Great Neck Public Schools
Board of Education

Meeting of the Board of Education
Wednesday, March 9, 2022
Cumberland Adult Center All-Purpose Room
***5:00 PM / **7:30 PM**

***5:00 PM**: The Board of Education will officially begin its public meeting and it is anticipated that the Board of Education will immediately entertain a motion to go into **Executive Session** to discuss items appropriate for executive session pursuant to the Open Meetings Law. If no such motion is adopted, the Board will declare a recess until the Public Meeting is reconvened at 7:30 pm.

****7:30 PM**: The Board of Education will reconvene its **Public Meeting** to act on agenda items necessary for the conduct of its business.

PLEDGE OF ALLEGIANCE

1. RECOGNITION OF VILLAGE SCHOOL STUDENTS

2. PRESENTATION
a. Informal 2022-2023 Budget Overview

3. APPROVAL OF MINUTES
a. February 16, 2022

4. BOARD/ADMINISTRATIVE AFFAIRS
a. Superintendent's Report
b. Policy 1131 – District-Sponsored Social Media (One Reading)
c. Policy 4526 – Computer Network and Internet Acceptable Use for Students and Staff (One Reading)
d. Policy 5550 – Student Privacy (Third Reading)
e. Policy 7510 – Naming Portions of Schools or Grounds and Commemorative Plaques (Third Reading)
f. Policy 8635 – Information and Data Privacy, Security Breach and Notification (Third Reading)
g. Call of the Annual District Election
h. Appointment of Chief Election Inspectors for Special District Meeting of May 17, 2022
i. Establishment of Board Of Registration
j. Memorandum of Agreement between Great Neck Public Schools and Nassau County Board of Elections
k. Nomination of BOCES Board Members
l. College(s) for Student Teacher, Observer, Intern Placement
m. Credit Card Payments for Summer Enrichment Programs
n. Capital Improvements – North Middle School (Intricate Tech Solutions, LTD.)
o. Donation – Monetary: Scholarships/Awards
p. Establishment of the Donald Ashkenase Memorial Scholarship

5. FINANCE AND OPERATIONS
a. Contract(s) – Health and Welfare Services
b. Payment of Fees to Counsel (Ingerman Smith) – January 2022
c. Payment of Fees to Special Counsel (Bond, Schoeneck & King) – December 2021
d. Third Party Service Agreements

e. Electronic Submission of Reports to the Board of Education
   1) Monthly Treasurer's Report – January 2022
   2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – January 2022
   3) Revenue Status Report General Fund – January 2022

6. STUDENT MATTERS AND CURRICULUM

a. Committee on Special Education Recommendations 2021-2022

7. PERSONNEL

I. Certificated Employees
   a. Appointment(s)
   b. Change(s) In Salary/Payment/Status
   c. Retirement(s)
   d. Resignation(s)
   e. Termination(s)
   f. Leave(s)
   g. Other

II. Non-Certificated Employees
   a. Appointment(s)
   b. Change(s) In Salary/Payment/Status
   c. Retirement(s)
   d. Resignation(s)
   e. Termination(s)
   f. Leave(s)
   g. Other

8. OPEN TIME As part of its public service, the Board of Education desires to hear from members of the schools' community, whether residents or staff, who wish to address the Board. The purpose of "Open Time" is to permit the aforementioned to address the Board on topics which appear on the printed agenda. The Board may also hear other concerns. Generally, up to three minutes will be granted to each speaker who may address any item in Public Session with these exceptions: "Communications," on which only a letter-writer may comment, and subjects listed "For Board Discussion." In addition, comments regarding individual personnel or students will not be entertained. Please further note that effective September 2021, Board of Education meetings are livestreamed, recorded, and made available on the District website.

9. BOARD DISCUSSION (No action to be taken)

10. NEXT MEETING(S)

Day	Date	Meeting Type	Time	Location
Sat	March 19, 2022	Budget Meeting	9:30am	South High
Wed	March 30, 2022	South High School Student Recognition; 2nd Informal Budget Hearing and Public Action Meeting	7:30pm	South High

1. RECOGNITION OF VILLAGE SCHOOL STUDENTS

The Board of Education will recognize Village School students for their academic achievements and contribution to the quality of school life.

2. **PRESENTATION**

a. **Informal 2022-2023 Budget Overview**

Dr. Teresa Prendergast
Superintendent of Schools

Mr. John Powell
Assistant Superintendent for Business and Finance

3. APPROVAL OF MINUTES

RESOLVED, that the Board of Education hereby accepts the minutes below as presented:

a. **February 16, 2022**

4. BOARD/ADMINISTRATIVE AFFAIRS

a. Superintendent's Report

Dr. Teresa Prendergast
Superintendent of Schools

b. Policy 1131 – District-Sponsored Social Media (One Reading)

INFORMATION: Attached for Board of Education consideration is revised Policy 1131: (District-Sponsored Social Media). The revision addresses a change of code number to 4527 so that it is in line with other technology related policies. As this does not represent a material change, in accordance with Policy 2400 (Board Policy Development), it is being submitted for one reading and possible adoption.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education has hereby reviewed 1131 and hereby adopts it as Policy 4527 in accordance with Policy 2400 (Board Policy Development).

~~1131~~
4527

DISTRICT-SPONSORED SOCIAL MEDIA

The purpose of the Great Neck Public Schools social media presence is to serve as an information resource for District staff, students, families and community members. Official District social media platforms, as defined by Policy 4526 *Computer Network and Internet Acceptable Use*, are intended to highlight educational activities and academic accomplishments of the District, its students and staff. Engagement with District-sponsored social media platforms must be consistent with this purpose and the educational objectives of the District as set forth in Policy 0000 *Educational Philosophy*.

The District reserves the right to remove or block any message, post, or link that is inconsistent with the purpose and educational objectives of the District's social media platforms. The District also reserves the right to respond to any message, post or link to correct outdated, incomplete or inaccurate information.

The District encourages respectful and responsible participation on its social media platforms. Inappropriate or illegal engagement may result in the temporary or permanent cancellation of the privilege of such participation and may result in additional disciplinary and/or legal action. Grounds for such cancellation, disciplinary and/or legal action include but are not limited to:

1. The use of inappropriate language, including language that might be considered dangerous, violent, spam-like, profane, vulgar, sexually explicit, obscene, discriminatory, or harassing to others.
2. The use of any District social media platform for non-educational or non-school related purposes.
3. Any vandalism that is a malicious attempt to harm, destroy, modify, or disrupt any District social media platform.
4. Any violation of District policy, including, but not limited to, Policy 0100 *Equal Opportunity,* Policy 0110 *Sexual Harassment,* Policy 0115 *Bullying and Harassment,* Policy 4526 *Computer Network and Internet Acceptable Use for Students and Staff*, and the *District Code of Conduct* (Policy 5300).
5. Any message, post or link that causes or can reasonably be foreseen to cause a substantial disruption to the school environment.

Great Neck Public Schools
Adopted: 4/13/21

c. Policy 4526 – Computer Network and Internet Acceptable Use for Students and Staff (One Reading)

INFORMATION: Attached for Board of Education consideration is revised Policy 4526 (Computer Network and Internet Acceptable Use for Students And Staff). Although recently amended on 2/16/22, new language is proposed for User Guidelines on page 7, item 19 so that the District's social media presence will not be limited to Facebook®. In order to materially amend the policy with one reading, Policy 2400 (Board Policy Development) has been suspended.

WHEREAS, the Board of Education has reviewed with District Administration Policy 4526 (Computer Network and Internet Acceptable Use for Students and Staff) and has determined that said policy requires revision;

WHEREAS, the Board of Education wishes to adopt the following revised policy: Policy 4526 (Computer Network and Internet Acceptable Use for Students and Staff) and implement the changes contained therein effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby suspends Policy 2400 (Board Policy Development) for the purpose of adopting the following revised policy: Policy 4526 (Computer Network and Internet Acceptable Use for Students and Staff); and

BE IT FURTHER RESOLVED, that the Board of Education hereby adopts Revised Policy 4526 (Computer Network and Internet Acceptable Use for Students and Staff) effective immediately.

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE FOR STUDENTS AND STAFF

The Board of Education of the Great Neck Public Schools is committed to the optimization of student learning and teaching, considers an instructional computer network to be a valuable tool for education and encourages the use of computers and computer-related technology in District classrooms, and believes that providing access to computers is an integral part of a contemporary education. The term "education" includes use of the system for classroom, professional or career development activities. Through software applications, online databases, bulletin boards and electronic mail, the network can significantly enhance educational experiences and provide statewide, national and global communications opportunities for staff and students. Within financial limitations, computers, computer networks and the internet will be made available to students, faculty and staff. The technology resources at the District (e.g. all networking, hardware and software, the Internet, e-mail, telephone equipment, digital still and video, voice mail, fax machines and supporting telephone lines and all communication equipment) are provided to support the educational and administrative activities of the District and should be used for those purposes. An individual's use of the District's computer resources must be in support of education and research and consistent with the educational objectives of the District.

