

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".

**MEETING OF THE GREAT NECK, N.Y., BOARD OF EDUCATION
MONDAY, JANUARY 28, 2019
PHIPPS ADMINISTRATION BUILDING BOARD ROOM
5:30*/8:30 P.M.**

*AT 5:30 P.M.: 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.

Pledge of Allegiance

1. **APPROVAL OF MINUTES**

- a. January 7, 2019
- b. January 7, 2019 (Working Session)
- c. January 10, 2019

2. **OPEN TIME** - (The purpose of "Open Time" is to permit any person in the audience to address the Board of Education on any matter concerning the school district, whether or not the matter appears on the printed agenda. Generally, up to three minutes will be granted to each speaker.)

3. **BOARD/ADMINISTRATIVE AFFAIRS**

- a. Superintendent's Report
- b. Policy on Sexual Harassment – Second Reading
- c. Policy on Sexual Harassment of Staff– Second Reading
- d. Policy on Sexual Harassment of Students – Second Reading
- e. 2017-2018 Audit Management Letter Corrective Action Plan
- f. Teacher(s) of Students With Speech Language Disabilities Student Teacher
- g. Flexible Benefits Plan Administration
- h. Capital Grant for the Purchase of Security Cameras
- i. Tuition Rates for Non-Resident Pupils
- j. Project Independence Lease Amendment – Great Neck Social Center
- k. Secondary Student Observer(s) – Spring 2019 Semester
- l. Elementary Student Teacher(s) – Spring 2019 Semester
- m. Donation – Table Tennis Table – Saddle Rock
- n. Donation – Scholarships – Love, Grunebaum & Spielman

4. **FACILITIES MATTERS**

- a. Public Use of District Facilities

5. **FINANCE & OPERATIONS**

- a. Bids & Contracts
 - (1) Contract – Evaluation and Assessment Services
 - (2) Contract – Related Services-District of Location
- b. Outside Service Agreements
- c. Claims Audit Reports to the Board of Education - October, November & December 2018
- d. Payment of Fees to Counsel
- e. Electronic Submission of Reports to the Board Education:
 - (1) Monthly Treasurer's Report – November 2018
 - (2) Monthly Revenue Report General Fund – November 2018
 - (3) Monthly Budget Status Report for General, Capital, Debt Service, Lunch and Special Aid Funds – November 2018

6. **STUDENT MATTERS**

- a. Committee on Special Education Recommendations – School Year: 2018-19
- b. Committee on Preschool Special Education Recommendations – School Year: 2018-19

7. **PERSONNEL MATTERS***

I. Ratification of Contract(s)

II. Certificated Employees

- Appointment(s)
- Change(s) in Salary/Payment/Status
- Retirement(s)
- Resignation(s)
- Termination(s)
- Leave(s)
- Other

III. Non-Certificated Employees

- Appointment(s)
- Change(s) in Salary/Payment/Status
- Retirement(s)
- Resignation(s)
- Termination(s)
- Leave(s)
- Other

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

NEXT MEETINGS:

- | | |
|-------------------------------|---|
| Monday, February 4, 2019 - | Phipps Board Room – 6:00 p.m. - Snow Date (if needed) |
| Monday, February 11, 2019 - | Public Action Meeting – 8:00 p.m. – Cumberland – Recognition of Students – Village School |
| Thursday, February 28, 2019 - | Phipps Admn. Bldg. – Board Room – 6:00 p.m. - Snow Date (if needed) |
| Monday, March 11, 2019 - | Public Action Meeting – 7:30 p.m. – North High School – Recognition of Students and 1 st Informal Budget Hearing |
| Saturday, March 23, 2019 - | South High Library – Budget Meeting |
| Monday, April 1, 2019 - | Public Action Meeting – 7:30 p.m. – South High School – Recognition of Students and 2 nd Informal Budget Hearing |

*Some items may be appropriate for Executive Session.

