



**Great Neck Public Schools  
Board of Education**

**Meeting of the Board of Education  
Monday, January 13, 2020  
Saddle Rock Elementary School, Multipurpose Room  
\*5:00 PM / \*\*8:30 PM**

\*AT 5:00 PM: The Board of Education will officially begin its public meeting by accepting and voting on 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.

\*\*AT 8:30 PM: The Board of Education will resume its PUBLIC MEETING to act on agenda items necessary for the conduct of its business.

**PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF MINUTES**

- a. December 12, 2019
- b. December 16, 2019

**2. BOARD/ADMINISTRATIVE AFFAIRS**

- a. Presentation: ENL Program
- b. Superintendent's Report
- c. Proposed School Calendar for 2020-2021
- d. Policy 4750 – Promotion and Retention of Students (Third Reading)
- e. Resolution – Memorandum of Agreement between the Great Neck Public Schools and the Great Neck Teachers Association
- f. Amendments to the 403(b) Retirement Plan
- g. Flexible Benefits Plan Administration
- h. Student Teacher(s) and/or Observer(s) – Elementary – Spring 2020 Semester
- i. Student Teacher(s) and/or Observer(s) – Secondary – Spring 2020 Semester
- j. Inservice Institute Course(s) Intra-Building – Spring 2020
- k. Food and Nutrition Purchase Order Increase
- l. Resolution: Emergency Capital Project Elevator Repair/Replacement – John F. Kennedy Elementary School (JFK)
- m. Request for Proposals – Geotechnical and Engineering Services for Lakeville and E.M. Baker Schools
- n. Donation – Equipment: Mobile WiFi (MiFi) Hotspot Devices to Reduce the Digital Divide
- o. Donation – Monetary: Scholarships
- p. Donation – Monetary: South High School Robotics Club

**3. FACILITIES**

- a. Public Use of District Facilities

**4. FINANCE AND OPERATIONS**

- a. 2018-2019 Audit Management Letter Corrective Action Plan
- b. Annual Risk Assessment Pertaining to the Internal Controls of District Operations – June 2019
- c. Annual Risk Assessment June 2018 Corrective Action Plan
- d. Contract(s) – Instructional and Tuition (SEDCAR)
- e. Contract(s) – Tuition Addenda
- f. Outside Service Agreements
- g. Payment of Fees to Counsel: August and September 2019
- h. Claims Audit Report to the Board of Education – November 2019

- i. Electronic Submission of Reports to the Board of Education
  - 1) Monthly Treasurer’s Report – September, October 2019
  - 2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – September, October 2019
  - 3) Revenue Status Report General Fund – September, October 2019

**5. STUDENT MATTERS AND CURRICULUM**

- a. Committee on Special Education Recommendations
- b. Stipulation of Settlement

**6. PERSONNEL** (some items may be appropriate for Executive Session)

- 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

**7. OPEN TIME**

Residents may speak on any item in Public Session with these two exceptions: “Communications,” on which only the letter-writer may comment, and subjects listed “For Board Discussion.” The purpose of “Open Time” is to permit any person in the audience to address the Board of Education on any question concerning the school district, whether or not the question appears on the printed agenda. Generally, up to three minutes will be granted to each speaker.

**8. BOARD DISCUSSION – NO ACTION TO BE TAKEN**

**NEXT MEETINGS**

<u>Day</u>	<u>Date</u>	<u>Meeting Type</u>	<u>Time</u>	<u>Location</u>
Mon	January 27, 2020	GNTA/SAGES/UPTC Budget Mtg	7:30pm	Phipps
		Public Action	8:30pm	
Mon	February 10, 2020	Village School Student Recognition	8:00pm	Parkville Cafeteria
		Public Action	8:30pm	(note location change)

1. **APPROVAL OF MINUTES**

- a. **December 12, 2019**
- b. **December 16, 2019**

**2. BOARD/ADMINISTRATIVE AFFAIRS**

**a. Presentation: ENL Program**

Dr. Stephen C. Lando  
Assistant Superintendent  
Secondary Education

Ms. Kelly Newman  
Assistant Superintendent  
Elementary Education

b. **Superintendent's Report**

Dr. Teresa Prendergast  
Superintendent of Schools

c. **Proposed School Calendar for 2020-2021**

See attached.