When an individual accesses computers, computer systems and/or computer networks, including the Internet provided by the District (hereinafter the "District's computer resources"), the individual assumes certain responsibilities and obligations. Access to the District's computer resources is subject to Federal, New York State and local law, as well as Board of Education policy. Use of District's computer resources is a privilege to be used responsibly, fairly and appropriately, and is not a right. The District reserves the authority to control access to the Internet for all users of its computer resources. The District may either allow or prohibit certain kinds of online activity, or access to specific websites. Inappropriate use can result in the cancellation of privileges and/or disciplinary action by District officials.

The integration of technology with the curriculum is an essential part of instruction. At the same time, there is an inherent responsibility on the part of users to conduct themselves in an appropriate and considerate manner when using this medium. The Internet contains a rich array of educational content as well as information that is illegal or inappropriate for children. Therefore, Internet resources are filtered for inappropriate content, students are educated about Internet safety and digital citizenship, and student use is monitored and supervised by staff. However, the security, accuracy and quality of information that is available through District's computer resources cannot be guaranteed.

Prior to students being directed by staff to use any cloud-based educational software/application, staff must get approval from the Superintendent of Schools or designee. To protect personal safety from risks involved with using the Internet, Internet users should not give out personal information to others on website, chat rooms or other systems. The District cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. Users should be aware that District system administrators maintain compliance by monitoring online activity.

Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the District's computer resources to download illegally distributed material. In order to avoid damage to the District's computer resources, users are cautioned not to open e-mail attachments or download any files from unknown sources. Anything questionable should be reported immediately to a building administrator and/or the Superintendent of Schools or designee.

Parent/Guardian Option: A parent/guardian may deny their child independent access to the Internet at any time by submitting a letter to the school. However, teacher-directed Internet activities are part of our curriculum, and not subject to parent/guardian authorization.

Protection of Personal Information: Network activities increasingly include the use of various online educational Web sites and services that may require students to set up individual user accounts. When this is needed, the minimum required personal information will be provided solely for the purpose of accessing such services in connection with approved classroom instruction. With increased concern about identity theft and the need to protect personally identifiable information, teachers will consult with their school's technology specialist, and if needed, the District Technology Director, to ensure that the terms of service of any new cloud-based educational service complies with District standards for privacy and security, and are consistent with the *Parents' Bill of Rights For Data Privacy and Security (Policy 8635-E)*. Unless a parent/guardian denies such access for their child, students will be permitted to set up such accounts, with the consent of their teachers, in accordance with the Children's Online Privacy Protection Act (COPPA).

Internet Filtering System: In compliance with the Children's Internet Protection Act, (CIPA) the District employs technology protection measures that are designed to block access to visual depictions of pornography, obscenity and other material deemed illegal, inappropriate or harmful to minors. Web site traffic passes through this filter on all Internet-enabled computers. The following procedure has been developed to customize the filter in a manner that is consistent with instructional needs and community standards:

1. Three separate filters will be provided for students and staff to meet their respective educational, instructional, and professional needs while maintaining compliance with the law and this policy:
   a. elementary/middle school students;
   b. high school students;
   c. staff

2. Technology protection measures will not be disabled for student use. Bypass accounts will be limited in scope and by location to adult-only computers. The need to use bypass accounts should be rare; therefore, they will be provided to a limited subset of users including central and building administrators, deans, and computer and library staff. Bypass accounts will be provided for the following reasons:
   a. to conduct bona fide research for professional use;
   b. to preview blocked Web sites to determine their appropriateness for instruction;
   c. to investigate an issue involving the behavior, health, or safety of a student;
   d. for other lawful reasons not otherwise prohibited by the law or this policy.

   Staff members may access a bypass account through any of the users identified above. Users should be mindful of the fact that our filtering system logs all Web site activity.

3. Users are encouraged to submit Web site addresses that they believe are incorrectly filtered to their school's computer specialist for review.

4. Valid requests will be forwarded to the Office of Instructional Technology for resolution.

5. If a request is denied, alternatives will be discussed with the requestor and, if necessary, school library/technology staff will be consulted.

6. Uncategorized sites will be allowed by default on the staff filter, but will be blocked by default on student filters until they are categorized through the usual process or submitted for review.

Personal Security Issues: The Great Neck Public Schools issues network accounts and online accounts to students and staff to facilitate instruction and learning. The District also issues e-mail accounts to secondary students and staff to facilitate communication and collaboration. Information created with these accounts and stored on District equipment is the property of the Great Neck Public Schools, and is subject to District review.

Therefore, users should have no expectation of privacy, and should exercise professional discretion when creating, storing or transmitting any electronic information including that which is stored on hosted providers. Likewise, online communications between students and staff offer unique learning opportunities, but can have potentially negative consequences if misused or misinterpreted. Students and staff should always be aware that online communications can become part of the public domain, and should not be considered personal or private.

1. Users should not share their school accounts or attempt to ascertain the passwords of others.

2. For safety reasons, students should never transmit personal information such as names, addresses, telephone numbers, or photographs, or make appointments with people they have met online, without prior authorization from both a parent/guardian and a building administrator or designee.

3. Students should notify a staff member whenever they come across information that is dangerous, illegal, obscene, inappropriate or makes them feel uncomfortable.

4. Users must follow the Guidelines in *District Sponsored Internet Publishing (Policy 5221)* to determine whether, and under what circumstances, names, photos, videos, school work, or other student or staff content may be published on public Web sites, including social networking sites.

Responsible Use:

1. All users must act in ways that comply with all legal restrictions regarding the use of electronic data and do not invade the privacy of others.

2. All users must maintain the confidentiality of student information in compliance with Federal and New York State law. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, chat rooms or on Web pages) about confidential or proprietary information related to the District is prohibited.

3. All users must refrain from acts that monopolize the District's computer resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to circumvent filtering, access, degrade or tamper with the performance of the District's computer resources or telephone system or deprive authorized users of access to or use of such resources are prohibited.

4. Users are responsible for both the content and possible effects of their messages on the District's computer resources. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the District, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory, bullying, cyberbullying or harassing material), and billable services.

5. Official email communications must be professional, ethical and meet the standards of other District publications bearing in mind that the writer is acting as a representative of the District and in furtherance of the District's educational mission.

6. Users are prohibited from using personal links and addresses such as blogs, YouTube videos, etc. in District email unless used in the furtherance of the business of the District or as part of the curriculum of the District. The signature portion of the user's email may not include external links that are unrelated to the District and/or content of the email.

7. Altering electronic communications to hide the identity of the sender or impersonate another person is illegal, considered forgery and is prohibited.

8. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used with or on the District's computer resources except as permitted by law and approved by the Superintendent of Schools or designee. All software license provisions must be strictly adhered to.

9. Since the installation of applications, other than District-owned and District-tested programs could damage the District's computer resources or interfere with others' use, software downloaded from the Internet or obtained elsewhere must be approved by the Superintendent of Schools or designee. Software may not be installed onto any District- owned or District-leased computer by an individual other than the Superintendent of Schools or designee.

10. Use of voice mailboxes for commercial purposes or advertising is not permitted. Commercial purposes is defined as offering or providing goods or services or purchasing goods or services for personal use. Use of security codes is required in order to guarantee privacy for mailbox user.

User Guidelines: The same behavioral expectations of individuals in school and the community apply to use of the District's computer resources.

1. All student users of the District's computer resources will have access according to the student's assigned rights, with appropriate authorization and parent consent in writing. Approved class work will have priority over other uses. No single user should monopolize a computer, unless specifically assigned for special needs.

2. All use of the District's computer resources must be in support of education and research or administration/management consistent with the goals of the District.

3. Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to access their accounts. Users will be held responsible for any policy violations that are traced to their accounts. Under no conditions will a user provide the user's password to another person.

4. Users will not meet with strangers they have met online.

5. Users may be required to remove files if District's computer resources storage space becomes low.

6. Users who are provided a District email address will check their email on a regular basis and delete unwanted messages promptly.

7. Electronic files stored on the school computers may be reviewed by school personnel at any time.

8. Priority will be given to those individuals who are using the Internet for curriculum-driven and research-oriented purposes.

9. The rights of all students and staff to use the District's computer resources without disruption should be respected at all times.

10. District-owned equipment and software should be treated with care.

11. Incidental personal use of the Internet is prohibited on the District network during the school day for all users, but is permitted for staff from 3 PM to 8 AM provided that such use does not interfere with a professional assignment, compromise network security or is in conflict with the educational philosophy of the Great Neck Public Schools. It is also permissible for staff to use personal devices that access the Internet without going through the District network, except during instructional, preparation, professional, and supervisory times as contractually defined. Students will follow the guidelines listed in the District's *Policy 5695 Personal Electronic Communication Devices*.

12. All staff and secondary school students will be assigned District e-mail accounts for professional and educational use.

13. Elementary school students can request e-mail access through a staff account for education-related reasons with authorization and supervision from the staff member.

14. Upon request, a club or activity may be assigned a District e-mail account to be used solely for the purpose of club or activity business. This account may be accessed by student designees, recommended and supervised by the faculty advisor.