BOARD/ADMINISTRATIVE AFFAIRS

[3.a]

January 28, 2019

SUPERINTENDENT'S REPORT

**Dr. Teresa Prendergast
Superintendent of Schools**

January 28, 2019

SEXUAL HARASSMENT

INFORMATION

Attached for Board of Education consideration is a new policy: ***Sexual Harassment (0110)***. As a result of changes to New York State Law, this new policy replaces the District's existing policies, *0110.1 Sexual Harassment of Staff* and *0110.2 Sexual Harassment of Students*, both adopted in 1995 and amended in 2003, in order to be in compliance with the minimum standards set forth by the New York State Department of Labor. The new policy incorporates and maintains the District's existing principles and practices with regard to the proscription of sexual harassment, while aligning it with the recently enacted legal requirements. In addition, a revised form *0110-E Complaint of Alleged Sexual Harassment* is also being submitted. The amended form has been adapted from a model provided by the New York State Insurance Reciprocal (NYSIR). Subsequent to its first reading on 12/17/18, the Policy Committee met on 1/9/19 to discuss the inclusion of language regarding the avenues available for students and other minors to report incidents of sexual harassment and age-appropriate instruction for students. It was decided to revise the proposed policy to address both topics and as a result the second reading of the policy and its accompanying exhibit originally included on the 1/10/19 Board agenda was postponed. They are now being re-submitted for a second of three readings. No Board action will be taken at this time.

SEXUAL HARASSMENT

The Board of Education is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. The Board recognizes that harassment of students, employees (including all staff, applicants for employment, both paid and unpaid interns, exempt and non-exempt status, part-time, seasonal, and temporary workers, regardless of immigration status) and certain “non-employees” (which includes contractors, subcontractors, vendors, consultant and other persons providing services pursuant to a contract, or their employees, Board of Education members and volunteers) on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior. The Board further recognizes that preventing and remedying such harassment is essential to ensuring a healthy, nondiscriminatory environment in which students can learn and employees and “non-employees” can work productively.

Sexual harassment is a form of sex discrimination and is unlawful under Federal, New York State, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status. Sexual harassment can occur between persons of all ages and genders.

Sexual harassment includes unwelcome conduct that is either of a sexual nature, or which is directed at an individual because of that individual's sex, when:

- a. submission to that conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's education;
- b. submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or a student's education; or
- c. the conduct has the purpose or effect of unreasonably interfering with an employee's or "non-employee's" work or student's school performance or creating an intimidating, hostile or offensive work or educational environment, even if the complaining individual is not the intended target of the sexual harassment;

Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, or verbal, nonverbal or physical aggression, intimidation or hostility that is based on actual or perceived gender and sexual stereotypes. The foregoing includes favoritism between a supervisor and subordinate.

The Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events, including those that take place at locations outside the District, or outside the school setting if the harassment impacts the individual's education or employment in a way that violates their legal rights. This includes when employees and "non-employees" travel on District business, or when harassment is done by electronic means (including on social media). For employees, sexual harassment is considered a form of employee misconduct. Sanctions shall be enforced against all those who engage in sexual harassment, and against supervisory and managerial personnel who knowingly allow such behavior to continue or engage in retaliation.

Under various New York State and Federal laws, students, employees and "non-employees" have legal protections against sexual harassment in the above described school environment. Additionally, local laws may apply to the District. The District's Code of Conduct (*Policy 5300*) also addresses appropriate behavior in the school environment. Incidents of sexual harassment may subject the District to liability. Harassers may be individually subject to civil liability if sued in a court of law or criminal liability if prosecuted.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that any targets of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately to his/her immediate supervisor, building principal, assistant superintendent, Superintendent of Schools, the District's Title IX Compliance Officer(s) (as listed in the District calendar and website) or the Board of Education. Students and other minors may also report any incidents of sexual harassment to teachers, guidance counselors, deans or school support staff. Any person who receives such a complaint shall immediately notify a Title IX Compliance Officer. Filing a grievance or otherwise reporting sexual harassment shall not reflect on the individual's status, nor shall it affect future employment or work assignments. The District shall promptly investigate all complaints of sexual harassment, either formal or informal, verbal or written. To the extent possible, all complaints shall be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation. If the complainant reports that they feel unsafe at school due to the nature of the complaint, the District shall determine if accommodations need to be made until the issue is resolved.

All complainants and those who participate in sexual harassment complaints or the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind, when they believe in good faith that sexual harassment has occurred (*Policy 9645 Whistleblower*). Such prohibited retaliation can include, but is not limited to, discipline, discrimination, demotion, denial of privileges, or any action that would keep a person from coming forward to make or support a sexual harassment claim. Such actions need not be job- or education-related, or occur in the workplace or educational environment, to constitute unlawful retaliation.

