

**MINUTES OF A MEETING OF THE BOARD OF EDUCATION**  
**WEDNESDAY, MAY 13, 2020**  
**VIA LIVE STREAM**

**PRESENT:**

Ms. Barbara Berkowitz, President  
Mr. Donald L. Ashkenase, Vice President  
Ms. Donna Peirez  
Ms. Rebecca Sassouni  
Mr. Jeffrey Shi

**ALSO PRESENT:**

Dr. Teresa Prendergast, Superintendent of Schools  
Mr. John Powell, Assistant Superintendent – Business  
Dr. Stephen Lando, Assistant Superintendent – Secondary  
Ms. Kelly Newman, Assistant Superintendent – Elementary  
Dr. Joseph Hickey, Assistant Superintendent – Pupil Personnel Services  
Ms. Jennifer Kirby, Director – Human Resources  
Ms. Florence Frazer, Counsel to the Board  
Ms. Kuniko Langel, Board Secretary

Ms. Barbara Berkowitz called the meeting to order at 11:01 am via live stream.

Viewers: 104

1. **APPROVAL OF MINUTES**

- a. **April 30, 2020, 11 am**
- b. **April 30, 2020, 7:30 pm**

The Board accepted the minutes of the above meetings, as presented.

2. **BOARD/ADMINISTRATIVE AFFAIRS**

a. **Presentation: Official Public Hearing and Adoption of General Fund Operating Budget for 2020-2021 School Year**

Dr. Teresa Prendergast, Superintendent of Schools  
Mr. John Powell, Assistant Superintendent of Business

Dr. Prendergast and Mr. Powell gave a budget presentation which will be posted on the District website.

**b. Superintendent's Report**

- **Absentee Ballot:** Pursuant to the Governor's Executive Order No. 202.26, the 2020 School Budget Vote and Election will take place on Tuesday, June 9, by absentee ballot only. Every qualified voter will receive an absentee ballot from the district with a postage paid return label. Completed ballots must be received by the District Clerk by 5 p.m. on Tuesday, June 9.
- **U.S. News & World Report's 2020 "Best High Schools":** South High ranked 232 nationally and North High ranked 583 nationally.
- **DECA:** North High awarded 2019-20 "largest DECA Chapter in NYS" with 213 student members.
- **Robotics:** 1<sup>st</sup> Robotics Competition hosted virtual Regional Awards. For 2<sup>nd</sup> year in a row, South High's Rebel Robotics team won 2020 Regional Chairman's Award, and one student won Dean's List Finalist Award.
- **2019-20 Vocabulary Bowl:** North Middle won 2<sup>nd</sup> consecutive championship.
- **JFK Family Literacy:** First-grade teachers at JFK facilitated Family Literacy Workshop to teach families strategies to support their children's writing process and independent spelling at home.
- **Car Parades:** Lakeville/Parkville Schools Teacher Parade on May 3rd was great success. E.M. Baker PTO will host Baker Pride Teacher and Staff Drive-By Parade this Saturday at 11am. (Rain date: May 17.) Parade will commence from Great Neck LIRR train station parking lot and finish at Baker Hill and Middle Neck Rd.
- **Class of 2020:** Teachers, administrators and community are planning various creative ways to celebrate Class of 2020. Parents and students will receive additional information about numerous pre-commencement events.
- **"Light Up the Night" Event:** On May 1, district joined schools across Long Island for "Light Up the Night", a 20-minute recognition of Class of 2020, coordinated with Nassau County Section VIII athletics. Thank you to community, Manhasset-Lakeville, Great Neck Alert and Great Neck Vigilant volunteer fire departments and their volunteers for helping to honor our high school seniors.
- **Reopening of Schools:** Health and safety of students and staff are top priority. District intends to work in partnership with State and County officials, Nassau County Council of School Superintendent's Re-Entry Committee, and varied members of the school community to develop a plan to safely reopen schools.

Dr. Teresa Prendergast  
Superintendent of Schools

c. **Policy 5500 – Student Records (One Reading Only)**

**INFORMATION**

Attached for Board of Education consideration is a revised policy: ***Student Records (5500)***. The revision addresses a requirement by the New York State Regulations implementing Education Law §2-d that this policy outline the practices the District has in place to protect student Personally Identifiable Information (PII), especially with regard to the use of such information by third party contractors. The regulations also require that the amended policy be in place no later than July 1, 2020 and therefore, in accordance with Policy 2400 *Board Policy Development*, this revised policy is being submitted for one reading and possible adoption.

Motion: R. Sassouni

Vote: 5-0

5500

## STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board ~~shall~~ will ensure that parents/guardians, and students age 18 or over, have the right to inspect and review education records. The procedures for ensuring this right ~~shall~~ will be consistent with New York State and Federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations, and the *Great Neck Public School's Parents' Bill of Rights for Data Privacy and Security (Policy 5550-E 8635-E)*. ~~The Board also recognizes its responsibility to ensure the orderly retention and disposition of the District's student records of District-sanctioned programs and activities.~~ The District ~~shall~~ will use reasonable methods to authenticate the identity of the requestor and then provide access to student educational records only to those authorized under applicable law, and to authenticate the identity of the requestor. Furthermore, when the District executes agreements with third-party contractors who collect, process, store, organize, manage or analyze student Personally Identifiable Information (PII), the District ~~shall~~ will obtain and review the contractor's privacy policy to ensure that the contractors comply with the law in using appropriate means to safeguard the data Federal and New York State laws with regard to data privacy and security.

The Superintendent of Schools is responsible for ensuring that all requirements under law, and the New York State Commissioner of Education's regulations and District policies are carried out by the District implemented.

### Definitions

*Authorized Representative:* an authorized representative is any individual or entity designated by a New York State or Local Educational Authority (LEA) or a Federal agency headed by a United States Secretary, Comptroller General or Attorney General to carry out audits, evaluations, enforcement or compliance activities relating to educational programs.

*Education Record:* a record, in any format, directly related to the student and maintained by the District or by a party acting on behalf of the District, except:

- (a) records in the sole possession of the individual who created them and not accessible or revealed to any other person except a substitute.
- (b) grades on peer-graded papers before they are collected and recorded by a teacher.

*Eligible student:* a student who has reached the age of 18 or is attending postsecondary school.

**5500/2**

Legitimate educational interest: school officials have a legitimate educational interest if they need to review a student's record in order to fulfill their professional responsibilities.

Personally identifiable information (PII): as it pertains to students, is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents'/guardians' name and/or address, a biometric record, etc., and includes items outlined under FERPA, §34 CFR 99.3.

School official: a person who has a legitimate educational interest in a student record who is employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff; a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee or assisting other school official performing their tasks. Volunteers may be considered school officials for purposes of access to personally identifiable information (PII) if they are under the direct control of approved by the District, are trained in the requirements of law under this policy, have a legitimate educational interest, and the District uses reasonable methods to limit access to only the information that is necessary to fulfill their volunteer duties. Volunteers may only access the information necessary for the assignment, and must not disclose student information to anyone other than a District official with a legitimate educational interest. The Building Principal will provide adequate training on confidentiality of student records in accordance with this Policy.