15. Users may not access synchronous online communications such as chat rooms or instant messaging unless it is for education-related reasons; students must have authorization from a staff member.

16. High school students and staff members may access and contribute to asynchronous online communications such as message boards, blogs, and Wikis as long as messages are posted in a thoughtful and respectful manner for educational and professional reasons.

17. Elementary school students may participate in classroom activities that utilize software applications only if a teacher initiates the assignment and proactively reviews the posted content.

18. Users may utilize education-specific or professional social networking sites but not sites that primarily facilitate personal relationships. However, high school students and staff may request access to individual pages on such sites for educational or professional reasons.

~~19. The District as an organization, and the individual schools as suborganizations, may have, to the extent possible, an official read-only social networking presence using Facebook® with a designated computer to be used for this purpose. High school students may participate in maintaining a school's official social networking presence using Facebook® with supervision by a designated staff member. Clubs, activities, teams, and other groups may contribute to the suborganization presence.~~

19. The District and individual schools may have an official social networking presence as approved by the Superintendent of Schools or designee. School sanctioned clubs, activities and/or teams may have an official social networking presence, in accordance with Policy 4527 District Sponsored Social Media, with the approval of the building principal who must notify the District Office of Information and provide the account name(s).

20. Image search sites are allowed for students and staff through a safe search filter, and video streaming sites are allowed for staff and high school students through a safe mode, or by exception.

21. Users may not download or upload files unless it is for education-related reasons; elementary and middle school students must have authorization from a designated staff member.

22. The use of the District's computer resources to purchase items or services for professional use, without appropriate supporting documentation, is prohibited.

23. High school students and staff members may use personal devices to connect to the appropriate District Bring Your Own Device (BYOD) wireless network in designated locations. By doing so, users implicitly agree to the terms, conditions, responsibilities, and liabilities for such use contained in this and other District policies as well as applicable local, New York State and Federal laws.

24. Adult visitors invited to the Great Neck Public Schools to conduct business, take adult education courses, or participate in evening, technology-based school events may use District equipment with guest network privileges. Requests for exceptions to this rule will be considered by the District Technology Director on a case-by-case basis. If an exception is granted, a temporary password will be made available for access to the BYOD Guest wireless network.

25. No user may physically or wirelessly connect unauthorized equipment of any kind to the District's network. Any such equipment, if found, will be removed immediately by District staff for network security reasons, and reported to the District Technology Director and Building Principal.

Prohibited Activities: The following is a list of examples of prohibited activity concerning use of the District's computer resources. Violation of any of these prohibitions may result in discipline or other appropriate penalty, including suspension or revocation of a user's access to the District's computer resources.

- Knowingly or recklessly posting false or defamatory information about a person or organization.
- Utilizing the District's computer resources to access, create, download, edit, view, store, send or print material that is illegal, offensive, threatening, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or which constitute sexting or cyberbullying or are otherwise inconsistent with the values and general standards for community behavior. For students, a special exception to certain sensitive materials for projects may be made for literature if the purpose of such access is to conduct research and the access is approved by the teacher or building administrator. The District's determination as to whether

the nature of the material is considered offensive or objectionable is final. The District will respond to complaints of harassing or discriminatory use of the District's computer resources in accordance with *Policy 0100 Equal Opportunity*, *Policy 0110 Sexual Harassment* and/or *Policy 0115 Bullying and Harassment*.

- Attempting to log on through another person's account or to access another person's files, except that the District's administrators have the right to log on through another person's account and access another person's files for network security reasons or other reasons within their discretion.
- Using the District's computer resources for a purpose or effect that is deemed by the Superintendent of Schools or designee to be dangerous, objectionable, pornographic, distracting to education, or otherwise offensive in nature.
- Engaging in any illegal act, such as arranging for a drug sale, purchasing alcohol, engaging in criminal activity, threatening the safety of a person, etc.
- Unauthorized exploration of the Network Operating System or unauthorized changes to any installed software.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users and deliberately interfering with the ability of other system users to send and/or receive e-mail.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's computer resources or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network. Unauthorized tampering or mechanical alteration, including software configurations is considered to be vandalism
- Using the District's computer resources to send anonymous messages or files.
- Using the District's computer resources to receive, transmit or make available to others a message that is inconsistent with the *District's Code of Conduct (Policy 5300).*
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Using the District's computer resources for sending and/or receiving personal messages.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Using District's computer resources for commercial purposes or financial gain or fraud.
- Using the District's computer resources for political purposes, including political lobbying in support of or opposition to individual candidates or political parties.
- Stealing data, equipment or intellectual property.
- Gaining or seeking to gain unauthorized access to any files, resources, or computer or phone systems, or vandalize the data of another user.

- Changing or exceeding resource quotas as set by the District without the permission of the appropriate District official or employee.
- Using the District's computer resources while access privileges are suspended or revoked.
- Using the District's computer resources in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Invading the privacy of others.
- Failing to comply with all legal restrictions regarding the use of electronic data.
- Sending broadcast e-mail or broadcast voice mail.
- Using the District's computer resources for private or commercial business, advertising or religious purposes.
- Student recording of classroom instruction without the express permission of the teacher.
- Attempting to gain unauthorized access to the District system or to any other computer system through the District System, or go beyond authorized access. This includes attempting to access another person's files.
- Deliberately attempting to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
- Engaging in illegal acts, such as computer fraud, threatening the safety of self or others, hacking, or engaging in any activity that violates local, New York State, or Federal laws.
- Damaging District technology in any way.
- Installing software to District technology, including any downloads, games, hacking tools, music sharing or video sharing applications or others or attempting to run such software from a personal device such as a thumb/flash drive or any other media/device.
- Transmitting inappropriate pictures of themselves or others.
- Attempting to find security problems, as this effort may be construed as an attempt to gain illegal access to the network.
- Attempting to gain unauthorized access to files stored on computers or network servers.
- Using the District's computer resources to post materials or establish email accounts unless required and authorized as part of a curriculum project.

Terms and Conditions for Personal Devices: BYOD wireless networks for high school students and staff are designed to provide wireless access to the Internet and may not have access to other networked District resources. In addition to the other guidelines in this policy, the following terms are pre-conditions for the use of personal devices on our BYOD wireless networks:

1. Personal devices must contain the most recent operating system, security updates, Web browser, and virus/malware scanning software (where applicable).

2. Technical information about personal devices may be logged by the District when making this connection.

3. High school students and staff agree to submit their personal devices to GNPS Technical Support or school staff upon request for ongoing compliance with these guidelines.

4. GNPS Technical Support is not available to troubleshoot or support personal device issues.

5. The District is not responsible or liable if personal devices are accessed, modified, infected, broken, vandalized, stolen, lose data, become inoperable, injure the owner or another individual, or damage the property of the school or others while on District property.

Ethical and Legal Considerations: Use of the District's computer resources must conform to District policies and local, New York State and Federal laws. The following are prohibited:

- Use of the District to access, store, distribute or promote illegal activities, obscenity or any other material deemed inappropriate or harmful to minors.

- Use of the District to install, use, store, duplicate or distribute personal software or copyrighted materials without the permission of the appropriate District official or employee or license to do so, including software, files, videos, photographs, graphics, text, music, or speech.

- Use of the District computer resources to transmit computer viruses or other malware.

- Use of the District to plagiarize, in part or whole, the intellectual property of others, including the work of fellow students or any published content whether in print or electronic format.

District Limitation of Liability: The District does not warrant in any manner, expressed or implied, that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damages suffered by any user, including, but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the user's own negligence or the errors or omissions of any user.

Similarly, the District will not bear any liability for financial obligations that arise out of the unauthorized or illegal use of the system.

In accordance with *Policy 8332 District-Issued Portable Electronic Devices*, users are responsible for any financial costs, liabilities, or damages incurred by the District as a result of improper use of District computer resources, including, but not limited to, equipment (including repairs), replacement of and/or insurance for Chromebooks/iPads or other District issued technological devices, legal fees, and other costs.

Consequences of Violations: The consequences for violating this policy will be consistent with other District policies and may include the following:

1. Notification of school authorities.
2. Notification of parent/guardian.
3. Suspension of access to the District's computer resources and the Internet.
4. School consequences consistent with *Policy 5300 Code of Conduct*.
5. Financial restitution.
6. Legal action.

Staff Responsibilities: In order to comply with the provisions of this policy and CIPA, building principals will inform staff members to:

1. Inform all students about the guidelines contained in this policy, educate all students with regard to Internet safety and digital citizenship, and supervise and monitor the online activities of all students.
2. Take reasonable measures to prevent students whose parent/guardian has denied permission from engaging in independent Internet activities.
3. Take appropriate disciplinary actions when students violate this policy.
4. Report serious policy violations to an administrator.
5. Report illegal, obscene, or inappropriate information to the Office of Instructional Technology.
6. Never facilitate the collection of private information about students by any Web site outside of the Great Neck Public School domain, consult with the school's technology specialist, and if necessary, the District Technology Director, to ensure cloud-based services comply with District standards for privacy and security of personal information, and ensure that only the minimum information has been provided to conduct a sanctioned online educational activity.