If, after appropriate investigation, the District finds that a student, an employee, “non-employee” or a third party has violated this policy, prompt corrective action shall be taken in accordance with District policy and New York State law.

In order to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment, the District requires annual training programs for employees.

Students shall receive age-appropriate instruction to learn to recognize, prevent and report sexual harassment.

This policy shall be made available in each District facility, on the District’s website and other appropriate school publications.

Great Neck Public Schools

Proposed: 12/17/18; 1/28/19

COMPLAINT OF ALLEGED SEXUAL HARASSMENT

This form is to be filed in order to initiate a complaint of alleged sexual harassment prohibited by the Great Neck Public School District's policy on Sexual Harassment.

Your Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: () _____ Cell Phone: () _____

Status: (Circle one) **Instructional Staff** **Non-Instructional Staff** **Student**

Time(s) and Date(s) incidents of sexual harassment took place:

Have you also filed this charge with a Federal, State, or Local Government agency?

Yes _____ No _____

Name/position/location of the individual who harassed you. If more than one, list all.

Name: _____

Position/Location: _____

Describe the incident(s) that occurred and your reasons for concluding that it was sexual harassment:

~~Describe briefly what you would consider to be appropriate resolution of the conduct described above. (The District at all times retains sole discretion and authority to determine the appropriate disciplinary and/or corrective action to be taken with regard to meritorious complaints. This question should not be construed in any way to constitute a forfeiture of that discretion or authority.)~~

~~Identify all persons who witnessed the incidents described above:~~

~~I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.~~

Signature of Complainant _____ Date _____

~~Received by:~~

In order to assist the Great Neck Public Schools in investigating your allegations of sexual harassment in a prompt and thorough fashion, please complete this form to the best of your ability and with as much detail as you are able. Once completed, please submit this form to a Title IX Compliance Officer. To the extent possible, all complaints shall be treated in a confidential manner and no individual shall be retaliated against for filing a complaint.

Name of Complainant: _____ Date Submitted: _____

Job Title: _____

Address: _____

Home phone: _____ Cell: _____ Work: _____
(Please circle the number you'd prefer us to call)

Email: _____

Name of Victim (if different than Complainant): _____

Time(s) and date(s) the sexual harassment took place:

Name(s) and location of the individual who allegedly engaged in the sexual harassment. If more than one, list all.

Name(s): _____

Location(s): _____

Describe the incident(s) which occurred with as much detail as you are able, including why you believe the incident(s) constitutes sexual harassment (please attach any documentation or evidence you believe is relevant to the incident):

Describe briefly what you would consider to be appropriate resolution of the conduct described above: (Please note that the Great Neck Public Schools retains the sole discretion and authority to determine the appropriate disciplinary and/or corrective action to be taken with regard to meritorious complaints. This question should not be construed in any way to constitute a forfeiture of that discretion or authority.)

Identify all persons who witnessed the incident(s) described above:

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<hr/>	<hr/>
<hr/>	<hr/>

Please identify any other persons you believe have knowledge important to the incident(s) in question, including his/her contact information and a brief description of the knowledge held by each person:

Have you filed a complaint or charge with a Federal, State, or Local Government agency related to the incident(s) identified above?

Yes _____ No _____

Has this incident or occurrence been previously reported to **[employer name]**?

Y N. If yes, when and to whom?

If the incident or occurrence has been previously reported, please describe the remedy, outcome or resolution:

I swear or affirm that I have read the above complaint and that it is true to the best of my knowledge, information and belief.

Complainant's Signature

Date

Received by:

Signature

Date

Print Name:_____

For Employer Use Only – To be Completed Upon Receipt

Recipient of Complaint (print): _____

Date, Time and Manner (e.g. personal delivery, mailbox, etc.) of Receipt: _____

Notes: _____

Great Neck Public Schools
Adopted: 3/20/95
Proposed Revision: 12/17/18; 1/28/19

January 28 2019

SEXUAL HARASSMENT OF STAFF

INFORMATION

Attached for Board of Education consideration is deletion of the policy: **Sexual Harassment of Staff (0110.1)**. This policy, first adopted in 1995 and amended in 2003, addresses the District's prohibition of sexual harassment of staff. As a result of recent changes to New York State law, it is recommended that it be replaced by a new policy, **0110 Sexual Harassment**, that conforms to the current requirements set forth by the New York State Department of Labor. This policy deletion is being submitted for a second of three readings in tandem with the second reading of the newly proposed policy. No Board action will be taken at this time.

