and the designation of a newspaper, including but not limited to, an official newspaper for the publication of any notice, resolution, ordinance or other proceeding where such publication is required or authorized by law.**

ADD:

Statutory Conflicts of Interest

No officer or employee shall have an interest in any contract with the municipality of which he/she is an officer or employee, when such officer or employee, individually or as a member of a board, has the power or duty to (a) negotiate, prepare, authorize or approve the

contract or authorize or approve payment thereunder (b) audit bills or claims under the contract, or (c) appoint an officer or employee who has any of the powers or duties set forth above.

An officer or employee shall be deemed to have an interest in the contract of (a) his/her spouse, minor children and dependents, except a contract of employment with the municipality of which such officer or employee serves, (b) a firm, partnership or association of which such officer or employee is a member or employee, (c) a corporation of which such officer or employee is an officer, director or employee and (d) a corporation stock of which is owned or controlled directly or indirectly by such officer or employee.

Under #1 – Gifts

ADD: However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

Replace #5 with the following:

ADD: Disclosure of Interest in Matters Before the Board - A Board member, officer or employee of the District, whether paid or unpaid, who has, will have or later acquires an interest in or whose spouse has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the municipality of which he or she is an officer or employee, shall publicly disclose the nature and extent of such interest in writing to his or her immediate supervisor (where applicable) and to the governing body thereof as soon as he or she has knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the official record of the proceedings of such body. Disclosure shall not be required in the case of an interest in a contract described in Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.

Comment [MC1]: We have revised this to more closely track the language of the GML

1. **Investments in Conflict with Official Duties** - He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties. **ADD: Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law (see 2160-E.1).**
2. **Separation from Service** - He/she shall not, after the termination of service or employment with such municipality, appear before any board or agency of the West Hempstead Union Free School District in relation to any **DELETE: case ADD: action**, proceeding or application in which he/she personally participated during the period of his/her service or employment or which was under his/her active consideration.
3. **DELETE: Disclosure of Interest in Contracts –** Any District officer or employee, as well as his/her spouse, who has, will have or later acquires an interest in any actual or proposed contract, purchase agreement, lease agreement or other agreement, including oral agreements, with the District shall publicly disclose the nature and extent of such interest in writing to his/her immediate supervisor and to the Board of Education as soon as he/she has

knowledge of such actual or prospective interest. Such written disclosure shall be made part of and set forth in the Board minutes.

4. **ADD: Involvement in Charitable Organizations - He/she may be involved as a volunteer, officer or employee in a charitable organization, which has a relationship with the District. If a Board member is a board member, officer or employee of the charitable organization, the Board member must disclose such relationship in writing to the District, and the Board member must recuse himself or herself from any discussions or votes relating to the charitable organization, which may come before the Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his/her official District duties or use such information to further personal interests. Additionally, the Board member, officer or employee shall not make representations on behalf of the District unless specifically authorized to do so by the Board.**

Distribution of Code of Ethics

The Superintendent, as Chief Executive Officer of the West Hempstead Union Free School District, shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the District within thirty (30) days after its adoption. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her officer of employment. In addition, a copy of Article 18 of the General Municipal Law regarding conflicts of interest (Section 800-809) shall be posted **ADD: in each public building under the District's jurisdiction** in a conspicuous place to the District's officers and employees. (GML Section 807).

ADD: Cross-ref: 3444 – Purchasing

Docket #8-222: Policy 5120 – Student Attendance for the 2019-20 School Year – It was unanimously agreed that this Policy be placed on the February 12, 2019 agenda for adoption with the following changes:

Procedures

1. High School

Only students with excused absences or pre-approved absences will be permitted to make up work. Students who are absent because of truancy or who cut class will not be given the opportunity to make up missed work for credit. Students will be given a “zero” for any test or quiz given on a day that they are absent because of truancy or cutting. Excused absences include: **absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, religious observance, required court appearances, approved college visits, class trips, approved school programs, school counseling, military obligations** **DELETE: Any other reasons for absence must be given prior approval, ADD: or such other reasons as may be approved by the DELETE: Principal, Superintendent of Schools or the Commissioner of Education in order to be made up** **ADD: appropriate building administrator (including, but not limited to, absences**

due to circumstances related to homelessness). Absence excuse notes are required upon a student's return to school. As appropriate, physician notes will be required for absences to be excused.