Third party contractor: is any person or entity, other than an educational agency (which includes schools, school districts, BOCES, or the New York State Education Department), that receives student or teacher/principal PII from an educational agency pursuant to a contract or other written agreement for purposes of providing, delivering or facilitating services to such educational agency or audit or evaluation of publicly funded programs. This includes educational partnership organizations that receive student or teacher/principal PII from a school district to carry out responsibilities under New York State Education Law §211-e (for persistently lowest-achieving schools or schools under registration review) and is not an educational agency. This also includes not-for-profit corporations or other nonprofit organizations, other than an educational agency.

**5500/3**Annual Notification

At the beginning of each school year, the District will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State law and the procedures for exercising those rights. A Parents' Bill of Rights for Data Privacy and Security (*Policy 8635-E*) will be posted on the District website alongside supplemental information about third-party products with links to privacy policies and agreements. The annual notice may also be published in District publications.

The annual notice and Parents' Bill of Rights will inform parents/guardians or eligible students of their rights regarding access to and disclosure of PII.

The District may also release student education records, or the PII contained within, without consent, where permitted under Federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation (*5500-R Student Records Regulation, Section 5*).

The District will effectively notify parents, guardians and students who have a primary or home language other than English with translated information.

The District has the option under FERPA of designating certain categories of information as directory information. Except as otherwise required by law, the disclosure of directory information consisting of names, telephone numbers, mailing and parent/guardian email addresses, and awards received shall be limited to District authorized school-related parent organizations.

Information about a homeless student's living situation shall be treated as a student educational record, and ~~shall~~ will not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to the release of a student's address information in the same way they would for other student education records. The District's McKinney-Vento liaison ~~shall~~ will take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other PII will not be considered directory information.

Eligible students who opt out of having directory information shared are still required to wear and display their student ID cards in compliance with *Policy 8105 Identification Badges*.



**5500/4**

Any other requests for release of directory information will require prior annual approval from the Superintendent of Schools or designee. *It is forbidden for any recipient of directory information to release directory information to any other individual, organization or company including those who would make contact on their behalf.* Once ~~annual~~ the proper FERPA notification of such disclosure is given by the District, a parent/guardian, or eligible student ~~age 18 or over~~ will have 14 calendar days to notify the District in writing to the school principal of their objections to the release of directory information. Once the parent/guardian, or eligible student ~~age 18 or over~~ provides an objection, it will remain in effect after the student is no longer enrolled in the school district. If no objection is received, the District may release this information to District authorized school-related parent organizations without prior approval of the parent/guardian, or eligible student ~~age 18 or over~~.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

In any given school year, an elementary class list containing the directory information listed above may be shared by a District authorized school-related parent organization with the parents/guardians of that class. Parents/guardians who are in receipt of such lists may use them only for school-related matters and shall not further distribute them. A parent/guardian may submit a written statement to the building principal in order to opt their child out of such participation.

All electronic messages sent by District authorized school-related parent organizations must be sent in undisclosed fashion (i.e. bcc), such that directory information is not revealed.

Any violation of this provision ~~will~~ can result in the termination of authorization to use the directory information that has already been released. Future access will be conditional upon a review by the Superintendent of Schools or ~~his/her~~ designee.

The District will document requests for and release of student records and directory information, and retain such documentation in accordance with applicable law and *Policy 1120 School District Records*.

***Great Neck Public Schools***

***Adopted: 11/14/11; 10/21/13; 4/17/18***

***Proposed Revision: 5/13/20***

d. **Policy 5550-E – Parents Bill of Rights for Data Privacy and Security (One Reading Only)**

**INFORMATION**

Attached for Board of Education consideration is a revised exhibit: ***Parents Bill of Rights for Data Privacy and Security (5550-E)***. The revision addresses a requirement by the New York State Regulations implementing Education Law §2-d that this exhibit outline the practices the District has in place to protect student Personally Identifiable Information (PII), especially with regard to the use of such information by third party contractors. In addition, based on a recommendation by New York State School Boards Association (NYSSBA), the exhibit has been renumbered to 8635-E. The regulations also require that the amended exhibit be in place no later than July 1, 2020 and therefore, in accordance with Policy 2400 *Board Policy Development*, this revised exhibit is being submitted for one reading and possible adoption.

Motion: D. Ashkenase

Vote: 5-0

**5550-E 8635-E**

**GREAT NECK PUBLIC SCHOOLS**  
**PARENTS' BILL OF RIGHTS FOR DATA PRIVACY**  
**AND SECURITY**

The Great Neck Public Schools are committed to protecting the privacy and security of each and every student's ~~data~~ Personally Identifiable Information (PII) from unauthorized access or disclosure in accordance with Federal and New York State Law including Part 121 of the New York State Commissioner of Education's Regulations and Education Law §2-d. PII includes information that can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information. Parents/guardians should be aware of the following rights they have concerning their child's data:

- 1) Student PII will be collected and disclosed only as necessary to achieve educational purposes in accordance with New York State and Federal Law.
- 2) ~~1) A Student's personally identifiable information PII cannot be sold or released for commercial purpose~~ can only be released to the extent that it is designated by the District as part of designated directory information in accordance with *Policy 5500 Student Records*.
- 3) ~~Student personally identifiable information PII cannot be sold or released by the District or a third party contractor for a any marketing or commercial purpose.~~
- 4) ~~2) Parents/guardians have the right to inspect and review the complete contents of their child's education record.~~
- 5) ~~3)The confidentiality of a student's personally identifiable information PII, protected by existing New York State and Federal laws, and safeguards associated with industry standards and best practices such as encryption, firewalls, and password protection, must be in place when data is stored or transferred.~~
- 6) ~~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.p12.nysed.gov/irs/sirs/documentation/NYSEDstudentData.xlsx>, or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234 at <http://nysed.gov.data-privacy-security> or by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234.~~