SEXUAL HARASSMENT OF STAFF

It is the policy of the Great Neck Public Schools to maintain a learning and working environment that is free from sexual harassment. When a staff member (male or female) is subjected to unwelcome behavior that is sexual in nature, it is "sexual harassment" and is inappropriate, harmful and against the law. Sexual harassment may originate from a person of either sex and may be directed against persons of the same sex or the opposite sex.

I. POLICY

- A. No employee in the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Great Neck Public Schools staff to harass other staff members through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass staff members through conduct or communication of a sexual nature as defined in Section II.
- B. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board of Education policy and procedures governing sexual harassment within his/her school or office.
- C. Violations of this policy or procedures will be cause for disciplinary action.

II. DEFINITION

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, advancement, or participation in school programs or activities; or
 - 2. Submission to or rejection of such conduct by an employee is used as the basis for decisions affecting the employee; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an employee's performance or creating an intimidating, hostile or offensive work environment.

- B. Sexual harassment as set forth in Section II.A. may include, but is not limited to, the following:
1. Verbal harassment or abuse
 2. Pressure for sexual activities
 3. Repeated remarks with sexual or demeaning implications
 4. Unwelcome touching
 5. Sexual jokes, posters, etc.
 6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's evaluation, opportunities, promotion, or other benefits of employment.

III. PROCEDURES FOR REPORTING HARASSMENT

Any staff member who alleges sexual harassment by another staff member or student in the School District may complain directly to his/her immediate supervisor, building principal, assistant superintendent, Superintendent, the District's Title IX Compliance Officer* (see School Telephone Directory), or the Board of Education. Any person who receives such a complaint will immediately notify the Title IX Compliance Officer. Filing a grievance or otherwise reporting sexual harassment will not reflect on the individual's status, nor will it affect future employment or work assignments. Any act of retaliation against the complainant is a violation of human rights law.

- A. **Informal Conference** - Prior to filing a formal complaint, a staff member may arrange to meet informally with the Title IX Compliance Officer. The purpose of such a meeting will be to discuss the allegations and to explore possible ways to resolve the situation. In an effort to achieve resolution, meetings may also be held with the alleged harasser. No written records will be kept.
- B. **Formal Complaint** - A formal complaint may be submitted either to report an allegation of sexual harassment or as a follow-up to an unsatisfactory resolution. A formal complaint shall be made in writing by completing the District's *Complaint of Alleged Sexual Harassment* form (0110-E), which shall be available in all District offices. Upon receipt, a formal complaint will be immediately forwarded to the Title IX Compliance Officer.
- C. **Unreported Complaint** - In the absence of a victim's complaint, the Board will ensure that an investigation is commenced upon learning of or having reason to suspect the occurrence of sexual harassment.

*Pursuant to Title IX of the Education Amendments of 1972, the Title IX Compliance Officer is the district official responsible for ensuring that the school system does not discriminate on the basis of sex in the educational or employment opportunities extended to students or staff.

IV. INVESTIGATION

- A. Upon receipt of a formal or informal complaint, a prompt, thorough investigation of the allegations will be made by an appropriate authority designated by the Title IX Compliance Officer. This investigation is to be conducted diligently and the complainant is to be notified of the outcome. Should it become necessary to interview any students in the course of the investigation, their parents will be notified and afforded the opportunity to be present.
- B. All complaints will be treated as confidential and only those persons necessary for the conduct of the investigation will be involved in the process.
- C. In the case of a formal complaint only, the results of the investigation will appear in the form of a written report that will be placed in a confidential file kept by the Title IX Compliance Officer. Copies of the report and conclusions will be transmitted to the staff member who made the complaint, the person against whom the complaint was made (and his/her parents if a student), and the Superintendent of Schools.

V. DISCIPLINARY ACTIONS

- A. If a staff member is found guilty of sexual harassment, the Superintendent of Schools will impose appropriate sanctions in a manner consistent with any applicable law, District policies and regulations, and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal.
- B. If a student is found guilty of sexual harassment, the principal of the school will impose appropriate sanctions in a manner consistent with any applicable law and the District's Code of Conduct (see 5300). The Superintendent will review the matter and determine whether further action should be taken.
- C. The Superintendent of Schools will determine whether the findings of sexual harassment warrant turning the report and conclusions over to the Police Department for action. The individual harassed is, of course, free to file a complaint with the Police Department in any case.
- D. Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed above.