2. **Middle School**

DELETE: Legal ADD: Excused absences DELETE lateness include absences, tardiness, and early departures from class or school ADD; due to: personal illness, illness or death in the family, religious observance, required court appearances, class trips, approved school programs, school counseling, ADD: or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness.

3. **Elementary Schools**

PARAGRAPH REWORDED TO: Only students with excused absences will be permitted to make up work. Excused absences include absences, tardiness, and early departures from class or school due to: personal illness, illness or death in the family, religious observance, required court appearances, class trips, approved school programs, school counseling, or such other reasons as may be approved by the appropriate building administrator (including, but not limited to, absences due to circumstances related to homelessness).

Docket #8-223: Policy 5126 – Student Suspension and Appeal – It was unanimously agreed

that this Policy be placed on the February 12, 2019 agenda for adoption with the following changes:

ADD: (Broken into two parts)

A. Short-term Suspensions

Parents/Guardians may appeal a building principal's out-of-school suspension of one (1) to five (5) days. Initially, any such appeal shall be made in writing to the Superintendent of Schools within **DELETE 30 ADD: ten (10) business days** of the building principal's decision. The Superintendent may excuse a delay by the parents for good cause shown up to a maximum of thirty (30) days. The Superintendent shall issue a written decision regarding the appeal within **DELETE 5 ADD ten (10) business days** of receiving the appeal.

Parents/Guardians may further appeal the Superintendent's decision. Such further appeal shall be made in writing to the Board of Education and submitted to the District Clerk within thirty (30) days of the date of the Superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the Board's decision.

B. Long-term Suspensions

Parents/Guardians may appeal an out-of-school suspension imposed by the Superintendent of Schools in excess of five (5) days. Any such appeal shall be made in writing to the Board of Education and submitted to the District Clerk within thirty (30)

days of the date of the Superintendent's decision. The Board will make its decision based solely on the record before it and may adopt, in whole or in part, the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner of Education within thirty (30) days of the Board's decision.

Docket #8-224: **Policy 5161 – Dignity of Students – Student Bullying Prevention and intervention for the 2019-20 School Year** – It was unanimously agreed that this Policy be placed on the February 12, 2019 agenda for adoption with the following change:

Under Reporting add:

The Dignity Act Coordinator(s) are as follows:

- High School Principal 390-3214**
- Middle School Principal 390-3160**
- George Washington Principal 390-3130**
- Cornwell Avenue Principal 390-3140**
- Chestnut Street Principal 390-3150**

Docket #8-225: **New Policy – Student Dress Code for the 2019-20 School Year** – It was unanimously agreed that this Policy be placed on the February 12, 2019 agenda for adoption.

Under **SPECIAL BUSINESS** action took place as follows:

Docket #8-226: Upon the motion of Ms. Shinsato, seconded by Mr. Cole and carried by seven, Appointments, Resignations, etc. were accepted, granted and approved, as follows:

Topic: **Part-Time Appointments**

<u>Name</u>	<u>Position</u>	<u>Certification</u>	<u>Salary</u>	<u>Effective</u>
Wald, Mindy	Foreign Language Teacher .6	Spanish K-12	\$79,423. pro-rated plus neg. increase	1/30/19-6/26/19

Topic: **Intermittent Family Medical leave of Absence**

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To</u>
Kayton-Courtney, Kathleen	Art Teacher GW	1/30/19	6/26/19

Docket #8-227: There was no discussion.

Docket #8-228: Upon the motion of Mr. Cole, and seconded by Mr. Katrakazis and carried by seven, the Board approved the Re-Bid for Project B – West Hempstead Electrical Work – District Wide Alterations to L.E.B. Electric, Ltd. at a cost of \$1,407,000.00.

Docket #8-229: Upon the motion of Mr. Cole, and seconded by Mr. Katrakazis and carried by seven, the Board approved the Contract with Benchmark Construction Group for Project B – Tt Project Number 157219-16002.

At 7:50 p.m., upon the motion of Mr. Cole, seconded by Mr. Katrakazis and carried by seven, the Board adjourned the meeting to Executive Session for to receive advice from counsel, discuss personnel and negotiations.

At 8:40 p.m., upon the motion of Mr. Trocchia, seconded by Mr. Cole and carried by seven, the Board adjourned Executive Session.

Kathryn Girolamo, District Clerk