**5550-E/2 8635-E/2**

- ~~7) 5) Parents/guardians have the right to file complaints about possible breaches and unauthorized disclosures of student data. Parents/guardians may submit a written complaint regarding potential breach by the Great Neck Public Schools to the Superintendent of Great Neck Public Schools, 345 Lakeville Road, Great Neck, NY 11020. The District will log and investigate all such complaints and any findings will be communicated within 60 calendar days. Complaints pertaining to the State Education Department or one of its third party vendors should be can also be directed in writing to the New York State Education Department online at <http://nysed.gov.data-privacy-security>, by mail to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 11234, or emailed to [CPO@mail.nysed.gov](mailto:CPO@mail.nysed.gov) or by email to [privacy@mail.nysed.gov](mailto:privacy@mail.nysed.gov) or by telephone at 518-474-0937. The complaint process is under development and will be established through regulations developed by the State Education Department's Chief Privacy Officer.~~
- ~~6) The State Education Department's Chief Privacy Officer will develop additional elements for this Parents' Bill of Rights, which will be prescribed in Regulations of the Commissioner and updated by the agency accordingly.~~
- 8) Parents/guardians and staff have the right to be notified in accordance with, applicable laws, regulations and *Policy 8635 Information and Data Privacy, Security Breach and Notification* if a breach or unauthorized release of their PII occurs. The District will send an incident notification letter to parents/guardians and/or staff.
- 9) In alignment with industry standards, best practices and *Policy 8635 Information and Data Privacy, Security Breach and Notification* All staff will receive annual data privacy and security awareness training to protect PII that includes information related to applicable Federal and New York State laws, regulations, District policies and safeguards against common threats such as phishing and other cyber attacks.
- ~~10) 7) Upon the adoption of regulations and guidance from the State Education Department, as required by Education Law §2-d(3)(d) and 2-d(f)(a-b), If the Great Neck Public Schools enters into a contract with a third party to provide, deliver or facilitate student educational services in which student, teacher, or principal data is shared with a third party, the contractor or subcontractors will be obligated to adhere to New York State and Federal Laws to safeguard student PII. Supplemental information for each such contract will be posted on the District website along with this policy. Parents can request information about third party contractors by contacting (insert district contact information including title, phone number, email and mailing address here) or can access the information on the District's website (insert district website address).~~

**8635-E/3**

- 11) This Parents' Bill of Rights will be included with every contract or other written agreement entered into by the District with a third-party contractor if the contractor will receive student data or teacher or principal data. The Bill of Rights shall also be supplemented to include information about each contract or other written agreement that the District enters into with a third-party contractor receiving student data or teacher or principal data, including: the exclusive purpose(s) for which PII data will be used; how the contractor will ensure confidentiality and data protection and security requirements; the duration and date of expiration of the contract and what happens to PII data upon the expiration of the contract; if and how the accuracy of PII data collected can be challenged; where the student data or teacher or principal 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 and data security and privacy risks mitigated; and how PII data will be protected using encryption while in motion and at rest.
  
- 12) Parents/guardians can request information about third party contractors by contacting the District Protection Officer at: 345 Lakeville Road, Great Neck, NY 11020, 516-441-4080, [dpo@greatneck.k12.ny.us](mailto:dpo@greatneck.k12.ny.us) or can access the information on the district's website ([www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us)).
  
- 13) 8-This Parents' Bill of Rights and supplemental information for contracts with third-party contractors shall be posted on the District's website at: [www.greatneck.k12.ny.us](http://www.greatneck.k12.ny.us). Parents/guardians may access the New York State Education Department's Parents' Bill of Rights at: <http://www.nysed.gov/common/nysed/files/programs/student-data-privacy/parents-bill-of-rights.pdf>

The District will provide annual notice of the Parents' Bill of Rights including a statement that the parent/guardian or eligible student has a right to:

- 1) inspect and review the student's education records;
- 2) request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- 3) consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- 4) file a complaint with the United States Department of Education alleging failure of the District to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the District and/or the New York State Education Department's Chief Privacy Officer for failure to comply with New York State law.

**8635-E/4**

The District will provide annual notice of the Parents' Bill of Rights informing parents/guardians and students:

- 1) that it is the District's policy to disclose personally identifiable information from student records, without consent, to other school officials within the District whom the District has determined to have legitimate educational interests. The notice will define school official and legitimate educational interest.
- 2) that, upon request, the District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
- 3) that PII will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
- 4) that the District, at its discretion, releases directory information, as defined below, without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The District will not sell directory information.
- 5) that, upon request, the District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
- 6) of the procedure for exercising the right to inspect, review and request amendment of student records.
- 7) that the District will post online a supplement to the 'Parents' Bill of Rights' about third parties with which the District contracts that use or have access to PII.

***Great Neck Public Schools***

***Adopted: 05/11/15***

***Proposed Revision: 05/13/20***

e. **Policy 8635 – Information Security Breach and Notification  
(One Reading Only)**

**INFORMATION**

Attached for Board of Education consideration is a revised policy: ***Information Security Breach And Notification (8635)***. The revision addresses a requirement by the New York State Regulations implementing Education Law §2-d that this policy outline the practices the District has in place to protect student Personally Identifiable Information (PII), especially with regard to the use of such information by third party contractors. It also requires that the District annually appoint a Data Protection Officer (DPO). In addition, based on a recommendation by New York State School Boards Association (NYSSBA), the exhibit has been retitled ***Information And Data Privacy, Security Breach And Notification***. The regulations also require that the amended policy be in place no later than July 1, 2020 and therefore, in accordance with Policy 2400 *Board Policy Development*, this revised policy is being submitted for one reading and possible adoption.

8635

## INFORMATION SECURITY BREACH AND NOTIFICATION

The Board of Education 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 and therefore 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-district. 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:

- 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;
- 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
- procedures to notify persons affected by breaches or unauthorized access of protected information.

~~Pursuant to Labor Law §203-d, the District will not divulge employee "personal identifying information" except as prescribed by law.~~

### 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.



**8635/2**

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 are in accordance with Ed. 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;

**8635/3**

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;

**8635/4**

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 shall will be promptly reported to the DPO and the Superintendent of Schools who will then notify the Board of Education.

**F. Notifications**

~~In order to guard against identity theft, the Board directs the Superintendent of Schools to notify persons affected by any security breach that results in the unauthorized acquisition of private information, as defined in Section 208 of the State Technology Law.~~

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.

**8635/5**

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:

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

***Great Neck Public Schools***

***Adopted: 06/05/06***

***Amended: 10/17/11***

***Proposed Revision: 5/13/20***

f. **Policy 9150 – Staff-Student Relationships (Non-Fraternization)**  
**(Third Reading)**

**INFORMATION**

Attached for Board of Education consideration is a new policy: **Staff-Student Relationships (Non-Fraternization) (9150)**. This policy emphasizes the District's ongoing commitment to avoiding any situations in which an inappropriate relationship might occur between a District staff member (as defined by the policy) and a student. Prohibited conduct, as well as the responsibilities of all parties, are clearly described. Following its second reading on 4/21/20, the policy was further reviewed by the Policy Committee based on comments that suggested some of the language was open to interpretation. As a result, some wording deemed subjective has been deleted. In addition, the reference to Policy 9645 *Disclosure of Wrongful or Unlawful Conduct: Whistleblower*, has been expanded to include that policy's language with regard to penalties for deliberate, false reporting. It is being submitted for a third reading and possible adoption.

Motion: R. Sassouni

Vote: 5-0

9150

## **STAFF-STUDENT RELATIONSHIPS** **(NON-FRATERNIZATION)**

The Board of Education is committed to avoiding any situations in which an inappropriate relationship occurs between a District staff member and a student. ~~Staff must establish appropriate personal boundaries with students and refrain from any behavior/conduct that could reasonably lead to perceived or actual impropriety.~~ As per the District's *Code of Conduct* (Policy 5300), staff should maintain relationships that comprise a climate of mutual respect and dignity ~~that~~ which strengthens a student's self-concept and promotes the confidence to learn. Therefore, undue fraternization or familiarity with students that takes place on or off District property during or outside of regular school hours, regardless of the student's age or whether or not the behavior is consensual or is initiated by the student, is prohibited. Every District staff member, whether paid or unpaid, shall adhere to this standard of conduct.