7. Contact an administrator when inappropriate student use of the Internet outside of school comes to their attention so that the matter can be investigated, parents/guardians may be notified, and appropriate action may be taken to minimize disruption to the educational environment and ensure the safety and well-being of children.

All of the above notwithstanding, parents/guardians are ultimately responsible for the appropriate behavior of their children when using personal or District-issued technology outside of school and should address any misuse or misbehavior.

Great Neck Public Schools
Adopted: 4/28/98
Amended: 6/17/02; 1/09/06; 3/31/08; 6/21/10; 12/9/13; 7/7/15; 9/16/20; 2/16/22
Proposed Amendment: 3/9/22

d. Policy 5550 – Student Privacy (Third Reading)

RESOLVED, that the Board of Education hereby recodes and retitles Policy 5550 and hereby adopts it as Policy 8625 (Privacy and Security for Student, Teacher and Principal Data) in accordance with Policy 2400 (Board Policy Development).

e. Policy 7510 – Naming Portions of Schools or Grounds and Commemorative Plaques (Third Reading)

RESOLVED, that the Board of Education hereby adopts revised Policy 7510 in accordance with Policy 2400 (Board Policy Development).

f. Policy 8635 – Information and Data Privacy, Security Breach and Notification (Third Reading)

RESOLVED, that the Board of Education hereby adopts revised Policy 8635 in accordance with Policy 2400 (Board Policy Development).

~~STUDENT PRIVACY~~

PRIVACY AND SECURITY FOR STUDENT, TEACHER AND PRINCIPAL DATA

The Board of Education of the Great Neck Public Schools recognizes its responsibility to enact policies that provide privacy for student, teacher and principal data in accordance with law. This is particularly relevant in the context of the administration of student data which is collected, surveys that collect personal information, the disclosure of personal information for marketing purposes and in conducting physical exams.

As provided in New York State Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of New York State Education Law Section 3012-d.
c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of New York State Education Law Section 3012-d.
d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
h) "Educational agency" means a school district, Board of Cooperative Educational Services (BOCES), school, or the New York State Education Department (NYSED).
i) "Eligible student" means a student who is eighteen years or older.

j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).

k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.

m) "Parent" means a parent, legal guardian, or person in parental relation to a student.

n) "Personally Identifiable Information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing FERPA, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in New York State Education Law Section 3012-c(10).

o) "Release" has the same meaning as disclosure or disclose.

p) "Student" means any person attending or seeking to enroll in an educational agency.

q) "Student data" means personally identifiable information from the student records of an educational agency.

r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of New York State Education Law Sections 3012-c and 3012-d.

s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by Federal or New York State statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

District Data Privacy and Security Standards

The District will use the NIST Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

a) Describe their current cybersecurity posture;
b) Describe their target state for cybersecurity;
c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
d) Assess progress toward the target state; and
e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
   1. Improve academic achievement;
   2. Empower parents and students with information; and/or
   3. Advance efficient and effective school operations.

b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

Data Protection Officer

The District will designate a Data Protection Officer on an annual basis.

The DPO is responsible for the implementation and oversight of this policy and any related procedures including those required by New York State Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will provide training to the DPO to administer these functions. The DPO may perform these functions in addition to other job responsibilities.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

a) Juvenile delinquency records;
b) Criminal records;
c) Medical and health records; and
d) Student biometric information.

Nothing in New York State Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

Privacy and Security of Student Data

The Board of Education is committed to protecting the privacy and security of each and every student's data. In accordance with law, the following will govern parental rights concerning their child's data:

1. A student's personally identifiable information cannot be sold or released for any commercial purposes.
2. Parents/guardians have the right to inspect and review the complete contents of their child's education record.
3. The confidentiality of a student's personally identifiable information is protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards and practices that align with the NIST Cybersecurity Framework.

4. A complete list of all student data elements collected by the New York State Education Department is available for public review at:
   http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/parents-bill-of-rights_2.pdf
   or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the District to the Superintendent of Schools or designee. Complaints pertaining to the New York State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany NY 12234, email to CPO@mail.nysed.gov. The complaint process is under development and will be established through regulations to be proposed by the State Education Department's Chief Privacy Officer.
6. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the District within seven (7) days of discovery of the breach or unauthorized disclosure.
7. If the District enters into a contract in which student, teacher, or principal data is shared with a third party, the District will require the contractor to provide evidence that it has adopted a data and security plan in accordance with New York State Education Law, section 2-d and will post as supplemental information to be appended to the Parents' Bill of Rights the following information:
   a. the exclusive purposes for which the student data will be used;
   b. how the service provider will ensure that subcontractors, persons or entities that the service provider will share the student data with, if any, will abide by data protection and security requirements;
   c. that student data will be returned or destroyed upon expiration of the Agreement;
   d. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
   e. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.
8. Parents may access the New York State Education Department's Parents' Bill of Rights at:
   http://www.nysed.gov/common/nysed/files/programs/data-privacy-security/inventory-of-data-elements-collected-by-nysed_0.pdf
9. The District will post a Parents' Bill of Rights in accordance with the requirements of Education Law.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.
The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1.

Third-Party Contractors

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law and District policy.
In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

Surveys

The Board of Education recognizes that student surveys are a valuable tool in determining student needs for educational services. Parents have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a U.S. Department of Education (DOE)–funded program. In addition, no minor student may, without parental consent, take part in a survey, analysis or evaluation funded in whole or in part by the U.S. DOE Education that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental or psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, anti-social, self-incriminating or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;

7. religious practices, affiliations or beliefs of the student or the student's parent; or

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

In the event that the District plans to survey students to gather information included in the list above, the District will obtain written consent from the parent/guardian in advance of administering the survey. The notification/consent form will also apprise the parent/guardian of the right to inspect the survey prior to their child's participation. Parents/guardians and eligible students, ~~shall~~ will also have the right to inspect, upon their request, a survey created by a party other than the United States Department of Education before the survey is administered or distributed by a school to a student. Such requests must be submitted, in writing, to the Building Principal ~~with a response to be~~ at least two weeks in advance of any survey to be given.

Parent/guardians have the right to submit a written statement to opt their child out of participation in ~~the following activities:~~ surveys.

Marketing

~~It is the policy of~~ The Board does not ~~to~~ permit the collection, disclosure, or use of PII collected from students for the purpose of marketing or selling that information or providing it to others for that purpose.

Inspection of Instructional Materials

Parents/guardians ~~shall~~ have the right to inspect, upon request, any instructional material, used as part of the educational curriculum for students. "Instructional material" is defined as: "instructional content that is provided to a student, regardless of format including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). It does not include tests or academic assessments."

A parent/guardian who wishes to inspect and review such instructional material shall submit a request in writing to the Building Principal. Upon receipt of such request, arrangements ~~shall~~ will be made to provide access to such material to within 30 calendar days after the request has been received

In the event of such collection, disclosure or use of personal information gathered from students, student privacy ~~shall~~ will be protected by the school district pursuant to the requirements of FERPA.

~~Parent/guardians have the right to submit a written statement to opt their child out of participation in the following activities:~~

1. ~~The collection, disclosure and use of personal information gathered from students for the purpose of marketing or selling that information, or providing it to others for that purpose. Upon request, parents/guardians have the right to inspect any such instrument before it is administered or distributed to their child. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to students or educational institutions, such as:~~

    a. ~~College or other postsecondary education recruitment, or military recruitment (secondary students have the right to submit a written statement to opt themselves out of this participation);~~
    b. ~~Book clubs, magazines and programs providing access to low-cost literary products;~~
    c. ~~Curriculum and instructional materials used in schools;~~
    d. ~~Tests and assessments used to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information for students or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments;~~
    e. ~~Student recognition programs; and~~
    f. ~~The sale by students of products or services to raise funds for school-related activities.~~

2. ~~In the event of such collection, disclosure or use of personal information gathered from students, student privacy shall be protected by the school district pursuant to the requirements of FERPA~~

3. ~~The administration of any survey revealing information concerning one or more of the following:~~

    a. ~~political affiliations or beliefs of the student or the student's parent;~~
    b. ~~mental or psychological problems of the student or the student's family;~~
    c. ~~sex behavior or attitudes;~~
    d. ~~illegal, anti-social, self-incriminating or demeaning behavior;~~

~~e. critical appraisals of other individuals with whom respondents have close family relationships;~~
~~f. legally recognized privileged or analogous relationships, such as those of~~
~~g. religious practices, affiliations or beliefs of the student or the student's parent; or~~
~~h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).~~

~~5. The administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by state law.~~

Invasive Physical Examinations

Prior to the administration of any non-emergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school not necessary to protect the immediate health or safety of the student or other students and not otherwise permitted or required by New York State law, a student's parent/guardian will be notified and given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screenings are not subject to prior notification. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injecting into the body, but does not include a hearing, vision or scoliosis screening.