# GREAT NECK PUBLIC SCHOOLS

References: [https://stateaid.nysed.gov/attendance/attendance\\_memo.htm](https://stateaid.nysed.gov/attendance/attendance_memo.htm), <http://interfaithcalendar.org/>

## School Calendar 2020-2021 Proposed

### August/September

S	M	T	W	T	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

21

### October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21

### November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

17

### December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14

### January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19

### February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

14

### March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

20

### April

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19

### May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20

### June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

19

Aug.	31	Supt's Conference Day
Sept.	1	First Day of School
	7	Labor Day Holiday
	28	Yom Kippur
Oct.	12	Columbus Day
Nov.	3	Supt's Conference Day
	11	Veterans Day
	25 - 27	Thanksgiving Recess
Dec. 21 - Jan. 1		Holiday Recess
Jan.	18	Martin Luther King Day
Feb.	12	Lunar New Year
	15 - 19	Winter Recess
Mar. 29 - Apr. 5		Spring Recess
May	31	Memorial Day Recess
June	25	Last School Day

SHADED DATES INDICATE  
SCHOOLS ARE CLOSED.

IF SCHOOLS ARE CLOSED FOR MORE  
THAN 4 "INCLEMENT WEATHER" DAYS,  
MAKE-UP DAY IS 4/5

OUTLINED DATES INDICATE  
SUPERINTENDENT'S CONFERENCE DAYS:  
SCHOOLS CLOSED FOR STUDENTS.

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d. **Policy 4750 – Promotion and Retention of Students**  
**(Third Reading)**

**INFORMATION**

Attached for Board of Education consideration is a new policy: ***Promotion and Retention of Students (4750)***. This policy is newly required and outlines District protocol for promotion and retention of students with an emphasis on early identification and intervention for students who may require additional support. There have been no changes since its second reading on 12/16/19, and it is being submitted for a third reading and possible adoption.

4750

## **PROMOTION AND RETENTION OF STUDENTS**

It is essential that each child experience both challenge and success from school activities. To this end, the District shall make every effort to place each student in the most appropriate learning level for a successful educational experience.

Academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Early identification and intervention, promotion and retention are methods of meeting the needs of such children.

### **Early Identification/Intervention**

Classroom teachers are expected to make every effort, consistent with the District's implementation of Response to Intervention (RTI), to identify early those students in need of support in order to meet New York State Learning Standards. The building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child so identified. Such support services may include, but are not limited to, individualized small group assistance before, during or after the school day; a change in instructional approach; remedial classes; and, where appropriate, referral to a building level team or ultimately, the Committee on Special Education (CSE), for evaluation.

### **Promotion/Retention**

At the high school level, students shall be promoted providing that they can complete the requirements necessary for them to graduate with their cohort.

At the middle school and elementary school levels, students who make satisfactory progress shall be promoted unless it has been determined that they be retained as described below.

A decision to retain a middle school or elementary school student shall be arrived at by consensus from a case conference approach involving the teacher, building Principal, school psychologist, and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement; standardized test scores; social and emotional development; and, for identified students, recommendations by the CSE. Standardized test scores shall not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the building Principal shall be final.

### ***Great Neck Public Schools***

***Proposed: 11/18/19; 12/16/19; 1/13/20***

e. **Resolution – Memorandum of Agreement between the Great Neck Public Schools and the Great Neck Teachers Association**

**BE IT RESOLVED** that the Board of Education of the Great Neck Union Free School District hereby approve the terms of a Memorandum of Agreement (attached) effective immediately between the Great Neck Union Free School District and the Great Neck Teachers Association regarding the specifics on a retirement incentive outlined therein, and


**BE IT HEREBY RESOLVED** that the Superintendent be authorized to execute said Agreement on behalf of the Board of Education.

**MEMORANDUM OF AGREEMENT  
BETWEEN THE GREAT NECK PUBLIC SCHOOLS  
AND THE GREAT NECK TEACHERS ASSOCIATION**

It is hereby agreed by and between the Great Neck Union Free School District ("District") and the Great Neck Teachers Association ("Association") as follows:

1. Although the District has no obligation to do so, the District will provide a special one-time retirement incentive benefit to the members of the Association as follows: Full-time teaching faculty members, including full-time pre-kindergarten teachers who teach a minimum of four hours per day, shall be entitled to payment of unused sick leave at the rate of one days' pay for each four accumulated sick days to a maximum payout of 66 days. This benefit is not available to unit members who previously retired, or who previously submitted an irrevocable letter of resignation for purposes of retirement pursuant to a stipulation of settlement.
2. Eligible unit members must submit to the Superintendent no later than 5:00 p.m. on January 15, 2020 an irrevocable letter of resignation for the purpose of retirement with an effective retirement date of June 30, 2020.
3. The District shall make payment due hereunder as a non-elective employer contribution to a 403(b) program to the extent permitted by applicable law and regulations and in accordance with the plan documents of the unit member's section 403(b) plan. Such payment shall be made to the 403(b) plan within thirty days following the effective date of retirement.
4. In the event the total amount of the payment due hereunder exceeds the maximum amount permitted by law and/or the section 403(b) plan documents, the District shall issue a check for such balance to the unit member within thirty days following the effective date of retirement.
5. The parties agree that the terms of this agreement shall have no precedential impact on any subsequent dealings between the District and the Association or any of its members in any future negotiations, grievance, arbitration, administrative or judicial action or proceeding of any nature whatsoever. This agreement is specifically not incorporated into any collective bargaining agreement between the parties.
6. All disputes arising under this agreement shall be exclusively subject to the Grievance Procedure set forth in the collective bargaining agreement.
7. The above constitutes the full and complete agreement between the parties with respect to this matter.