- E. Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment will be subject to disciplinary action in the manner prescribed above.
- F. Pursuant to this policy, any official or employee of the District who receives a complaint of sexual harassment and who does not follow the procedures outlined in this policy will be held accountable and disciplined accordingly.

VI APPEALS

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Board of Education, or its designee, shall render a decision. The Board's decision shall be final. The appellant shall be notified of the decision in writing.

VII. NOTIFICATION AND TRAINING

- A. Copies of this policy will be distributed to all schools and departments of the Great Neck Public Schools, incorporated in teacher and student handbooks, and the school district calendar will include a summary.
- B. Each school will develop a training program for staff and students to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment. The program will provide for a review of policy, procedures and prevention at least once a year for each group.

Great Neck Public Schools

Adopted: 3/20/95

Amended: 3/10/03

Proposed Deletion: 12/17/18; 1/28/19

January 28, 2019

SEXUAL HARRASMENT OF STUDENTS

INFORMATION

Attached for Board of Education consideration is deletion of the policy: **Sexual Harassment of Students (0110.2)**. This policy, first adopted in 1995 and amended in 2003, addresses the District's prohibition of sexual harassment of students. As a result of recent changes to New York State law, it is recommended that it be replaced by a new policy, ***0110 Sexual Harassment***, that conforms to the current requirements set forth by the New York State Department of Labor. This policy deletion is being submitted for a second of three readings in tandem with the second reading of the newly proposed policy. No Board action will be taken at this time.

SEXUAL HARASSMENT OF STUDENTS

It is the policy of the Great Neck Public Schools to maintain a learning and working environment that is free from sexual harassment. When a student (male or female) is subjected to unwelcome behavior that is sexual in nature, it is "sexual harassment" and is inappropriate, harmful and against the law. Sexual harassment may originate from a person of either sex and may be directed against persons of the same sex or the opposite sex.

I. POLICY

- A. No student in the District shall be subjected to sexual harassment. It shall be a violation of this policy for any member of the Great Neck Public Schools staff to harass a student through conduct or communication of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined in Section II.
- B. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board of Education policy and procedures governing sexual harassment within his/her school or office.
- C. Violations of this policy or procedures will be cause for disciplinary action.

II. DEFINITION

- A. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's participation in school programs or activities; or
 - 2. Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with a student's performance and creating an intimidating, hostile or offensive learning environment.

B. Sexual harassment as set forth in Section II.A. may include, but is not limited to, the following:

1. Verbal harassment or abuse
2. Pressure for sexual activities
3. Repeated remarks with sexual or demeaning implications
4. Unwelcome touching
5. Sexual jokes, posters, etc.
6. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's evaluation, opportunities, and other benefits of education.

III. PROCEDURES FOR REPORTING HARASSMENT

Any student, or parent of a student, who alleges sexual harassment by a staff member or another student in the School District may complain directly to a teacher, counselor, building administrator, central administrator, the District's Title IX Compliance Officer* (see School Telephone Directory), or the Board of Education. Any person who receives such a complaint will immediately notify the Title IX Compliance Officer. Reporting sexual harassment will not reflect on the student's status, nor will it affect grades or other educational opportunities. Any act of retaliation against the complainant is a violation of human rights law.

A. **Informal Conference** - Prior to filing a formal complaint, a student and/or parent may arrange to meet informally with the Title IX Compliance Officer. The purpose of such a meeting will be to discuss the allegations and to explore possible ways to resolve the situation. In an effort to achieve resolution, meetings may also be held with the alleged harasser. No written records will be kept.

B. **Formal Complaint** - A formal complaint may be submitted either to report an allegation of sexual harassment or as a follow-up to an unsatisfactory informal resolution. A formal complaint shall be made in writing by completing the District's *Complaint of Alleged Sexual Harassment* form (0110-E), which shall be available in all District offices. Upon receipt, a formal complaint will be immediately forwarded to the Title IX Compliance Officer.

C. **Unreported Complaint** - In the absence of a victim's complaint, the Board will ensure that an investigation is commenced upon learning of or having reason to suspect the occurrence of sexual harassment.