Notification of Rights

Parents/guardians and eligible students ~~shall~~ will be notified at least annually, at the beginning of the school year, and when enrolling students for the first time in district schools of this policy. The ~~school~~ District ~~shall~~ will also notify parents/guardians within a reasonable period of time after any substantive change to this policy.

In the annual notification, the District will notify the parents/guardians and eligible students of the specific or approximate dates during the school year when the activities involving collection, disclosure or use of personal information collected from students for the purpose of administration of any surveys, and any non-emergency, invasive physical exams or screenings, are scheduled or expected to be scheduled. The annual notification will also inform parents/guardians and eligible students that, upon request, the District will disclose the name, address and telephone number of high school students to military recruiters and institutions of higher learning unless the parents/guardians or eligible students exercise their right to prohibit the release of the information without prior written consent. The District will also notify parents/guardians

and eligible students within a reasonable period of time after any substantive change to this policy.

Notification of Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers and/or principals of a breach or unauthorized release of information as set forth in *Policy 8635 Information Security Breach and Notification.*

Great Neck Public Schools
Adopted: 04/20/03
Amended: 03/28/11
Proposed Revision: 1/19/22; 2/16/22; 3/9/22

~~NAMING PORTIONS OF SCHOOLS OR GROUNDS AND COMMEMORATIVE PLAQUES~~

NAMING OF DISTRICT FACILITIES

The Board of Education of the Great Neck Public Schools may name District facilities/grounds, including:

1. **new** facilities/grounds that are to be constructed or acquired,
2. **existing** facilities/grounds that are undergoing major or minor renovations, or
3. **existing** facilities/grounds that are not undergoing renovations.

The Board, in its sole discretion, reserves the right to rename any of the facilities, portion(s) of facilities or grounds that have previously been named, or to add names to any facilities, grounds or programs.

Definitions:

- Facilities includes buildings, rooms, interior spaces, exterior spaces, athletic fields, open spaces, and all other tangible and relatively permanent features owned, operated or controlled by the District.
- Naming shall constitute the official name of a facility. This will not preclude or prevent the hanging or displaying of other approved plaques or commemorative objects on District property

The Board of Education will consider written requests to name grounds or a portion of a building, or to affix a commemorative plaque. Such requests should be made with the endorsement of the building's Shared Decision Making Committee and PTA/PT~~SA~~O, where they exist.

1. Naming Portions of Schools or Grounds
   School or community groups can make naming requests to the Board of Education to honor a person who has rendered exceptional service and has made an outstanding contribution to the school, school district, community, county, state, or country. Because of the high honor involved in such a request, there will be a three-year waiting period from the time of the original request to consideration of the request. When three years have elapsed, the request must be resubmitted to the Board ~~of Education~~ in the same manner as the original. Upon resubmission, the Board will render a decision. ~~Once a portion of a school or grounds has been named, the name will remain in perpetuity, as long as the facility is used for instructional purposes by the district.~~

2. Commemorative Plaques
   School or community groups can make requests in writing to recognize a group or individual by the donation of a commemorative plaque, including its intended location. Requests to install a recognition plaque larger than 36 square inches in size, including intended location, are to be submitted to the Board of Education for a decision. Requests to install a recognition plaque smaller than 36 square inches, including intended location, are to be submitted to the Superintendent of Schools for a decision.

   The building administrator will be responsible for ensuring that safety requirements are met for all commemoratives.

3. Dedications/Memorials/Recognitions
   The Board of Education will consider written requests for dedications/memorials/recognitions by resolution or proclamation for the following purposes:

   a. To recognize individuals who have attained achievements of extraordinary and lasting distinction. Generally, these will be individuals who have had active, direct, and substantial association with the District. For individuals who have not had such an association with the District, selection may be based on the individual's record of creativity, humanitarian service, leadership, public service or scholarship.
   ~~a.~~b. To recognize events/dates, places or programs significant to the life and/or history of the District, including but not limited to, an activity, function, program, or symbol pertinent to the District; an event or date significant in the District's history; a place with significant meaning or ties to the District; a program, activity, function, or symbol pertinent to the District; or the recognition of organizations with historical ties to the District.

   The Board of Education reserves the right to make final determinations concerning design, materials, size and wording of all forms of dedications/memorials/recognitions to ensure that items are of high quality, are crafted to be as maintenance free as possible and are consistent in style and material for appropriate display in the intended location.

Great Neck Public Schools
Adopted: 4/14/86
Amended: 11/24/08; 6/17/13
Proposed Revision: 11/17/21; 2/16/22; 3/9/22

INFORMATION AND DATA PRIVACY, SECURITY BREACH AND NOTIFICATION

The Board of Education of the Great Neck Public Schools acknowledges the growing concern regarding the rise in identity theft, the need for secure networks as well as prompt notification when any computer security breach occurs.

The District maintains students', teachers' and principals' private information, Personally Identifiable Information (PII), and education records on data management systems and recognizes its responsibility to protect the privacy of student data, including personally identifiable information, and its obligation to notify students and their parents, teachers and principals when a data security breach has/may have resulted in the unauthorized disclosure of, or access to, this information. Therefore, the District has implemented privacy and security measures designed to protect student data stored in its student data management systems (Policy 8625 Privacy and Security for Student, Teacher and Principal Data). These measures include reviewing information systems to identify where PII is stored and used, and monitoring data systems to protect against and detect potential breaches. In the event of a breach or suspected breach, the District will promptly take steps to validate the breach, mitigate any loss or damage, and notify law enforcement, if necessary.

Definitions

Private information means personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver's license number or non-driver identification card number; or
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual's financial account; or
- Biometric information (data generated by electronic measurements of a person's physical characteristics, such as finger print, voice print, retina image or iris image) used to authenticate or ascertain a person's identity.

Private information does not include publicly available information that is lawfully made available to the general public pursuant to New York State or Federal law or regulation.

~~and therefore~~ The Board has adopted the National Institute for Standards and Technology Cybersecurity Framework Version 1.1 (NIST CSF) for data security and protection.

At its annual organizational meeting, the Board will designate a Data Protection Officer (DPO) to be responsible for the implementation of the policies and procedures required in New York State Education Law §2-d and its accompanying regulations, and to serve as the District point of contact for data security and privacy. The DPO is responsible for ensuring the District's systems follow NIST CSF, the policies and procedures required by Education Law §2-d, and for adopting technologies, safeguards and practices that align with it. This will include an assessment of the District's current cybersecurity state, its target future cybersecurity state, opportunities for improvement, progress toward the target state, and communication about cyber security risk.

The Board directs the Superintendent of Schools, in accordance with appropriate business and technology personnel and the DPO, to establish regulations that ~~address~~ will:

- ~~the protections of Personally Identifiable Information (PII) of students and teachers/principals under New York State Education Law §2-d and the Part 121 Regulations of the New York State Commissioner of Education;~~
- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, "private information" does not include information that can lawfully be made available to the general public pursuant to Federal or New York State law or regulation;
- Address the protections of private information under New York State Technology Law §208 and the New York Stop Hacks and Improve Electronic Data Security (SHIELD) Act; and
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by breaches or unauthorized access of protected information as required by law.

Pursuant to New York State Labor Law §203-d, the District will not communicate employee personal identifying information to the general public. This includes:

1. social security number;
2. home address or telephone number;
3. personal electronic email address;
4. ~~personal account user~~ Internet identification names or passwords;
5. parent's/guardian's surname prior to marriage;
6. ~~and~~ or drivers' license number.

In addition, the District will protect employee social security numbers in that such numbers will not be:

1. publicly posted or displayed;
2. visibly printed on any ID badge ~~or~~, card or time card;
3. placed in files with unrestricted access; or
4. used for occupational licensing purposes.

Employees with access to such information will be notified of these prohibitions and their obligations.

If the District determines that a security breach has occurred, affected individuals will be provided notice without unreasonable delay. The notification method may vary depending on the type of data breached and the number of individuals affected and the Superintendent of Schools will be responsible for implementing an appropriate response.

Any breach of District systems that compromises the security, confidentiality, or integrity of student or teacher/principal PII maintained by the District will be promptly reported to the DPO and the Superintendent of Schools who will then notify the Board of Education.

Breach of the security of the system means unauthorized acquisition or acquisition without valid authorization of computerized data that compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an officer or employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

To successfully implement this policy, the District will inventory its computer programs and electronic files to determine the types of personal, private information that is maintained or used by the District, and review the safeguards in effect to secure and protect that information.

Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the District may consider the following factors, among others:

1. indications that an unauthorized person is in physical possession or control of the information, such as a lost or stolen computer, or other device containing information;
2. indications that an unauthorized person downloaded or copied the information;
3. indications that an unauthorized person used the information , such as fraudulent accounts opened or instances of identity theft reported; and/or
4. any other factors that the District deems appropriate and relevant to such determination.

Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps will be taken:

1. If the breach involved computerized data *owned or licensed* by the District, the District will notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures.