### **Definitions**

1. *Staff* shall mean any individual employed by the Great Neck Public Schools, including but not limited to all full or part time employees, interns, student interns, volunteers, partners, contractors or employees thereof or any other member of the District's workforce.
2. *Student* shall mean any individual who is enrolled in the Great Neck Public Schools.

### **Prohibited Conduct**

~~Staff must establish appropriate personal boundaries with students and refrain from any behavior/conduct that could lead to perceived or actual impropriety~~ prohibited conduct.

Prohibited conduct includes, but is not limited to:

- Engaging in a sexual or romantic relationship with student(s)
- Inappropriate touching, sexual contact and/or sexual relations
- Inappropriate displays of affection and/or flirting
- Entertaining or socializing with students, either during or outside of class time, in a manner by which ~~the perception of~~ a relationship, other than a professional one, exists develops
- Sexually explicit or suggestive comments

**9150/2**

- Initiating, continuing or otherwise engaging in inappropriate personal communications in any form or manner with students unrelated to course work, official school matters or concerns regarding a student's welfare or safety. This includes inappropriate communication through professional and/or personal means, such as, but not limited to, sending letters, notes, photos or other communication via phone, text, email, social networks, webcams, chat rooms, websites, etc.
- Promoting, providing or sharing pornographic materials
- Offering or giving of inappropriate personal gifts
- Providing alcohol or drugs (prescription or illegal) to students, regardless of age, with the exception of medication provided in accordance with Policy 5420 *Student Health Services*.
- Transporting of students without prior parental consent and advance notice to the District.

**Reporting Procedures****1. Duty to Report**

Any person (e.g., school employee or third party) who witnesses, has knowledge of or suspects any possible occurrence of an inappropriate relationship between a staff member and student shall immediately report the incident/conduct to the employee's supervisor, the student's principal, the pupil support services or the District's designated Compliance Officer(s).

Any employee having knowledge or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse must follow the reporting procedures for such allegations in accordance with Policy 9620 *Child Abuse in an Educational Setting*, and such information shall be reported by the designated administrator to law enforcement officials as required by New York State law, the New York State Education Department and/or Child Protective Services (CPS) as may be applicable.

Behavior that is initiated by a student towards a staff member that is perceived to be inappropriate must be promptly reported to a supervisor.

**2. Student Reporting**

Students who believe that they have been subjected to inappropriate staff behavior shall report concerns to a staff member, school administrator(s) or the District's designated Compliance Officer(s). Students who have knowledge of, or witness, any such occurrence of inappropriate staff-student relations shall report the incident to any staff member.

9150/3

**Protection from Retaliation**

Any staff member who provides disclosure of a suspected fraternization violation, or who cooperates with inquiries or investigations of such violations, shall be afforded protection against retaliation in accordance with Policy 9645 *Disclosure of Wrongful or Unlawful Conduct: Whistleblower* which also states that any person who deliberately makes a false report of improper conduct shall be subject to appropriate disciplinary action.

**District Responsibility**

This policy, or summary thereof, shall be disseminated as appropriate to all staff. Building administrators shall be responsible for informing students, staff and volunteers of the requirements of this policy including the duty to report, the procedures established for investigation and the resolution of complaints.

The District shall promptly investigate all complaints regarding staff-student relations, including those that are made anonymously, and take prompt action as necessary. Investigations of such allegations shall follow the procedures utilized for complaints of harassment. The District shall ensure that all investigations relating to the foregoing shall be appropriately documented including the investigator's findings, conclusions and/or any actions taken respecting the matter and shall be treated as confidential and private to the extent possible within legal constraints.

**Disciplinary Sanctions**

Any staff member who engages in inappropriate conduct with a student shall be subject to disciplinary measures up to and including termination of employment in accordance with legal guidelines and District policy and regulation. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary action by the New York State Education Department.

***Great Neck Public Schools******Proposed: 2/10/20; 4/21/20; 5/13/20***



g. **Resolution to Adopt the General Fund Operating Budget for the 2020-2021 School Year**

It is recommended that the Board of Education adopt the following resolution:

**BE IT RESOLVED** that the Board of Education, Great Neck Union Free School District, Great Neck, New York, hereby adopt the general fund operating budget in the amount of \$241,395,571 beginning July 1, 2020 and ending June 30, 2021, for the purposes of financially supporting educational programs and providing services essential for achieving excellence in this school district, and

**BE IT FURTHER RESOLVED** that this budget amount shall be presented to the residents of the Great Neck Union Free School District for a vote by absentee ballot on June 9, 2020, and

**BE IT FURTHER RESOLVED** that in accordance with Education Law, Section 1716, the Board of Education approve the attached Tax Report Card and authorize administration to forward same to the State Education Department.

Motion: D. Ashkenase

Vote: 5-0

## 2020-21 Property Tax Report Card

GREAT NECK UNION FREE SCHOOL DISTRICT	Budgeted 2019-20 (A)	Proposed Budget 2020-21 (B)	Percent Change (C)
Total Budgeted Amount, not Including Separate Propositions	234,418,944	241,395,571	2.98%
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	207,518,286	212,857,469	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A + B + C - D)	207,518,286	212,857,469	2.57%
F. Permissible Exclusions to the School Tax Levy Limit	7,699,508	10,654,846	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	204,193,222	205,502,725	
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	199,818,778	202,202,623	
I. Difference: (G - H); (negative value requires 60.0% voter approval) <sup>2</sup>	4,374,444	3,300,102	
Public School Enrollment	6,671	6,686	0.22%
Consumer Price Index			1.81%

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2019-20, includes any carryover from 2018-19 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2019-20 (D)	Estimated 2020-21 (E)
Adjusted Restricted Fund Balance	39,178,735	35,123,735
Assigned Appropriated Fund Balance	3,900,000	4,000,000
Adjusted Unrestricted Fund Balance	9,655,000	10,000,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

h. **The Great Neck Public School District Federal Single Audit Report, Management Letter and Corrective Action Plan for the Period Ending June 30, 2019**

**INFORMATION**

Any year a public school district receives an amount of money from the Federal Government in excess of a certain dollar threshold, it must undergo a Federal Single Audit. Federal Single Audits require auditors to perform specific auditing procedures on the money received from the Federal Government according to Generally Accepted Governmental Auditing Standards (GAGAS).

The amount of Federal Aid the Great Neck Public School District receives is in excess of that threshold amount and is subject to a Federal Single Audit. The Accounting Firm that performs that audit engagement is the same firm that performs the independent external audit of the District's financial operations, Cullen & Danowski, LLP.

The Board of Education is required to accept the corrective action plan in response to the Management Letter and forward same to the Federal Audit Clearing House. This resolution is necessary for the Great Neck School District to comply with the rules and regulations of the Federal Single Audit Requirements for the period ending June 30, 2019.

