

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 September 24, 2019 at 7:38 p.m.

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

**Docket #9-114:** Upon the motion of Mr. Katrakazis, seconded by Mr. Trocchia and carried by seven, Appointments, Resignations, etc. were accepted, granted and approved 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>
Castoro, Lynn	Teaching Assistant HS	Nursery, K-6 Business	\$18.76/hr.	10/2/19	10/2/23
Cousins, Tracy	Reading Teacher CA	Literacy B-6/5-12	\$66,736 1MA+60	9/23/19	9/23/23

**Topic:** Resignation Request(s)

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Karlsen, Laura	Teaching Assistant	\$18.76/hr.	9/20/19

**Topic:** Per Diem Substitute Appointments

<u>Name</u>	<u>Position</u>	<u>Salary</u>	<u>Effective</u>
Gershon, Sheryl	Teacher	\$100.00/day	9/25/2019

**Topic:** Removal of Per Diem Substitutes

Cousins, Tracy

**Docket #9-115:** Upon the motion of Mr. Katrakazis, seconded by Mr. Trocchia and carried by seven, the Board approved the Amendments to Docket #9-75 as highlighted below follows:

**Topic: Per Diem Appointment**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Salary</u></b>	<b><u>Effective</u></b>
Quagliata, Alyssa	Teacher	\$100.00/day	10/2/2019

**Topic: Resignation Request(s) for Purpose of Retirement**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Salary</u></b>	<b><u>Effective</u></b>
Cerniglia, Carole	Clerk Typist MS	\$47,250	9/24/2019

The following policies were discussed:

**Docket #9-102: Policy 1515 – Parent and Family Engagement** – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with no changes.

**Docket #9-103: Policy 2200 – Sexual Harassment** – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with the following changes: Paragraph 1, line one, space after employees; Second paragraph, line 2 capitalize Sexual.

In the Administrative Regulations the following changes were made:

Page 3, under Determining if Prohibited Conduct is Sexual Harassment – before last line add:

**ADD: In employment sexual harassment cases, unacceptable behavior must rise above the level of what a reasonable victim of discrimination with the same protected characteristic would consider petty slights or trivial inconveniences to be considered sexual harassment.**

Page 9, last paragraph, add second line to read: **ADD: In cases of sexual harassment in employment, complaints may be filed with DHR within three (3) years of the alleged sexual harassment.**

Page 11 – Under Nondisclosure agreements -1<sup>st</sup> paragraph add:

Any such nondisclosure agreement shall be provided to all parties, **ADD: and shall be provided in plain English and in the primary language of the complainant, if applicable. Any such term or condition shall be void to the extent that it prohibits or otherwise restricts the complainant from : (1) initiating, testifying, assisting, complying with a subpoena from, or participating in any manner with an investigation conducted by the appropriate local, state or federal agency; or (2) filing or disclosing any facts necessary to receive unemployment insurance, Medicaid or other public benefits to which the complainant is entitled.**

**Notwithstanding any provision of law to the contrary, any provision in a contract or other agreement between an employer or an agent of an employer and any employee or potential employee of that employer entered into on or after January first, two thousand twenty, that prevents the disclosure of factual information related to any future claim of discrimination is void and unenforceable unless such provision notifies the employee or potential employee that it does not prohibit him or her from speaking with law enforcement, the equal employment opportunity commission, the state division of human rights, a local commission on human rights or an attorney retained by the employee or potential employee.**

Page 13 – Under Training – Delete and Add the following:

**DELETE: The District shall provide all existing employees with either a paper or electronic copy of the District's sexual harassment policy and regulation, and shall provide the same to new employees before the employee starts his/her job. ADD: The District shall provide to all employees, in writing (paper or electronic format), in English and in the language identified by each employee as the primary language of such employee, at the time of hiring and at every annual sexual harassment prevention training, a notice containing such employer's sexual harassment prevention policy and regulation and the information presented at such employer's sexual harassment prevention training program.**

**Docket #9-104:      Policy 3443 – Investments – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with no changes.**

**Docket #9-104:      Policy 3444 – Purchasing – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with the following changes:**

**Page 3 #6 – .....”Director of Athletics, Director of Humanities, Director of ENL, Director of Fine and Performing Arts, Director of Guidance and DELETE Director and ADD Supervisor of School Facilities and Operations.”**

Page 4 #13 to read as follows:

13. Purchase orders shall be **DELETE: press** numbered **DELETE: (imprinted)** and prepared in sets of four copies each to be used as follows:
  - a) **DELETE: Original to vendor ADD: Vendor Copy**
  - b) **ADD: Receiving Copy DELETE 2 -** to requisitioner, to be returned after certification to the Purchasing Agent as to receipt in proper quantity and satisfactory condition
  - c) **DELETE: Copy 3 ADD: Numerical Copy -** filed numerically by purchase order number in Business Office
  - d) **DELETE: Copy 4 ADD: Accounting Copy –DELETE: requisitioner's copy – ADD: used by the Business Office to track payments made against the purchase order.**

Page 4 #15 to read as follows:

- a) **It bears** the description and price of the items specified on the purchase order, less any allowed discounts
- b) It is accompanied by the **DELETE: third ADD: Receiving Copy** of the purchase order bearing the signature of the requisitioner that the item has been received in a satisfactory condition and quantity indicated

**Docket #9-106:      Policy 4100 – Ethical Conduct for West Hempstead UFSD Public**

**Officers and Employees** – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with no changes.

**Docket #9-107:      Policy 5118 – Non-Resident Students** – It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with the following changes:

Page 2 #3 Reworded to read:

3. **REWORDED TO: Legally enrolled children of families who have moved out of the District pursuant to Numbers 1 or 2 above and who are enrolled in grade 11 shall be eligible to complete 11<sup>th</sup> grade as set forth above. Such student shall be eligible, at the discretion of the superintendent, to enroll in 12<sup>th</sup> grade upon payment of tuition and assumption of all transportation costs and obligations for grade 12, by his/her parents and/or guardians.**

Page 3 Add at the end of the policy:

**ADD: This policy is not applicable to homeless students entitled to attend District schools under federal and state law and regulations, who may not be currently residing in the District (see District Policy 6160, Education of Homeless Children and Unaccompanied Youth). Homeless students who are not entitled to attend District schools under federal and state laws may be considered for non-resident enrollment under this policy.**

**ADD: Cross Ref: 6160, Education of Homeless Children and Unaccompanied Youth**

**Ref: Education Law §2045  
Education Law §3202  
8 NYCRR Part 174**

**Docket #9-108:**        **Policy 5151B – Student Health Services** – It was unanimously agreed

that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with the following changes:

Page 1, 4<sup>th</sup> paragraph, last line to read: “The only basis for exemption is a claim that the physical examination is in conflict with the **ADD: student or** parent(s)/guardian(s)’ genuine and sincere religious belief.”

Page 1, 5<sup>th</sup> paragraph, to read: “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 **DELETE: or religious** reasons as permitted by state law and regulation.”

Page 3, 1<sup>st</sup> paragraph last line to read: “....developed by the District. **DELETE: New York State Department of Health**

Page 7, 1<sup>st</sup> paragraph, line 4 to read: “....medical provider **ADD: and written parent/guardian consent has been provided.**

Under Ref:

Add (emergency treatment: anaphylaxis)

Public Health Law §§613 (annual survey) 2164 (immunization requirements)  
**ADD: 3000-c (emergency epinephrine)**

8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); § 135.4 (physical education); Part 136 (school health services program; **ADD: anaphylaxis; medication)**

**DELETE: Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002**

**ADD: *Guidelines for Medication Management in Schools, State Education Department, December 2017***

**[www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf](http://www.p12.nysed.gov/sss/documents/MedicationManagement-DEC2017.pdf)**

**Docket #9-109:**        **Policy 5153 – Immunization of Students** – It was unanimously agreed

that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board with the following changes:

Page 1 – paragraph 3, last line add – “....(RN) or **licensed practical nurse** (“LPN”)

Page 2 – Delete a. and b. **ADD:**

- a. upon receipt of a signed, completed medical exemption form approved by the New York State Department of Health from a physician licensed to practice medicine in New York State certifying that immunization may be detrimental to the child's health, containing sufficient information to identify a medical contraindication to a specific immunization and specifying the length of time the immunization is medically contraindicated

**ADD: Cross Ref: AR5151b(A), Student Health Services Administrative Regulations**

Under Administrative Regulations the following changes were made:

Page 2 Under D. Enforcement, last line, **DELETE or religious.**

Page 2 Under F. #3 – to read “are exempt for medical reasons.” **DELETE** or religious.

Page 3 #2 ....than “**DELETE** thirty (30) and **ADD** fourteen (14) days....”

Page 3, Under I. #1 **DELETE**: “religious or”

**Docket #9-110:** Removed. The same as #9-108.

**Docket #9-111:** **New Policy – Voter Registration for Students.** - It was unanimously agreed that this Policy be placed on the October 15<sup>th</sup> Business Meeting for adoption by the Board.

**Docket #9-112:** **New Policy – Child Abuse, Maltreatment or Neglect in an Educational Setting** – It was unanimously agreed that this Policy be tabled to the December Policy meeting.

**Under BOARD PRIVILEGE OF THE FLOOR** action too place as follows:

**Docket #9-66:** Upon the motion of Ms. Shinsato, seconded by Ms. Greaves and carried by seven, the 2019-2020 Goals were adopted, as amended:

**WEST HEMPSTEAD UFSD  
2019-2020 Goals**

1. Provide all students with a comprehensive educational, social and emotional foundation, which prepares them for their postgraduate future.
2. Provide opportunities to involve the entire school community in the educational program for our children.
3. Maintain the District's financial position through long-term fiscal and organizational planning.

4. Continue to foster a culture of high expectations, pride in our schools and respect for all.

At 8:32 p.m. upon the motion of Mr. Hoffman, seconded by Mr. Katrakazis and carried by seven, the Special Business/Policy Meeting was adjourned to Executive Session to receive advice from counsel and discuss personnel.

At 9:07 p.m. upon the motion of Mr. Katrakazis, seconded by Ms. Greaves and carried by seven, Executive Session was adjourned.

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Theresa Bryant, Deputy District Clerk