In addition, the District will consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

2. If the breach involved computer data maintained by the District, the District will notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

3. In the event a third party doing business with the District experiences a breach of its data security and/or privacy of students, teachers or principals and/or unauthorized release of student data, the third party will immediately notify the District and advise it as to the nature of the breach and the steps it has taken to minimize said breach. Said notification must be made within seven (7) days of the breach. In the case of required notification by the District to a parent, student, teacher or principal, the third party will promptly reimburse the District for the full cost of such notification.

4. In the event that the third party fails to notify the District of a breach, said failure will be punishable by a civil penalty of the greater of $5,000 or up to $20 per student, teacher and principal whose data was released, provided that the maximum penalty imposed will not exceed the maximum penalty imposed under New York State General Business Law, section 899-aa(6)(a).

5. In the event the third party violates New York State Education Law 2-d, said violation will be punishable by a civil penalty of up to $1,000. A second violation involving the same data will be punishable by a civil penalty of up to $5,000. Any subsequent violation involving the same data will be punishable by a civil penalty of up to $10,000. Each violation will be considered a separate violation for purposes of civil penalties and the total penalty cannot exceed the maximum penalty imposed under New York State General Business Law section 899-aa(6)(a).

The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification will be made

after the law enforcement agency determines that such notification does not compromise the investigation.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

a. A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
b. A description of the types of PII affected;
c. An estimate of the number of records affected;
d. A brief description of the District's investigation or plan to investigate;
e. Contact information for representatives who can assist parents or eligible students, teachers or principals that have additional questions; and
f. The telephone number and website of relevant New York State and Federal agencies that provide information on security breach response and identity theft protection and prevention.

This notice will be directly provided to the affected individuals by either:

1. Written notice;
2. Electronic notice, provided that:
   a) the person to whom notice is required has expressly consented to receiving the notice in electronic form;
   b) the District keeps a log of each such electronic notification. In no case, however, will the District require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction; or
3. Telephone notice, provided that the District keeps a log of each such telephone notice.

However, if the District can demonstrate to the New York State Attorney General that (a) the cost of providing notice would exceed $250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the District does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the District has such an address for the affected individual;
2. Conspicuous posting on the District's website, if one is maintained; and
3. Notification to major media.

If the District has already notified affected persons under any other Federal or New York State laws or regulations regarding data breaches, including the Federal Health Insurance Portability and Accountability Act (HIPAA), the Federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, or New York State Education Law §2-d, it

is not required to notify them again. Notification to New York State and other agencies is still required.

Notification of State and Other Agencies

Once notice has been made to affected New York State residents, the District will notify the New York State Attorney General, the New York State Consumer Protection Board, the New York State Office of Information Technology Services and the New York State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the New York State Attorney General.

If the District is required to notify the U.S. Secretary of Health and Human Services of a breach of unsecured protected health information under the Federal Health Insurance Portability and Accountability Act (HIPAA) or the Federal Health Information Technology for Economic and Clinical Health (HI TECH) Act, it will also notify the New York State Attorney General within five (5) business days of notifying the U. S. Secretary.

In addition, the District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal ~~data~~ (PII) maintained by the District to the New York State Chief Privacy Officer without unreasonable delay, but no more than ten (10) calendar days after such discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven (7) calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the New York State Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by the New York State Education Department.

Annual Data Privacy and Security Training

New York State Education Law §2-d mandates that the District provide annual training on data privacy and security awareness to ~~all employees~~ its officers and staff who have access to student and teacher/principal PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

~~I. Student and Teacher/Principal PII under New York State Education Law §2-d~~

~~A. General Provisions~~

~~PII as applied to student data, defined in the Family Educational Rights and Privacy Act (FERPA) (*Policy 5500 Student Records*), includes certain types of information that could identify a student, and is listed in the accompanying regulation 8635-R. PII as applied to teacher and principal data, means Annual Professional Performance Review (APPR) results that identify the individual teachers and principals which are confidential under New York State Education Law §§3012-c and 3012-d, except where required to be disclosed under New York State law and regulations.~~

~~The DPO will ensure that every use and disclosure of PII by the District is legal, appropriate and beneficial to students and the District. PII will not be included in public reports or other documents.~~

~~The District will protect the confidentiality of student and teacher/principal PII using industry standard safeguards and best practices. The District will monitor its data systems, develop incident response plans, limit access to PII to District employees and third-party contractors who need such access to fulfill their professional responsibilities or contractual obligations, and permanently delete PII when it is no longer needed.~~

~~Certain Federal laws and regulations provide additional rights regarding confidentiality of and access to student records, as well as permitted disclosures without consent which are addressed in *Policy 5500 Student Records*.~~

~~Under no circumstances will the District sell PII. It will not disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by any other party for any marketing or commercial purpose, or permit another party to do so. Additionally, the District will take steps to minimize the collection, processing, and transmission of PII.~~

~~Except as required by law, the District will not report the following student data to the New York State Education Department:~~

1. juvenile delinquency records;
2. criminal records;
3. medical and health records; and
4. student biometric information.

The District has created and adopted a Parent's Bill of Rights for Data Privacy and Security (*Policy 8635-E*) which is published on the District's website and can be requested from the District Clerk.

B. Third-party Contractors

The District will ensure that contracts with third-party contractors are compliant with Federal and New York State Law, including New York State Education Law §2-d, and this policy regarding confidentiality of any student and/or teacher or principal PII.

Each third-party contractor that will receive student data or teacher or principal data must:

1. adopt technologies, safeguards and practices that align with the NIST CSF; comply with this policy and applicable laws impacting the District;
2. limit internal access to PII to only those employees or sub-contractors that need access to provide the contracted services;
3. not use the PII for any purpose not explicitly authorized in its contract;
4. not disclose any PII to any other party without the prior written consent of the parent/guardian or eligible student (i.e., students who are eighteen years old or older):
    a. except for authorized representatives of the third-party contractor to the extent they are carrying out the contract; or
    b. unless required by statute or court order and the third-party contractor provides notice of disclosure to the District.
5. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of PII in its custody;
6. use encryption to protect PII in its custody; and
7. not sell, use, or disclose PII for any marketing or commercial purpose, facilitate its use or disclosure by others for any marketing or commercial purpose, or permit another party to do so. Third party contractors may release PII to subcontractors engaged to perform the contractor's obligations, but such subcontractors must abide by data protection obligations of Federal and New York State law, and the contract with the District.

If the third-party contractor or subcontractor has a breach or unauthorized release of PII, it will promptly notify the District no more than 7 calendar days after the breach's discovery, in the most expedient way possible.

~~C. Third-Party Contractors' Data Security and Privacy Plan~~

~~The District will ensure that contracts with all third-party contractors include the third-party contractor's data security and privacy plan. This Plan must be accepted by the District.~~

~~At a minimum, each plan will:~~

1. ~~outline how all Federal, New York State, and local data security and privacy contract requirements over the life of the contract will be met, consistent with this policy;~~
2. ~~specify the safeguards and practices it has in place to protect PII;~~
3. ~~demonstrate that it complies with the requirements of the New York State Commissioner of Education' s Regulations Part 121.3(c);~~
4. ~~specify how those who have access to student and/or teacher or principal data receive or will receive training on the Federal and New York State laws governing confidentiality of such data prior to receiving access;~~
5. ~~specify if the third-party contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure PII is protected;~~
6. ~~specify how the third-party contractor will manage data security and privacy incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;~~
7. ~~describe if, how and when data will be returned to the District, transitioned to a successor contractor and, at the District's direction, permanently deleted by the third-party contractor when the contract is terminated or expires.~~

~~D. Training~~

~~New York State Education Law §2-d mandates that the District provide annual training on data privacy and security awareness to all employees who have access to student and teacher/principal PII.~~

~~E. Reporting~~

~~Any breach of District systems that compromises the security, confidentiality, or integrity of student or teacher/principal PII maintained by the District will be promptly reported to the DPO and the Superintendent of Schools who will then notify the Board of Education.~~

~~F. Notifications~~

~~The DPO will report every discovery or report of a breach or unauthorized release of student, teacher or principal PII to the New York State Chief Privacy Officer no more than 10 calendar days after such discovery.~~

~~The District will notify affected parents/guardians, eligible students, teachers and/or principals without delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release, or third-party contractor notification in the most expedient way possible.~~

~~However, if notification would interfere with an ongoing law enforcement investigation, or cause further disclosure of PII by publicizing a security vulnerability, the District will notify parents/guardians, eligible students, teachers and/or principals within 7 calendar days after the security vulnerability has been remedied, or the risk of interference with the law enforcement investigation ends.~~

~~The Superintendent of Schools, in consultation with the DPO, will establish procedures to provide notification of a breach or unauthorized release of student, teacher or principal PII, and establish and communicate to parents/guardians, eligible students, and District staff a process for filing complaints about breaches or unauthorized releases of student and teacher/principal PII.~~

~~II. Private Information under New York State Technology Law §208~~

~~Private information, defined in New York State Technology Law §208, includes certain types of information, outlined in the accompanying regulation (*8635-R*), that would put an individual at risk for identity theft or permit access to private accounts. Private information does not include information that can lawfully be made available to the general public pursuant to Federal or New York State law or regulation.~~