**RECOMMENDATION**

It is recommended that the Federal Single Audit Report, Management Letter and Corrective Action Plan for the year ending June 30, 2019 be accepted by the Board of Education.

The Board accepted the above reports as presented.

i. **Proposed Schedule of 2020-2021 Board of Education Meetings**

**INFORMATION**

Attached is a proposed schedule of Board of Education regular business and budget meetings for the 2020-2021 school year.

**RECOMMENDATION**

It is recommended that the Board of Education approve the proposed schedule.

Motion: R. Sassouni

Vote: 5-0

**Proposed Schedule of 2020-2021 Board of Education Meetings**

Mo.	Day	Date	Meeting Type	Time	Location
<b>Jul</b>	Thu	July 2, 2020	Organizational	8:00 PM	Phipps Boardroom
<b>Aug</b>	Wed	August 26, 2020	Public Action Mtg	8:00 PM	Phipps Boardroom
<b>Sep</b>	Wed	September 16, 2020	Public Action Mtg	8:30 PM	Saddle Rock
<b>Oct</b>	Wed	October 14, 2020	UPTC/PTA Presidents Mtg	5:00 PM	Phipps Boardroom
	Wed	October 21, 2020	Public Action Mtg	8:30 PM	E.M. Baker
	Wed	October 28, 2020	Principals Mtg	5:00 PM	Phipps Boardroom
<b>Nov</b>	Mon	November 2, 2020	Administrators Mtg	5:00 PM	Phipps Boardroom
	Wed	November 18, 2020	Public Action Mtg	8:30 PM	Parkville
<b>Dec</b>	Tue	December 1, 2020	Assistant Principals Mtg	5:00 PM	Phipps Boardroom
	Wed	December 9, 2020	GNTA Executive Board Mtg	5:00 PM	Phipps Boardroom
	Wed	December 16, 2020	Public Action Mtg	8:30 PM	J.F. Kennedy
<b>Jan</b>	Wed	January 6, 2021	HS Student Leaders Mtg	5:00 PM	Phipps Boardroom
	Wed	January 20, 2021	GNTA/SAGES/UPTC Budget Mtg Public Action Mtg	7:30 PM 8:30 PM	Phipps Boardroom
	Wed	January 27, 2021	Snow date, if needed	(time & location TBD)	
<b>Feb</b>	Wed	February 24, 2021	Student Recognition: Village School Public Action Mtg	8:00 PM 8:30 pm	Cumberland
<b>Mar</b>	Wed	March 3, 2021	Snow date, if needed	(time & location TBD)	
	Tue	March 16, 2021	Student Recognition: South High 1st Informal Budget Hearing and Public Action Mtg	7:30 PM 8:30 PM	South High Auditorium South High Library
	Sat	March 20, 2021	Budget Mtg	9:30 AM	South High Library
<b>Apr</b>	Wed	April 7, 2021	Student Recognition: North Middle 2nd Informal Budget Hearing and Public Action Mtg	7:30 PM 8:30 PM	North Middle Auditorium North Middle Library
	Tue	April 20, 2021	Student Recognition: North High Official Public Hearing, Adoption of Budget and Public Action Mtg	7:30 PM 8:30 PM	North High Auditorium North High Lecture Hall
<b>May</b>	Wed	May 5, 2021	Student Recognition: South Middle Annual Budget Hearing and Public Action Mtg	7:30 PM 8:30 PM	South Middle Auditorium South Middle Choral Rm
	Tue	May 18, 2021	Budget Vote	10:30 PM	Phipps Boardroom
<b>Jun</b>	Wed	June 2, 2021	UPTC Committee Reports Public Action Mtg	7:15 PM 8:00 PM	South High Library
	Wed	June 9, 2021	SDM Committee Reports	7:00 PM	South High Library
	Wed	June 16, 2021	Year-End Recognitions and Public Action Mtg	8:00 PM	South High Library
<b>Jul</b>	Thu	July 1, 2021	Organizational Mtg	8:00 PM	Phipps Boardroom

**j. Data Protection Officer****INFORMATION**

The New York State Education Department (NYSED) adopted new regulations for Education Law 2-d to strengthen the security of Personally Identifiable Information (PII) for students and staff. The regulations establish the National Institute of Standards and Technology (NIST) Cybersecurity Framework as our data privacy and security standard, require districts to revise policies, maintain inventories, develop procedures, create logs, publish forms, ensure that employees who handle PII receive annual training, outline data security and privacy obligations for third-party contractors, and establish contract requirements for PII provided to third-parties.

To begin to comply with Education Law 2-d requirements, our Board of Education approved a recommendation on May 13, 2019 for the District to subscribe to the BOCES Data Privacy and Security Service (DPSS). The DPSS includes quarterly newsletters containing best practices for data privacy and security, webinars with industry leaders, timely updates, online professional development, a bid to purchase risk assessment and penetration testing with pre-qualified vendors, and an inventory tool that publishes the district's list of third-party vendor software online and links our website and our Parents' Bill of Rights to their privacy policies.

Education Law 2-d regulations also require that school districts officially appoint a Data Protection Officer for the 2020-21 school year. Marc Epstein, District Technology Director, has been acting in an unofficial capacity this year to begin to fulfill these job responsibilities:

- Serve as the point of contact for data security and privacy for the educational agency.
- Implement privacy measures to manage the use of PII to ensure compliance with Education Law 2-d.
- Coordinate the implementation of the policies and procedures required under Education Law 2-d.
- Monitor the educational agency's compliance with state and federal data privacy laws and regulations.
- Develop an incident response plan and stakeholder procedure to file complaints about data breaches.
- Facilitate the delivery of an annual information privacy and security awareness training.
- Review projects, contracts and procurements that will create, collect or process PII for compliance.
- Develop and maintain the educational agencies Data Security and Privacy Action Plan.

**RECOMMENDATION**

It is recommended that the Board of Education appoint Cathy Davidson, Coordinator of Information Systems, as the District's Data Protection Officer in accordance with Education Law 2-d regulations for the 2020-21 school year.

Motion: D. Peirez	Vote: 5-0
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**k. Apple iPad Lease Agreement #7****INFORMATION**

During the past nine years, the District has incrementally expanded our 1:1 iPad initiative from a pilot program to a one-to-one initiative that spans Grades 3-12. Along the way, we installed wireless networks, restructured our technical support staff, implemented a Mobile Device Management solution, increased our Internet bandwidth, offered a wide variety of professional development to teachers, and implemented annual surveys of students, parents, and staff in order to assess and improve the program each year.

Six years ago, we took advantage of the economy's low interest rate environment by switching from a multi-year procurement model to an overlapping lease strategy. This cost-effective approach ensures that we acquire the device we prefer in the quantities we need without having to fund the full, up-front cost. The District earns interest on the monies saved and builds cost-certainty into the technology budget process. At the end of the lease, we can retain ownership of the device to extend its useful life, or we can leverage the remaining equity in the device, conduct an auction, and fold its current market value into the latest technology to avoid obsolescence.