Signed:  Date: January 2, 2020  
Teresa Prendergast, Superintendent of Schools

Signed:  Date: January 2, 2020  
James Daszenski, President of Great Neck Teachers Association

Approved: Great Neck Board of Education at their meeting of \_\_\_\_\_  
Attestation:

\_\_\_\_\_  
Jacqueline Lizza, District Clerk

**f. Amendments to the 403(b) Retirement Plan****INFORMATION**

The Omni group is the District's third-party administrator for the 403(b) tax shelter that is offered to employees. In response to guidance from the Internal Revenue Service (IRS), Omni has proposed amendments to the District's 403(b) plan that pertain to hardship and eligibility.

Effective January 1, 2020, employees who qualify for a hardship under the IRS guidelines will have fewer restrictions. Regarding eligibility, part-time employees working 20 or more hours per week will be eligible to participate in the plan. In addition, once these employees begin to participate, they cannot be excluded from the plan if their weekly hours decrease at a later date.

**RECOMMENDATION**

It is recommended that the Board of Education approve and sign the Hardship and Eligibility Amendments to the Great Neck UFSD 403(b) Retirement Plan. This will ensure that the District's plan meets the IRS's requirements.

**g. Flexible Benefits Plan Administration**

**INFORMATION**

In January 1990, the Board adopted a Flexible Benefits Plan under Section 125 of the Internal Revenue Code. This Plan allows participating district employees to set aside pre-tax earnings for eligible healthcare and dependent-care expenses. The Plan has been administered by Brown & Brown of Garden City.

For the 2020 calendar year, Brown & Brown of Garden City is continuing to use a third party, FBA of Syosset, to process reimbursement claims that are submitted by district employees. The annual administrative fee will increase by 25 cents per employee, per month.

**RECOMMENDATION**

It is recommended that the Board of Education approve and sign the Flexible Compensation Agreement for 2020. Monthly administrative fees of \$4.45 per person will be paid by the employees who participate in the Plan.

### **h. Student Teacher(s) and/or Observer(s) – Elementary – Spring 2020 Semester**

#### **INFORMATION**

Pursuant to Education Law Section 301 – Qualification of Teachers, a practice teacher enrolled in an approved teacher education program may teach a class provided s/he is supervised by a certified classroom teacher.

All student teachers and observers enrolled in education classes at local universities are interviewed at the building level by the principal or assistant principal to insure their suitability for placement in our elementary classrooms.

The following student teacher(s) and/or observer(s) have requested assignments to our elementary schools for the 2020 spring semester.

#### **STUDENT TEACHER(S)**

<b><u>Name</u></b>	<b><u>College</u></b>	<b><u>School</u></b>	<b><u>Teacher</u></b>	<b><u>Grade/Subject</u></b>	<b><u>Dates</u></b>
Brandon Allen	C.W. Post	JFK	P. Kennedy	Music	3/23-5/7
Angela Yang	Bank St.	PKV	F. Hanson & M. Miller	Kdg.	1/14-5/15

#### **STUDENT OBSERVER(S)**

<b><u>Name</u></b>	<b><u>College</u></b>	<b><u>School</u></b>	<b><u>Teacher</u></b>	<b><u>Grade/Subject</u></b>	<b><u>Hours</u></b>
Brianna Avillaneda	Hofstra	LKV	R. Sambursky	Grade 2	90
Eve Azizi	SUNY Westbury	EMB	J. Neuwirt	Grade 2	50

#### **RECOMMENDATION**

It is recommended that the Board of Education approve the placement of the above student teacher(s) and/or observer(s) to our elementary spring 2020 semester.

i. **Student Teacher(s) and/or Observer(s) – Secondary – Spring 2020 Semester**

**INFORMATION**

Pursuant to Education Law Section 301 – Qualification of Teachers, a practice teacher enrolled in an approved teacher education program may teach a class provided s/he is supervised by a certified classroom teacher.