~~Any breach of District systems that compromise the security, confidentiality, or integrity of private information maintained by the District must be promptly reported to the Superintendent of Schools who will then notify the Board of Education in accordance with the above procedures.~~

~~III. Employee Personal Identifying Information under New York State Labor Law §203-d~~

~~Pursuant to New York State Labor Law §203-d, the District will not communicate employee personal identifying information to the general public. This includes:~~

~~7. social security number;~~
~~8. home address or telephone number;~~
~~9. personal email address;~~
~~10. personal account user names or passwords;~~
~~11. parent's/guardian's surname prior to marriage; and~~
~~12. drivers' license number.~~

~~In addition, the District will protect employee social security numbers in that such numbers will not be:~~

~~5. publicly posted or displayed;~~
~~6. visibly printed on any ID badge or card;~~
~~7. placed in files with unrestricted access; or~~
~~8. used for occupational licensing purposes.~~

~~Employees with access to such information will be notified of these prohibitions and their obligations.~~

Great Neck Public Schools
Adopted: 06/05/06
Amended: 10/17/11; 5/13/20
Proposed Revision: 1/19/22; 2/16/22; 3/9/22

g. Call of the Annual District Election

_____ offered the following resolutions and moved their adoption:

RESOLVED BY THE BOARD OF EDUCATION as follows:

Section 1. The annual district election of the qualified voters of this School District shall be held on May 17, 2022, in the four election districts provided for and described in Section 4.

WITHIN AND FOR ELECTION DISTRICT NO. 1
at the E.M. Baker School, 69 Baker Hill Road, Great Neck, New York

WITHIN AND FOR ELECTION DISTRICT NO. 2
at the Great Neck South High School, 341 Lakeville Road, Great Neck, New York

WITHIN AND FOR ELECTION DISTRICT NO. 3
at the Saddle Rock School, 10 Hawthorne Lane, Great Neck, New York

WITHIN AND FOR ELECTION DISTRICT NO. 4
at the Lakeville School, 47-27 Jayson Avenue, Great Neck, New York

The voting of such annual district election shall be by ballot on voting machines as provided by the Education Law, and the polls in each Election District shall be open from 7:00 a.m. to 10:00 p.m. DST on that day, and as much longer as may be necessary to enable the voters then present to cast their ballots. The District Clerk is hereby authorized and directed to have the necessary ballot labels printed for said voting machines in the form corresponding as nearly as may be with the requirements of the Education Law and the provisions of the voting machine rules of this school district.

Section 2. The business to be acted upon at such election is as follows:

A) To vote upon the annual school budget for the year 2022-2023, and to authorize the levying of a tax upon the taxable property of the district for the foregoing purposes.

B) To vote upon the following propositions:
PROPOSITION NO. 2:
RESOLVED that the Board of Education of the Great Neck Union Free School District, Nassau County, New York, shall pay to the Great Neck Library, Great Neck, New York, a sum to be requested by the Board of Trustees of the Great Neck Library, Great Neck, New York, such sum to be raised by tax on the taxable property of said district for the support of said Great Neck Library for the year beginning January 1, 2023.

C) To elect for a three-year term, a member of the Board of Education to fill the vacancy occasioned by the expiration of the term of Donna Peirez, the new term to begin July 1, 2022.

D) To vote upon such other propositions as may properly come before the meeting.

Section 3. The annual election shall be held in accordance with the Rules for the Use of Voting Machines in the Conduct of Meetings and Elections heretofore adopted by the Board.

Section 4. For the purpose of said annual district election of this school district to be held pursuant to this resolution, the school district is divided into four Election Districts as follows:

ELECTION DISTRICT NO. 1: E.M. Baker School
Western Boundary: Middle Neck Road from Long Island Rail Road Tracks (LIRR) to Wildwood Road, to Cherry Lane, to Horizon Way to the Long Island Sound.
Southern Boundary: Long Island Rail Road Tracks (LIRR) from Middle Neck Road to East Shore Road.
Eastern Boundary: East Shore Road and Manhasset Bay to the Long Island Sound.
Northern Boundary: Long Island Sound.

ELECTION DISTRICT NO. 2: Great Neck South High School
Northern Boundary: Long Island Rail Road Tracks (LIRR) from South Middle Neck Road to East Shore Road.
Western Boundary: Stewart Avenue from Hillside Avenue along the NYC/Queens Border to the Long Island Expressway (LIE) to Lakeville Road to South Middle Neck Road to the Long Island Rail Road Tracks (LIRR).
Eastern Boundary: New Hyde Park Border from Hillside Avenue to Union Turnpike to Continental Drive and the Herricks Boarder to the Manhasset Border to the Long Island Rail Road Tracks (LIRR).
Southern Boundary: Hillside Avenue from Stewart Avenue to Herricks Border.

ELECTION DISTRICT NO. 3: Saddle Rock School
Northern Boundary: Horizon Way to Cherry Lane to Wildwood Road from the Long Island Sound to Middle Neck Road.
Southern Boundary: Long Island Rail Road (LIRR) tracks from Little Neck Bay to Middle Neck Road.
Western Boundary: Little Neck Bay/Long Island Sound from the Long Island Rail Road Tracks (LIRR) to Horizon Way.
Eastern Boundary: Middle Neck Road from the Long Island Rail Road Tracks (LIRR) to Wildwood Road.

ELECTION DISTRICT NO 4: Lakeville School
Southern Boundary: Long Island Expressway (LIE) from the NYC/Queens Border to Lakeville Road.
Eastern Boundary: Lakeville Road and South Middle Neck Road from the Long Island Expressway (LIE) to the Long Island Rail Road Tracks (LIRR).
Western Boundary: NYC/Queens Border from the Long Island Expressway (LIE) to the Long Island Rail Road Tracks (LIRR).
Northern Boundary: The Long Island Rail Road Tracks (LIRR) from the NYC/Queens Border to South Middle Neck Road.

Section 5. The members of the Board of Registration of this school district heretofore appointed and the election districts in which they are to serve are hereby designated as follows:

Election District No. 1:	To be determined
E.M. Baker	Berenise Roggendorf
Election District No. 2:	Ellen Shabi
South High	Helen Chang
Election District No. 3:	Barbara Konigsberg
Saddle Rock	Anna Maria Reda
Election District No. 4:	Rosemarie Cacioppo
Lakeville	Anna Bertorelli

In Districts Nos. 1, 2, 3 and 4, the District Clerk, the Acting District Clerk, an Assistant District Clerk, or any one of them will attend on said day with the members of the Board of Registration.

Section 6. The District Clerk is hereby authorized and directed to give notice of such annual election and budget hearing by publishing a notice thereof, four times within the seven (7) weeks next preceding the district election, the first publication to be at least forty-five (45) days before the election. Such publication is to be placed in the Great Neck News, the Great Neck Record, and any other newspaper having general circulation within the said school district.

Section 7. Registration is permitted on school days in the office of the District Clerk, Phipps Administration Building, 345 Lakeville Road, Great Neck, New York, during the hours 9:00 a.m. through 4:00 p.m., Monday through Friday, up to and including May 12, 2022.

Section 8. A register will be prepared and filed in the office of the District Clerk and shall during the five days preceding May 17, 2022, except Sunday, be open for inspection by any qualified voter of this School District.

Section 9. The Board of Registration will further meet during the hours of voting at the Annual District Election on May 17, 2022, at the E.M. Baker, South High School, Saddle Rock and Lakeville Schools for the purpose of preparing a register for District elections to be held subsequent to May 17, 2022. Said register shall include (1) all qualified voters of this District who shall present themselves personally for registration, and (2) all qualified voters of the District who shall have been previously registered for any annual or special District election and who shall have voted at any annual or special District election held or conducted at any time within the four calendar years (2018-2021) prior to the preparation of said register.

Section 10. The notice of such annual election shall be substantially in the form attached herewith.

Section 11. The Board of Education will hold a public hearing on May 10, 2022 at 7:30 p.m. at South Middle School, 349 Lakeville Road, Great Neck, NY 11020, for the purpose of discussing the expenditure of funds and the budgeting therefore relative to the appropriation of necessary funds to meet the necessary expenditures of said school district for the school year 2022-2023 at which time and which place all persons interested in the subject matter thereof concerning the same will have an opportunity to be heard.

Section 12. This Board shall convene a special meeting thereof within twenty-four hours after the filing with the District Clerk of a written report of the results of the ballot for the purpose of examining and tabulating said reports of the result of the ballot and declaring the result of the ballot; that the Board hereby designates itself to be a set of poll clerks to cast and canvass ballots pursuant to Education Law, §2019-a, a subdivision 2b at said special meeting of the Board.