This year, the District's administration has determined that the Apple iPad 10.2" (7<sup>th</sup> Generation) 32GB model would uniquely and cost-effectively meet the District's instructional needs and goals; that no other products provide substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the products is reasonable. Apple, Inc. is the only source from which to acquire this equipment that meets with the approval of the New York State Education Department.

**RECOMMENDATION**

It is recommended that the Board of Education approve and sign the Apple Financial Services "Schedule No. 7 Dated July 25, 2020 to Master Lease Purchase Agreement Dated July 15, 2014" and the associated Exhibits, Schedules and Addenda thereto ("Agreement"), which enables the District to lease 2,000 iPad 10.2" (7<sup>th</sup> Generation) 32GB Wi-Fi Space Gray tablets beginning with the 2020-21 school year for deployment at district schools. The lease is based on discounted pricing of \$294 per iPad, which reflects a \$5 quantity discount per iPad off of the standard individual academic price of \$299. The \$594,606.64 payment amount with a 0.75% lease interest rate will be funded from the District Technology Budget and paid off over a period of four years with an annual payment of \$148,651.66 commencing July 25, 2020 and ending July 25, 2023.

I. **Elevator Renovation/Replacement – John F. Kennedy (JFK) Elementary School**

**INFORMATION**

The New York State Education Department requires Board of Education approval for the source of funds that will pay for the renovation/replacement of the elevator at the John F. Kennedy Elementary School (JFK). These funds will be transferred from an appropriation in the 2019-2020 budget.

**RECOMMENDATION**

That the Board of Education authorizes and approves the following budget transfer, expenditures, and outstanding encumbrances to date for the renovation/replacement of the elevator at the John F. Kennedy (JFK) Elementary School:

<b>FROM</b>	<b>ACCOUNT NUMBER</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>
	A 1620 4000 007 0000	CAP Construction – JFK	\$572,831
<b>TO</b>	A 9950 9003 000 0000	Inter Fund Transfers-Capital Fund Building Conditions	



m. **Interior Alterations – South High School Withdrawal**

**INFORMATION**

On April 21, 2020, the Board of Education awarded the South High School interior alterations to the following contractors: Nafees Construction Corp., Tameer, Inc., WHM Plumbing & Heating Contractors, Inc. and Palace Electrical Contractors, Inc. Since the award, Nafees Construction Corp. has withdrawn their bid.

**RECOMMENDATION**

It is recommended that the Board of Education accept the withdrawal of the bid submitted by Nafees Construction Corp. for the interior alterations at the South High School.

Motion: J. Shi

Vote: 5-0

n. **Library Renovations – South High School (Change Order #1)**

**INFORMATION**

One of the projects in the District's Capital Program includes the library renovations at South High School. While working on the project, Crossroads Construction Corp. was back charged as follows:

<b><u>Item Back Charged</u></b>	<b><u>Amount</u></b>
Credit back to the District for the window wall/door not installed in the Marker Space	\$13,670
Credit back to the District for not furnishing and installing the Wall Talker Surface	\$4,800
Credit back to the District for the unused General Allowance	\$170
<b>Total Change Order #1 Credit:</b>	<b>\$18,640</b>

Original Contract Sum:	\$1,164,500
Change Order #1:	- 18,640
Amended Contract Sum:	<u>\$1,145,860</u>

**RECOMMENDATION**

It is recommended that the Board of Education approve Change Order #1 Crossroads Construction Corp.

Motion: R. Sassouni

Vote: 5-0

**o. Custodial Supplies Bid 2020-2021 Nassau County Directors of School Facilities Purchasing Cooperative Bidding Consortium**

**INFORMATION**

An invitation to bid was duly advertised in local newspapers for custodial supplies on behalf of the Nassau County Directors of School Facilities Purchasing Cooperative Bidding Consortium (Consortium). On April 21, 2020, Mr. Jason Martin, Purchasing Officer, received the bids in the name of the Board of Education and the Consortium from the following vendors:

All American Poly  
American Paper & Supply Company  
Amity Vacuum  
APPCO Paper & Plastic Corp.  
Central Poly Corporation  
Healthy Clean Buildings  
I. Janvey & Sons  
Knight Marketing  
Ocean Janitorial Supply  
Pyramid School Products  
Strauss Paper Company  
Tri State Supply  
W.W. Grainger

**RECOMMENDATION**

It is recommended that the Board of Education award the 2020-2021 custodial supplies bid for the Nassau County Directors of School Facilities Purchasing Cooperative Bidding Consortium to the lowest responsible bidders for the items listed. (NOTE: The list of items bid is available in the Business Office in the Phipps Administration Building for viewing. The number of items being bid was too lengthy to include with this resolution.)

p. **Resolution for Participation in the Cooperative Bid of the Nassau County Directors of School Facilities Purchasing Consortium**

**INFORMATION**

The Great Neck Public Schools wishes to participate in the Nassau County Directors of School Facilities Purchasing Consortium (NCDSFPC) Cooperative Bidding Program. Joint participation will afford Great Neck Public Schools and other member school districts the opportunity to receive supplies and services at a substantial savings. The sealed bids were opened by the respective Districts for the 2020-2021 school year. The Cooperative Bid Resolution must be executed in order to establish the actual legal authority enabling formal participation in these bids.

The following districts are currently participating in the bidding program:

Baldwin	Lynbrook
Bellmore	Manhasset
Bellmore-Merrick	Massapequa
Bethpage	Merrick
Carle Place	Mineola
East Meadow	New Hyde Park-Garden City Park
East Rockaway	North Bellmore
East Williston	North Merrick
Elmont	North Shore CSD
Floral Park-Bellerose	Oceanside
Freeport	Plainedge
Garden City	Plainview-Old Bethpage
Glen Cove	Port Washington
Great Neck	Rockville Centre
Herricks	Seaford
Hewlett-Woodmere	Syosset
Hicksville	Uniondale
Island Trees	Valley Stream CHSD
Jericho	Valley Stream 13
Lawrence	Valley Stream 30
Locust Valley	Wantagh
Levittown	Westbury
Long Beach	

**RECOMMENDATION**

It is recommended that the Board of Education authorize the President to sign the attached Cooperative Bid Resolution for the purpose of participating in the NCDSFPC Cooperative Bidding Program for supplies and services for the 2020-2021 school year.

Motion: J. Shi

Vote: 5-0

**RESOLUTION FOR THE AUTHORIZATION FOR PARTICIPATION IN THE  
COOPERATIVE BID OF THE NASSAU COUNTY DIRECTORS OF SCHOOL  
FACILITIES PURCHASING CONSORTIUM (NCDSFPC)**

**WHEREAS**, the Board of Education of the Great Neck Public Schools wishes to participate in the Nassau County Directors of School Facilities Purchasing Consortium (NCDSFPC) as authorized by General Municipal Law, Section 119-0, for joint bidding of commodities and services and for the purchase of commodities and services as listed below plus any additional commodities and/or services that will serve the best interest of the Great Neck Public Schools.