All student teachers and observers enrolled in education classes at local universities are interviewed at the building level by the principal or assistant principal to insure their suitability for placement in our secondary classrooms.

The following student teacher(s) and/or observer(s) have requested assignments to our secondary schools for the 2020 spring semester.

**STUDENT TEACHER(S)**

<u>Name</u>	<u>College</u>	<u>School</u>	<u>Teacher</u>	<u>Subject</u>	<u>Dates</u>
Brandon Allen	C.W. Post	SH	M. Schwartz	Music	1/21-3/20
Simona Doria	Hofstra	NH	E. Lee	ENL	3/2-3/27
Neil Epstein	Queens	NM	P. Reilly	Soc.Studies	1/27-5/14

**STUDENT OBSERVER(S)**

<u>Name</u>	<u>College</u>	<u>School</u>	<u>Teacher</u>	<u>Subject</u>	<u>Hours</u>
Emma VanDyne	Univ.Albany	SH	S. Dorkings	ENL	25

**RECOMMENDATION**

It is recommended that the Board of Education approve the placement of the above student teacher(s) and/or student observer(s) to our secondary spring 2020 semester.



**j. Inservice Institute Course(s) Intra-Building – Spring 2020****INFORMATION**

The Superintendent and her Inservice Institute designees, Jennifer Kirby and Kelly Newman, propose that the course(s) described in the attached course description be offered to District personnel as part of our ongoing staff development program.

**RECOMMENDATION**

It is recommended that the Board of Education approve the Spring 2020 Inservice Institute course(s).

**Course Titles/Descriptions****# Hours****Supplies****Google Suite For You (PKV)****4****0**

Are you confused about how to use Google Doc, Slides, Forms, Sheets and other parts of Google Drive Suite? In this course, participants will master all of these applications and will leave being able to create documents, presentations, surveys, etc.

k. **Food and Nutrition Purchase Order Increase**

**INFORMATION**

The current purchase order generated in July 2019 for the following vendor has been exhausted. The cost for an essential food product was inadvertently omitted resulting in the need to replenish this purchase order.

The following vendor and the additional funds needed are:

J Kings	\$50,000
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**RECOMMENDATION**

It is recommended that the Board of Education approve the above vendor for the additional amount shown for the remainder of the 2019-2020 school year.

These additional funds will be taken from the 2019-2020 School Food and Nutrition Services budget.

I. **Resolution: Emergency Capital Project Elevator Repair/Replacement – John F. Kennedy Elementary School (JFK)**

**WHEREAS**, the elevator at the JFK Elementary School is inoperable, and

**WHEREAS**, upon inspection, the District’s architect has advised that in order for this elevator to become functional, major repair and replacement of equipment is necessary,

**NOW THEREFORE**, in order to remain in compliance with the Americans with Disability Act (ADA) by allowing access to the second floor of the building by all and to ensure the health and safety of students and staff,

the Board of Education hereby declares this situation to be an emergency requiring immediate action to enable the District to complete needed capital repairs and replacement.

m. **Request for Proposals – Geotechnical and Engineering Services for Lakeville and E.M. Baker Schools**

**INFORMATION**

At the December 16, 2019 Board Meeting, the Board of Education approved Universal Testing and Inspection Services Geotechnical and Engineering Services in conjunction with the district's capital projects for the addition at the Lakeville School and the additions and parking area reconstruction at the E.M. Baker School. Upon further review the Board of Education has decided not to award the services to Universal Testing and Inspection Services on the remaining district wide capital projects. The Board of Education has decided to award the project to the next lowest vendor, Soil Mechanics Drilling Corp., in the amount of \$16,875.

	<b><u>Total Cost</u></b>
Universal Testing & Inspection Services	\$11,710
Soil Mechanics Drilling Corp.	\$16,875
Municipal Testing	\$26,345

**RECOMMENDATION**

It is recommended that the Board of Education award the proposal for Soil Mechanics Drilling Corp. in the amount of \$16,875.

n. **Donation – Equipment: Mobile WiFi (MiFi) Hotspot Devices to Reduce the Digital Divide**

**INFORMATION**

For many years, the District has been involved with initiatives that help close the digital divide in our local and regional community. At the Nassau County level, we successfully partnered with other districts through Nassau BOCES to encourage Altice to launch a low-cost Internet service program targeted at families who qualify for free and reduced lunch. In Great Neck, one of the main tenets of our 1:1 iPad Initiative is to level the educational playing field for our students by providing a 21st Century learning tool equitably to all students in Grades 3-12 (beginning in Grade 4 at Lakeville).