Section 13. This resolution shall take effect immediately.

h. Appointment of Chief Election Inspectors for Special District Meeting of May 17, 2022

RESOLVED, that the Board of Education hereby appoints:

- Michele Domanick as Chief Election Inspector for Election District #1;
- Susan Garfinkel as Chief Election Inspector for Election District #2;
- Anne Hartel as Chief Election Inspector for Election District #3, and;
- Rosemarie Cacioppo as Chief Election Inspector for Election District #4;

for the Annual District Election to be held on May 17, 2022.

i. Establishment of Board Of Registration

WHEREAS, for the purposes of the annual district election and vote to be held on May 17, 2022, the Board shall appoint the following members as the Board of Registration as set forth below, together with the election districts in which they are to serve:

District # 1:	to be determined
E.M. Baker	Berenise Roggendorf
District #2:	Ellen Shabi
South High	Helen Chang
District #3:	Barbara Konigsberg
Saddle Rock	Anna Maria Reda
District #4:	Rosemarie Cacioppo
Lakeville	Anna Bertorelli

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby appoints the above members as the District's Board of Registration for the annual district election to be held on May 17, 2022;

BE IT FURTHER RESOLVED, that the Board of Registration shall meet during the annual district election for the purpose of preparing a register of the qualified voters of this district for subsequent district elections, at which time any person shall be entitled to have their name placed upon such register provided that at such meeting of the Board of Registration, they are known, or proven to the satisfaction of the Board of Registration, to be then or thereafter entitled to vote at subsequent annual district election for which such register is prepared. The District Clerk will attend on said day with the members of the Board of Registration.

j. Memorandum of Agreement between Great Neck Public Schools and Nassau County Board of Elections

BE IT RESOLVED, that the Board of Education of the Great Neck Union Free School District hereby approves the terms and conditions of the Memorandum of Agreement between the school district and the Nassau County Board of Elections regarding election services for the district budget and/or trustee vote and/or special election/referendum to be held on May 17, 2022.

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes its President to execute said Agreement on behalf of the Board of Education.

k. Nomination of BOCES Board Members

WHEREAS, the Board of the Board of Cooperative Educational Services of Nassau County (hereinafter "BOCES") has three Board seats for which the term will expire on June 30, 2022;

NOW THEREFORE, BE IT RESOLVED, that the Great Neck Public Schools Board of Education hereby nominates:

Ronald Ellerbe
Fran N. Langsner
Robert Schoen

to run for a three-year term beginning on July 1, 2022 for the Nassau BOCES Board.

I. College(s) for Student Teacher, Observer, Intern Placement

BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into affiliation agreements with the College(s) below to place student teachers, observers and/or interns in our schools for the 2021-2022 school year;

- SUNY Oswego
- Western Governor's University

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said agreements on behalf of the Board of Education.

m. Credit Card Payments for Summer Enrichment Programs

WHEREAS, the District's Summer Enrichment Program will soon begin using an online system called FamilyID to accept and process registrations from resident students for fee-based summer programs; and

WHEREAS, in June 2018, the Board of Education approved the District's use of a service called MySchoolBucks which allows parents to fund their children's meal accounts online via credit card; and

WHEREAS, at this time, the District is seeking the Board's permission to integrate the FamilyID and MySchoolBucks services so that registrants can pay by credit card for Summer Enrichment offerings starting in spring 2022; and

WHEREAS, the parent company of MySchoolBucks, Heartland School Solutions, will charge each registrant a 4.95 percent fee for each transaction processed; and

WHEREAS, as in the past, registrants who choose not to use MySchoolBucks can continue to pay for Summer Enrichment programs via cash, check, or money order;

NOW THEREFORE, BE IT RESOLVED, that the District is authorized to enter into an agreement with Heartland School Solutions for credit card payment services in connection with the FamilyID and MySchoolBucks programs;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes its President to execute the necessary documents to effectuate said agreement with Heartland School Solutions on behalf of the Board of Education.

n. Capital Improvements – North Middle School (Intricate Tech Solutions, LTD.)

WHEREAS, the Great Neck School District (the "School District") requested sealed bids for the project entitled "Capital Projects at North Middle School, SED No.28-04-07-03-0-011-034;"

WHEREAS, the District received and opened bid proposals for the provision of labor and materials for Base Bid MC-1 – Mechanical Work;

WHEREAS, the School District's Architect reviewed and evaluated said bid proposals; and

WHEREAS, based upon said review and evaluation of the submitted bid proposals by the District Architect and Construction Management, the District Administration recommends that the Board of Education award Base Bid MC-1 – Mechanical Work to Intricate Tech Solutions, LTD. as the lowest responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the District Administration, the Board of Education awards Base Bid MC-1 – Mechanical Work to Intricate Solutions, LTD. for a total contract amount of $320,000;

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract on behalf of the Board of Education.

o. Donation – Monetary: Scholarships/Awards

WHEREAS, the following donation(s) have been received by the District:

Name of Scholarship	Name of Donors	Amount
Ryan L. Sims Memorial Scholarship	Melinda N. Sims	$2,000

WHEREAS, the administration has indicated that these donation(s) would be very much appreciated;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby accepts the above donation(s).

p. Establishment of the Donald Ashkenase Memorial Scholarship

WHEREAS, the family of Donald Ashkenase would like to establish a new scholarship called the “Donald Ashkenase Memorial Scholarship” which will provide a Great Neck High School senior with a $5,000 award;

WHEREAS, it must be awarded to a special education student who has shown academic growth, may have overcome obstacles and has matured socially;

WHEREAS, the award will alternate annually between North High School and South High School, beginning in 2022 with North High School;

WHEREAS, the award will end when funds are no longer available;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the establishment of the “Donald Ashkenase Memorial Scholarship” in accordance with the foregoing criteria and requirements.

5. FINANCE AND OPERATIONS

a. Contract(s) – Health and Welfare Services

WHEREAS, New York State law requires that public school districts provide health and welfare services to non-public schools located within their district;

WHEREAS, the public school may bill each student's district of residence for a portion of the services provided;

WHEREAS, the Board of Education is asked to approve the contract(s) listed below for students who attend non-public school in other districts and reside in Great Neck:

District	Students	Rate/Student	Total	School Year
Hicksville Union Free School District	1	$940.07	$940.07	2021-2022
Uniondale Union Free School District	58	$934.27	$54,187.66	2021-2022
White Plains City School District	1	$1,120.25	$1,120.25	2021-2022

NOW THEREFORE, BE IT RESOLVED, that the Board of Education approves the above contract(s) for health and welfare services rendered to student(s) of Great Neck who attend a non-public school in other districts, and further authorizes the President of the Board of Education to execute said contract(s) on behalf of the Board of Education.

b. **Payment of Fees to Counsel (Ingerman Smith) – January 2022**

RESOLVED, that the Board of Education hereby authorizes the payment of $20,523.73 for the month of January 2022 as per the invoice submitted by District counsel, Ingerman Smith, LLC, for professional services rendered.

c. Payment of Fees to Special Counsel (Bond, Schoeneck & King) – December 2021

RESOLVED, that the Board of Education hereby authorizes the payment of $10,270.60 for December 2021 as per the invoice submitted by special counsel, Bond, Schoeneck & King, PLLC, for professional services rendered.

d. Third Party Service Agreements

BE IT RESOLVED, that the Board of Education hereby authorizes the District to enter into third party service agreements with the consultants identified on the attached list for the provision of services for the 2021-2022 school year identified therein, subject to the terms and conditions of written third party service agreements;

BE IT FURTHER RESOLVED, that the Board of Education authorizes the President of the Board of Education to execute the necessary documents to effectuate said third party service agreements on behalf of the Board of Education.

THIRD PARTY SERVICE AGREEMENTS
GENERAL CONSULTANTS

Consultant	Purpose	Location	Date(s)	Rate	Max. Amount	
Joseph Brady	Musician for South Middle Musical "Beauty and the Beast"	South Middle	3/24/22-3/26/22	$75/rehearsal $75/show	$525	***
Cold Spring Harbor DNA Learning Center	Virtual Science Lab	North Middle	1/25/22–1/27/22	$7,650	$7,650	
Cold Spring Harbor DNA Learning Center	Science Lab	South High	3/25/22	$500/lab	$3,125	
Emergency Response Technologies	Maintain, Service and Inspect Oxygen Inhalators	District-Wide	12/1/21-11/30/22	$295/Unit (22 Units)	$6,490	
Miriam Zern	Provide AIS in Math to Students	Yeshiva Kol Yaakov	3/10/22-8/30/22	$70/45-minute session	$7,000	*

*Partially or fully funded by a State of Federal Grant.
**Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.
***Amount included in fee paid for by participants.

e. **Electronic Submission of Reports to the Board of Education**

1) Monthly Treasurer's Report – January 2022
2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – January 2022
3) Revenue Status Report General Fund – January 2022

6. STUDENT MATTERS AND CURRICULUM

a. Committee on Special Education Recommendations 2021-2022

WHEREAS, in accord with applicable regulations and law, the Board of Education is required to approve services to students with disabilities as recommended by the Committee on Special Education;

WHEREAS, the Board of Education has been provided with the schedules of specific recommendations for the 2021-2022 school year made by the Committee on Special Education for students whose ID numbers appear in a Confidential Schedule provided to the Board of Education;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves these schedules.