**Commodities/Service**

**School District Responsible for Bid**

Blinds & Shades & Stage Curtain Cleaning	Valley Stream 13
Burners & Boiler Service	Seaford
Carpet & Tile Installation	Hewlett-Woodmere
Custodial Supplies & Green Products	Great Neck
Custodial Equipment, Service & Purchase	Bethpage
Door Installation and Repair	Bellmore-Merrick
Drag Mop Rental	Valley Stream 30
Dumpsters	Levittown
Electrical Supplies	New Hyde Park-Garden City Park
Elevator Maintenance	Floral Pk-Bellerose/Plainv.-Old Bp
Emergency Generator Service	Freeport
Equipment Rental	Valley Stream CHSD
Fence Installation and Repair	Bethpage
Fire Extinguisher Service	Locust Valley
Fuel Tank Alarm/Tank/Manhole Repairs	North Merrick
Geese-Dog Service	Herricks
General A/C & Refrigeration Repairs & Service	North Shore CSD
General Boiler Welding	Garden City
Grounds Equipment Repair	Rockville Centre
Gym Inspections & Repairs	Plainedge
Irrigation Installation & Service	Mineola
Kitchen Equipment Repair	Hicksville
Lawn Care & Baseball Supplies	Valley Stream 30
Locksmith Supplies & Services	Oceanside
Lumber & Masonry Supplies	Jericho
Minor Construction & Repairs	Carle Place
Organic Lawn Care/Field Maint. Supplies	Freeport
PA, Intercom, & Master Clock Service	Syosset
Paint & Associated Supplies	Massapequa
Painting Service	Wantagh

**Commodities/Service (cont'd)**

Pest Control Services  
 Playground Equipment Repair  
 Plumbing Service  
 Plumbing Supplies  
 Pneumatic Controls  
 Pool Repair  
 Pool Supplies  
 Port-A-Potties  
 Pump & Motor Repair  
 Roofing Repair  
 Scoreboard Service & Purchase  
 Signs & Associated Supplies  
 Sitework, Asphalt, & Concrete  
 Slate Roof Repair  
 Split Air Conditioning Units  
 Steam Traps & Parts  
 Storage Containers  
 Storm Drain Maintenance  
 Suspended Ceilings  
 Theatrical Lighting & Stage Rigging  
 Track/Tennis/Playground Repair  
 Trash Bags  
 Tree Cutting & Pruning  
 Uniform Purchase  
 Universal Waste Recycling  
 Window Glazing Repairs

**School District Responsible for Bid (cont'd)**

Elmont  
 Glen Cove  
 Port Washington  
 Port Washington  
 East Rockaway  
 Uniondale  
 Plainview-Old Bethpage  
 Westbury  
 Long Beach  
 Baldwin  
 Plainedge  
 Lynbrook  
 East Meadow  
 Hewlett-Woodmere  
 Merrick  
 Bellmore  
 Jericho  
 East Williston  
 Lawrence  
 Bellmore  
 Uniondale  
 North Bellmore  
 Manhasset  
 North Merrick  
 North Shore CSD  
 Island Trees

**WHEREAS**, each participating District agrees to assume its proportionate share of the cost of the bidding process, and

**WHEREAS**, the Great Neck School District's Board of Education authorizes the Purchasing Officer in conjunction with the Facilities Director to assume the responsibility for drafting specifications, advertising for bids, accepting and opening bids, tabulating bids and reporting results to the Board of Education of the Great Neck Public Schools; the Great Neck Public School District's Board of Education reserves the right to reject any and all bids in whole or in part in connection with the proposed purchase of any materials or supplies and making recommendations thereon,

**NOW, THEREFORE, BE IT RESOLVED** that the President of the Board of Education authorizes participation in the Cooperative Bidding Program through Nassau County Directors of School Facilities Purchasing Consortium (NCDSFPC), and

**BE IT FURTHER RESOLVED** that any award of any contract pursuant to this cooperative bid will be made by the respective Nassau County School District's Board of Education in cooperation with the other participating districts for the 2020-2021 school year.

\_\_\_\_\_  
Barbara Berkowitz, Board President

GREAT NECK PUBLIC SCHOOLS  
School District

\_\_\_\_\_  
Date

## q. Inservice Institute Courses District-Wide – Spring 2020

### INFORMATION

The Superintendent and her Inservice Institute designees, Jennifer Kirby and Kelly Newman, propose that the courses 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 courses.

<u>Course Titles/Descriptions</u>	<u># Hours</u>	<u>Supplies</u>
<p><b>Advanced Seesaw: Bells and Whistles</b></p> <p>Once Pre K-2 teachers become more comfortable with the basics of Seesaw, many wish to explore additional features to enhance lesson development, organization, and communication. This class will focus on designing and organizing creative lessons using Seesaw.</p>	<b>4</b>	<b>0</b>
<p><b>Adding Interactive Lessons through Kahoot, Vocabulary.com, and Nearpod</b></p> <p>It is not easy to replicate the nature of classrooms during Remote Learning. Learn to use these apps and websites to engage students more effectively, including a healthy dose of competition and leveraging the video game/score based mentality to push and pull students to do more than they or we thought possible. Lessons produced by students on Nearpod will make a flipped class come alive using their presentations.</p>	<b>4</b>	<b>0</b>
<p><b>Flipping the Classroom with FlipGrid</b></p> <p>In this class, teachers will learn the basics of "FlipGrid," a website which allows you and your students to post, edit, and share video recordings easily and quickly. Participants will learn what FlipGrid is and how it looks and works from both the teacher and the student perspective. They will have an opportunity to practice creating and sharing FlipGrids, and will be ready to share them with students.</p>	<b>4</b>	<b>0</b>
<p><b>Making the Most of Your Zoom Sessions for Elementary Teachers</b></p> <p>This class will focus on ways to engage students during live video sessions with students. We will discuss some ways to organize and structure Zoom sessions, as well as integrating a variety of interactive activities and games into your Zoom sessions.</p>	<b>4</b>	<b>0</b>
<p><b>Pairing Zoom + Nearpod for Remote Learning</b></p> <p>During this workshop, we will be discussing how you can use Zoom for audio and video lessons while pairing it with Nearpod for inactive presentations and assessments for online learning.</p>	<b>4</b>	<b>0</b>