Despite these initiatives, a small pocket of students living in Great Neck still cannot afford Internet service at home which puts them at an educational disadvantage as compared with the vast majority of students who have regular and convenient access to a plethora of online educational resources. We now have an opportunity to address this issue without any cost to taxpayers.

The Hispanic Information and Telecommunications Network, Inc. (HITN) has offered to donate one hundred MiFi 8000 wireless WiFi Hotspot Devices and the monthly Internet service free of charge to the school district. These devices will be given to our schools primarily to loan to families identified by school administrators, social workers, and guidance counselors as being unable to afford Internet service at home in order to further the school's educational goals for their students. There could also be other educational justifications for any family to borrow a MiFi Hotspot that a school can also consider on an individual basis. A loan form has been developed in consultation with our district lawyer to absolve the district from any liability associated with misuse of the device that a student and parent will sign.

**RECOMMENDATION**

It is recommended that the Board of Education accept the donation from HITN for one hundred MiFi 8000 wireless Hotspot Devices completely free of charge.



Educa y Entretiene

**December 11, 2019**

**Great Neck Public School District**  
345 Lakeville Rd.  
Great Neck, NY 11020

Re: The Provision of Mobile Wireless 4G Devices

Dear **Great Neck Board of Education**:

The Hispanic Information and Telecommunications Network, Inc. ("HITN,") a New York, charitable not-for-profit corporation wishes to donate to **The Great Neck Public School District** ("GNPSD") a total of one hundred (100) MiFi 8000 wireless Wifi Hotspot Devices ("Hotspots") completely free of charge (valued at \$24,000.00 USD) in furtherance of recipient's educational goals, and for the purpose of helping close the community's digital divide.

HITN will provide the Hotspots to the GNPSD at no charge to them. To the best of their knowledge, the GNPSD shall comply at all times with all applicable laws, rules and regulations related to the hotspots' use. In addition, the GNPSD acknowledges that the devices have no content filtering and that HITN has no control over the data accessed by the end users of the devices.

By your signature, you approve this agreement and accept HITN's donation offer.

Very truly yours,

AGREED AND ACCEPTED

**Great Neck Public School District**

By: \_\_\_\_\_  
Name:  
Title:

**Hispanic Information and  
Telecommunications Network, Inc.**

By: \_\_\_\_\_  
Name: Jonathan Guerra  
Title: General Counsel

63 Flushing Avenue  
Building #292, Suite #211  
Brooklyn, NY 11205 - 1078



Great Neck School District
Mobile WiFi (MiFi) Hotspot Loan Agreement

Dear Parents/Guardians,

As we continue to expand the use of instructional technology in our school, students and parents who lack Internet access at home may request the use of a school district issued MiFi Hotspot to take home in support of the educational process that is taking place in their classroom.

When the school-issued MiFi Hotspot is used outside of school, including at home, Internet access is usually unfiltered and dependent on the provider and/or subscriber, and the Great Neck school district has no control over such access.

Any student who uses a school-issued MiFi Hotspot is expected to comply with the District's acceptable use policy and regulations while using the device outside of school. The use of a school-issued MiFi Hotspot to access any Internet site shall be educationally purposeful, legal, and appropriate.

In the event that a school-issued MiFi Hotspot becomes inoperable, a spare MiFi Hotspot will be loaned, if available. Users are responsible for taking proper care of the MiFi Hotspot and accessories assigned to them, and must take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the school. The MiFi Hotspot must be returned to the school that issued the device upon the expiration of the loan period.

\*\*\*\*\*

The use of a school-issued MiFi Hotspot is a privilege and not a right, and is subject to the following requirements:

- \*Any user who does not comply with these guidelines may lose access to the MiFi Hotspot.
\*Any users who have repeated or severe infractions involving the MiFi Hotspot will be subject to disciplinary action as stated in the Code of Conduct and other district policies.
\*The student is required to acknowledge these requirements by signing below.
\*The student's parent/guardian is required to acknowledge these requirements and, in addition, is required to agree to the following release by signing below:

Release

As the parent/guardian of \_\_\_\_\_, I understand that my child will be issued a MiFi Hotspot to take home for school-related purposes for the remainder of the loan period. It is not to be used in school. By signing this release, I voluntarily assume full responsibility for any risks or loss, property damage, or other injury, costs, expenses, damages and liabilities, which may be sustained or caused in connection with the use of the district-issued MiFi Hotspot.

In consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I hereby release, waive, discharge, covenant not to sue, hold harmless, and agree to defend and indemnify the Great Neck Union Free School District, the Board of Education, their officers, employees, volunteers and agents, from and against any and all claims, liability and damages, to persons or property, that may be suffered, or which may result from the use of the district-issued MiFi Hotspot, to the fullest extent permitted by law.