<b><u>Course Titles/Descriptions</u></b>	<b><u># Hours</u></b>	<b><u>Supplies</u></b>
<p><b>Seesaw and Creating Lessons for Beginners</b></p> <p>This course will support Seesaw for remote instruction and allow you to get up and running on Seesaw. Seesaw can be used independently and with Google Classroom.</p>	<b>4</b>	<b>0</b>
<p><b>Game Changing Google App Tips for Google Classroom</b></p> <p>In this crash course on Google Suite apps for teachers you will learn all of the tips and tricks to get your Google gears going. The following apps will be highlighted to help you meet the needs of your students during remote learning - Google Drive - Google Docs - Google Slides - Google Forms/Sheets - Google Classroom. You will learn how to enhance your Google Classroom experience.</p>	<b>4</b>	<b>0</b>
<p><b>Your Class, Their Response Art</b></p> <p>Learn to incorporate the techniques of response art in your reading and writing assignments to encourage student growth as learners and self-reflectors. This powerful toolset includes note-taking skills, mind mapping, one-page reflections, and notebook keeping, which are intensified by using a growth mindset accompanied by graphic and artistic skills. Look at the instructor's website, <a href="http://www.thecreativitycore.com">http://www.thecreativitycore.com</a>, to see a range of examples and student correspondence reflecting on the technique. Prior prowess in art and graphic presentation is <i>not</i> required.</p>	<b>4</b>	<b>0</b>
<p><b>TED Talk for Students</b></p> <p>TED Talks have become a cultural touchstone for people of all age levels, learners and professions. Harness the ability of speakers to connect and relate material to their audiences, which in turn can enhance critical thinking and generate empathy. This course will aim to encourage and cultivate student engagement and enable learners to garner greater understanding of curricular content and develop socio-emotional "soft-skills. Teachers will develop an understanding of the pedagogical benefits of incorporating TED Talks into their instruction, as well as some tips and tricks for the inclusion of supplemental technologies (Google Suite and others) to assess student learning. NOTE: If you already took this course through the Teacher Center, you will not be eligible for Inservice Credit.</p>	<b>4</b>	<b>0</b>
<p><b>Practicing Mindfulness Remotely</b></p> <p>Research has shown that practicing mindfulness and meditation with children can help calm the mind and body to reduce stress while fostering greater engagement. By sharing mechanisms with students to self-regulate, we can further assist with the maintenance of their physical health and psychological well-being. In turn, these techniques may benefit students' academic performance and improve concentration. Learn the use of multimedia, apps and podcasts to implement and practice mindfulness with students in a remote fashion.</p>	<b>4</b>	<b>0</b>

r. **Donation – Supplies: Food Services (Masks)**

**INFORMATION**

The Sephardic Heritage Alliance, Inc. (SHA) would like to donate 5,000 surgical masks to the District's Food Services for distribution to families in the "Grab and Go" meal plan during the school closure.

The administration has indicated that the donation would be very much appreciated.

**RECOMMENDATION**

It is recommended that the Board of Education accept the above donation.

Ms. Berkowitz thanked the donor.

Motion: J. Shi

Vote: 5-0



*Committed to the preservation of Sephardic heritage and family values*

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(\* ) Past President

May 4, 2020

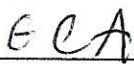
Board of Education  
Great Neck Public Schools  
345 Lakeville Rd  
Great Neck, NY 11020

Dear Mrs. Berkowitz and Members of the Board:

SHAI, Sephardic Heritage Alliance, Inc. a local not-for-profit organization, would like to make a donation of 5,000 wrapped surgical masks to the Great Neck Public School district for distribution to the families participating in the Grab'n Go meal plan during the school closure and pandemic period.

Thank you for your consideration of this request.

Sincerely,

  
\_\_\_\_\_  
Dr. Edwin Cohen-Azarkian,  
Secretary  
SHAI

770 Middle Neck Road, Suite 5P, Great Neck, New York 11024  
P.O. Box 1025, Great Neck, New York 11023  
855-777-SHAI

<http://www.shaiusa.org>

### 3. **FINANCE AND OPERATIONS**

#### a. **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>
Anderson Center for Autism	Staatsburg	3	Revised tuition rate of \$9,035 per student to \$10,445 per student	7/19-8/19
Anderson Center for Autism	Staatsburg	3	Revised tuition rate of \$54,211 per student to \$62,672 per student	9/19-6/20

##### **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.

Motion: R. Sassouni

Vote: 5-0

**b. Evaluation and Assessment Services****INFORMATION**

The Committee on Special Education (CSE) has recommended specialized assessments and evaluation for certain students with disabilities. The Board of Education is asked to approve payments for the evaluations which have been provided by the consultant(s)/agencies below.

<b>Location</b>	<b>Student</b>	<b>Evaluation</b>
Great Neck	#300004496	Neuropsychological Assessment
Great Neck	#300004496	Comprehensive Audiology Assessment

**RECOMMENDATION**

It is recommended that the Board of Education approve the above reimbursement payments.

Motion: R. Sassouni

Vote: 5-0

c. **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.

Motion: R. Sassouni

Vote: 5-0

**OTHER CONSULTANTS  
5/13/20 BOARD MEETING**

<u>Consultant</u>	<u>Purpose</u>	<u>Location</u>	<u>Date(s)</u>	<u>Rate</u>	<u>Maximum Approval</u>
Maurice Schechter	Engineering Services for the District Television Station	District Wide	7/1/19-6/30/20	\$75/hour	\$25,200.00

\*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.

**4. STUDENT MATTERS AND CURRICULUM**

**a. Committee on Preschool Special Education Recommendations  
2019-2020**

**INFORMATION**

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 Preschool 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 Preschool Special Education for students whose ID numbers appear below. It is recommended that the Board of Education approve this schedule.

B2426  
H7064  
A6663  
L5775  
R8801  
Y8572

Motion: D. Peirez

Vote: 5-0



**b. Committee on Preschool Special Education Recommendations  
2020-2021**

**INFORMATION**

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 Preschool Special Education.

**RECOMMENDATION**

The Board of Education has been provided with the schedule of specific recommendations for the 2020-2021 school year made by the Committee on Preschool Special Education for students whose ID numbers appear below. It is recommended that the Board of Education approve this schedule.

P3563  
A6663  
L5033  
N8388  
R8801

Motion: D. Peirez

Vote: 5-0

**c. Committee on Special Education Recommendations 2019-2020****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.

10266  
10344  
10460  
4655  
4792  
A5692  
A7953  
B7180  
C4419  
E7222  
H4522  
H4757  
H4758  
K0039  
L2281  
L5090  
M6395  
M7536  
N1318  
N5557  
V8673  
W6906  
Z7905

Motion: D. Peirez

Vote: 5-0

**d. Committee on Special Education Recommendations 2020-2021****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 2020 – 2021 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.

10266	B0155	E8082	I6324	L7190	N9363	S3619
10298	B3602	F0081	J3143	M1301	N9364	S6540
10336	C0965	F0619	K0039	M3386	O6686	S7748
10384	C1372	F3703	K0128	M3693	P1356	S9271
10395	C4208	G6202	K0860	M4845	P3272	T4534
10396	C5398	G9807	K2363	M6356	P4646	V2058
10460	C6340	G9900	K2889	M6816	P6756	V2070
10554	C7998	H0254	K3424	M8082	P7239	V7452
10618	D2463	H1808	K4849	M8515	Q8226	X9496
4651	D4116	H4522	L1188	M9027	R1372	Y1004
4652	D9952	H4757	L3462	N1318	R3699	Y9844
A0817	E6666	H7064	L4622	N5196	S1360	Z7905
A5692	E7222	I6009	L5660	N8486	S2977	

On a motion by Ms. Berkowitz and approved by unanimous consent, the meeting was adjourned at 11:59 am.

Kuniko Langel  
Secretary to the Board