I have read and agreed to the terms specified in this agreement and in the release.

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

I have read and agreed to the terms specified in this agreement.

Student \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

MiFi Hotspot Number \_\_\_\_\_

Please sign this agreement and return it to the school to borrow a MiFi Hotspot.

o. **Donation – Monetary: Scholarships**

**INFORMATION**

The following donations have been received by the District:

<b><u>Name of Scholarship</u></b>	<b><u>Name of Donors</u></b>	<b><u>Amount</u></b>
Elliot Goodman Scholarship	Estate of Ethelind Goodman	\$80,386.33
Evan Grabelsky Memorial	Brandon & Lori Grabelsky	\$50
Joan Grunebaum Memorial Scholarship	Arthur & Dorothy Grunebaum	\$500
Joan Grunebaum Memorial Scholarship	Dr. Richard Grunebaum	\$250
Joan Grunebaum Memorial Scholarship	Susan Grunebaum	\$250
Sally Passarella Scholarship	SH Rebel Robotics	\$1,500

The administration has indicated that these scholarship donations are very much appreciated.

**RECOMMENDATION**

It is recommended that the Board of Education accept the above donations to the Great Neck Public Schools.



p. **Donation – Monetary: South High School Robotics Club**

**INFORMATION**

The following Robotics Club donation(s) have been received by the District to offset some of the many costs associated with running a successful robotics program at Great Neck South High School.

<b><u>Name of Donor(s)</u></b>	<b><u>Amount</u></b>
Rotary Club of Gold Coast Lake Success	\$5,700

The administration has indicated these donation(s) are very much appreciated.

**RECOMMENDATION**

It is recommended that the Board of Education accept the above listed donation(s) for the Great Neck South High School Robotics Club.

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### 3. **FACILITIES**

#### a. **Public Use of District Facilities**

##### **INFORMATION**

Attached is a schedule of requests for public use of district facilities. The fees are calculated in accordance with Board policy for the use of district facilities.

##### **RECOMMENDATION**

It is recommended that the schedule of requests for public use of district facilities be accepted.

PUBLIC USE OF DISTRICT FACILITIES

2019 - 2020

(For Board of Education Approval)

January 13, 2020

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS
Great Neck Chinese Association	JF Kennedy Gymnasium	Friday	01/24/2020 - 06/19/2020	6:30 PM	10:00 PM	Youth Basketball	\$475.00	3
Great Neck Chinese Association	South Middle Gymnasium 1	Saturday	01/25/2020 - 06/20/2020	3:00 PM	5:00 PM	Youth Basketball	\$950.00	3
AATSP - American Association of Teachers of Spanish and Portuguese	South High Classroom #421	Saturday	01/25/2020	9:00 AM	12:30 PM	Mini Conference	\$204.75	2
Fundamentals of Engineering Education - Mathcounts Foundation	North Middle Auditorium & Cafeteria	Saturday	02/01/2020	7:00 AM	1:00 PM	Middle School Mathematics Competition	\$341.00	3

#### **4. FINANCE AND OPERATIONS**

##### **a. 2018-2019 Audit Management Letter Corrective Action Plan**

###### **INFORMATION**

Each year as part of the independent external audit engagement, the auditors prepare a Management Letter. A Management Letter is a list of areas the auditor has identified that need to be improved. As part of the process to correct the identified problem areas, the District needs to develop a plan that addresses these comments that will result in these areas getting corrected and not appearing in a future Audit Management Letter. The corrective action plan for the 2018-2019 Audit Management Letter has been prepared and is being presented for adoption by the Board of Education.

###### **RECOMMENDATION**

It is recommended that the Board of Education accept the District's corrective action plan addressing the comments listed in the Management Letter (dated November 12, 2019) that was prepared by Cullen & Danowski, LLP, Certified Public Accountants pursuant to the Independent Audit engagement for the school (fiscal) year ending June 30, 2019.

**b. Annual Risk Assessment Pertaining to the Internal Controls of District Operations – June 2019**

**INFORMATION**

Pursuant to Chapter 263 of the Laws of New York 2005, all school districts and BOCES were required to establish an Internal Audit function. At a minimum the Internal Audit function established should result in the District's Internal Auditor developing a risk assessment of District operations after reviewing financial policies, procedures and practices. The risk assessment developed will need to be reviewed and updated annually. This consists of yearly evaluating one or more areas of District operations and the testing of their related internal controls; preparation of reports which assess significant risk assessment findings, and recommendations for strengthening controls and reducing the risks identified. The District will then develop a corrective action plan to implement the necessary policies and procedures to correct the adverse findings. The Internal Auditor performed certain internal audit procedures in the timeframe starting July 1, 2018 through June 30, 2019. District staff is in the process of developing a Corrective Action Plan addressing each finding that will be presented to the Board of Education for approval and submission to the New York State Education Department.

**RECOMMENDATION**

It is recommended that the Board of Education accept the Internal Audit Report Annual Risk Assessment Update June 2019 from Certified Public Accountant Nawrocki Smith, LLP for the fiscal year 2018-2019.

c. **Annual Risk Assessment June 2018 Corrective Action Plan**

**INFORMATION**

The Annual Risk Assessment performed by the District's Internal Auditor, Nawrocki Smith, LLP, for the year 2017-2018 resulted in areas where the District's internal controls need to be strengthened. The District addresses these internal control weaknesses by developing a corrective action plan that must be accepted by the Board of Education.

**RECOMMENDATION**

It is recommended that the Board of Education accept the District's corrective action plan that will address the findings from the June 2018 Annual Risk Assessment.

**d. Contract(s) – Instructional and Tuition (SEDCAR)****INFORMATION**

The Committee on Special Education (CSE) has recommended that certain students with disabilities attend programs located in other public school districts, BOCES, or approved private special education settings. The Board of Education is asked to approve the following contract(s) for Strategic Evaluation Data Collection Analysis and Reporting (SEDCAR) reimbursement.

<b>Program</b>	<b>Location</b>	<b>Classified Student(s)</b>	<b>Total</b>
Tiegerman School	Glen Cove	1	\$1,707

**RECOMMENDATION**

It is recommended that the Board of Education approve the above contract(s) and/or payment(s) for SEDCAR reimbursement for the school year 2019-2020.



**e. Contract(s) – Tuition Addenda****INFORMATION**

New York State adjusts tuition rates for approved private special education schools during the school year and sets final rates during and after the school year is over. This state process requires us to approve adjustments to such tuitions several times. In that regard, the Board of Education is asked to approve payments resulting from the tuition adjustments for students who attend(ed) approved private special education schools, as noted below.

<b>School</b>	<b>Location</b>	<b>Classified Student(s)</b>	<b>Adjustment</b>	<b>Dates</b>
Eden II School for Autistic Children	Staten Island	1	Revised tuition rate from \$8,308 per student to \$8,779 per student	7/19-8/19
Eden II School for Autistic Children	Staten Island	1	Revised tuition rate from \$49,847 per student to \$52,673 per student	9/19-6/20
Woodward Mental Health Center	Freeport	1	Revised tuition rate from \$7,494 per student to \$7,910 per student	7/19-8/19

**RECOMMENDATION**

It is recommended that the Board of Education approve the revised rate(s) above for classified student(s) who attend(ed) approved private special education schools.

f. **Outside Service Agreements**

**INFORMATION**

The attached Outside Service Agreements are being submitted for approval. Provider credentials have been reviewed by administration.

**RECOMMENDATION**

It is recommended that the Great Neck Board of Education authorize the President of the Board of Education to approve payment of the attached Outside Service Agreements.

**OTHER CONSULTANTS  
1/13/20 BOARD MEETING**

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Maximum Approval</u>
Bluma Balsam	AIS Teacher	Bnos Malka Academy	1/14/20-8/31/20	\$65/hour	\$3,800.00 *
James Shepherd	Accompanist for International Week 4 <sup>th</sup> Grade Concert	Elizabeth M. Baker	1/28/20-2/13/20	\$35/hour	\$210.00
Jonathan D. Marks	First Lego Robotics Team Coach	District Wide	9/21/19-3/31/20	\$3,000/season	\$3,000.00 ***
Propio Language Services	Translation Services for the District	District Wide	1/14/20-6/30/20	\$.75/minute	\$5,000.00

\*Partially or fully funded by a State or Federal Grant.

\*\*Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.

\*\*\*Amount included in fee paid for by participants.

**COMMUNITY EDUCATION CONSULTANTS**  
1/13/20 BOARD MEETING

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Maximum Approval</u>
Art Food	Lunch During the Tour of the "New" MOMA	Cumberland	5/21/20	\$30/person	\$1,200.00 ***
Brooklyn Museum	Guided Tours – <i>Studio 54: Night Magic and Out of Place: A Feminist Look at the Collection</i>	Cumberland	6/19/20	\$37/person	\$1,110.00 ***
BT Restaurant Enterprises, LLC	Lunch at "Tessa" During the Tours at the New York Historical Society	Cumberland	5/28/20	\$55.35/person	\$1,660.50 ***
MOMA	Group Tour of the "New" MOMA	Cumberland	5/21/20	\$30/person \$125 for an extra half hour	\$1,325.00 ***
Nederlander Productions	Tickets for the Broadway Musical "Company"	Cumberland	4/22/20	\$119/person \$14.50 shipping	\$5,369.50 ***
New York Botanical Garden	Guided Tour of New York Botanical Garden	Cumberland	6/10/20	\$105/person	\$3,675.00 ***

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\*\*Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.

\*\*\*Amount included in fee paid for by participants.

**COMMUNITY EDUCATION CONSULTANTS**  
**1/13/20 BOARD MEETING**

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Maximum Approval</u>
New York Historical Society	Guided Tours – <i>Bill Graham and the Rock &amp; Roll Revolution</i> and <i>Women March</i>	Cumberland	5/28/20	\$29/person \$100 docent fee	\$970.00 ***
Sardi's Restaurant	Lunch Prior to Attending the Broadway Musical "Company"	Cumberland	4/22/20	\$54/person	\$2,430.00 ***
Tommasio	Lunch During the Tours at the Brooklyn Museum	Cumberland	6/19/20	\$38.34/person	\$1,150.20 ***

\*Partially or fully funded by a State or Federal Grant.

\*\*Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.

\*\*\*Amount included in fee paid for by participants.

**SPECIAL EDUCATION - OTHER**  
**1/13/20 BOARD MEETING**

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Maximum Approval</u>
Family & Children's Association	Crisis Counseling for Bi-Lingual Families	District Wide	1/14/20-6/30/20	\$100/hour	\$65,000

\*Partially or fully funded by a State or Federal Grant.

\*\*Emergency conditional appointment as defined in Section 1709, Subdivision 39 of the education law.

\*\*\*Amount included in fee paid for by participants.

**g. Payment of Fees to Counsel: August and September 2019****INFORMATION**

An invoice was received from district counsel, Frazer & Feldman, for professional services rendered during August 2019 and September 2019 in the following matters:

Student Matters – Special Ed (13)	\$	12,762.00
Negotiations	\$	3,350.25
Human Resources (5)	\$	179.99
Instruction	\$	31,785.75
Student Matters – Residency	\$	18,990.00
Miscellaneous	\$	28,386.65
	\$	<u>95,454.64</u>

**RECOMMENDATION**

It is recommended that the Board of Education authorize the payment of \$95,454.64 for August 2019 and September 2019 as per the invoices submitted by Frazer & Feldman for professional services rendered as stated above.

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**h. Claims Audit Report to the Board of Education – November 2019**

**INFORMATION**

Each month the District's claims auditing firm, R.S. Abrams & Co., LLP prepares a report of the previous month's claims activity. This report is solely for the Board of Education's information. It has been recommended that the submission of these monthly claims reports to the Board of Education and their acknowledgement of receipt be documented.

**RECOMMENDATION**

It is recommended that the Board of Education acknowledge receipt of the November 2019 claims audit report, as presented.

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

- 1) Monthly Treasurer's Report – September, October 2019
- 2) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – September, October 2019
- 3) Revenue Status Report General Fund – September, October 2019

## 5. STUDENT MATTERS AND CURRICULUM

### a. Committee on Special Education Recommendations

#### INFORMATION

In accordance 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.

#### RECOMMENDATION

The Board of Education has been provided with the schedule of specific recommendations for the 2019 – 2020 school year made by the Committee on Special Education for students whose ID numbers appear below. It is recommended that the Board of Education approve this schedule.

10034	C5398	K5980	S0743
10072	C5536	K6696	S2476
10077	C9808	L2914	S4454
10207	D3443	L3709	S4860
10296	E0538	L5250	S5256
10420	EH2596	L88110	S7656
10483	G0600	L9490	S7963
10484	G0631	M2707	S9017
10502	G1136	M6311	S9345
10530	G1917	M8082	T0453
10536	H0422	M9027	V4583
10560	H0673	N0700	W4300
10608	H2433	N2997	W4550
10639	H2559	N4515	W4737
4651	H4038	N5141	W6493
A2822	H4370	O8405	W9365
A2972	H4815	O9227	W9770
A7518	J5737	P6519	Z3069
A7595	J8381	R1064	Z3330
B4313	J9657	R1554	Z7378
B4833	K04757	R1737	Z9001
C1138	K2689	R2130	
C1335	K4194	R6912	
C3301	K4849	R7761	

b. **Stipulation of Settlement**

**BE IT RESOLVED** that the Board of Education of the Great Neck Union Free School District hereby approves the terms and conditions of the Stipulation of Settlement resolving a certain matter between the District and the parents of a youngster identified by alternate student number S-2020-1; and

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the President of the Board to execute said Stipulation of Settlement as approved on the Board's behalf.