*Pursuant to Title IX of the Education Amendments of 1972, the Title IX Compliance Officer is the district official responsible for ensuring that the school system does not discriminate on the basis of sex in the educational or employment opportunities extended to students or staff.

IV. INVESTIGATION

- A. Upon receipt of a formal or informal complaint, a prompt, thorough investigation of the allegations will be made by an appropriate authority designated by the Title IX Compliance Officer. This investigation is to be conducted diligently and the complainant and his/her parents are to be notified of the outcome. Should it become necessary to interview any students in the course of the investigation, their parents will be notified and afforded the opportunity to be present.
- B. All complaints will be treated as confidential and only those persons necessary for the conduct of the investigation will be involved in the process.
- C. In the case of a formal complaint only, the results of the investigation will appear in the form of a written report that will be placed in a confidential file kept by the Title IX Compliance Officer. Copies of the report and conclusions will be transmitted to the student who made the complaint, his/her parents, the person against whom the complaint was made (and his/her parents if a student), and the Superintendent of Schools.

V. DISCIPLINARY ACTIONS

- A. If a staff member is found guilty of sexual harassment, the Superintendent of Schools will impose appropriate sanctions in a manner consistent with any applicable law, District policies and regulations, and collective bargaining agreements. Depending on the gravity of the misconduct, sanctions may range from a reprimand up to and including dismissal.
- B. If a student is found guilty of sexual harassment, the principal of the school will impose appropriate sanctions in a manner consistent with any applicable law and the District's Code of Conduct (see 5300). The Superintendent will review the matter and determine whether further action should be taken.
- C. The Superintendent of Schools will determine whether the findings of sexual harassment warrant turning the report and conclusions over to the Police Department for action. The individual harassed is, of course, free to file a complaint with the Police Department in any case.
- D. Anyone subjecting complainants or witnesses to any form of retaliation will also be subject to disciplinary action in the manner prescribed above.

- E. Because of the damage that can be done to someone falsely accused, any individual who in bad faith knowingly makes a false complaint or report of harassment will be subject to disciplinary action in the manner prescribed above.
- F. Pursuant to this policy, any official or employee of the District who receives a complaint of sexual harassment and who does not follow the procedures outlined in this policy will be held accountable and disciplined accordingly.

VI APPEALS

Any complainant or accused party who wishes to appeal the procedures which the District followed in investigating a written complaint filed under this Policy, may do so within ten (10) days of receipt of the appellant's notification of the investigation outcome. Untimely submissions shall not receive consideration. Such appeal must be made in writing to the Board of Education by submission to the District Clerk. The appellant shall be entitled to present evidence as to why the investigation procedures were flawed, improper, or otherwise not in compliance with this Policy. The Board's consideration and review of any such appeal shall be conducted confidentially in executive session. Following a review of that evidence, as well as the information obtained in the investigation process and conclusions derived there from, the Board of Education, or its designee, shall render a decision. The Board's decision shall be final. The appellant shall be notified of the decision in writing.

VII. NOTIFICATION AND TRAINING

- A. Copies of this policy will be distributed to all schools and departments of the Great Neck Public Schools, incorporated in teacher and student handbooks, and the school district calendar will include a summary.
- B. Each school will develop a training program for staff and students to raise awareness of the issues surrounding sexual harassment and to implement preventive measures to help reduce incidents of sexual harassment. The program will provide for a review of policy, procedures and prevention at least once a year for each group.

Great Neck Public Schools

Adopted: 3/20/95

Amended: 3/10/03

Proposed Deletion: 12/17/18; 1/28/19

January 28, 2019

2017-2018 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 2017-2018 Audit Management Letter has been prepared and is being presented for adoption by the Board of Education.

RECOMMENDATION

It is recommended that the Great Neck Board of Education accept the District's corrective action plan addressing the comments listed in the Management Letter (dated November 15, 2018) that was prepared by Cullen & Danowski, LLP, Certified Public Accountants pursuant to the Independent Audit engagement for the school (fiscal) year ending June 30, 2018

January 28, 2019

TEACHER(S) OF STUDENTS WITH SPEECH LANGUAGE DISABILITIES

STUDENT TEACHER

RECOMMENDATION:

Board approval is requested for the following student to serve as a teacher of students with speech language disabilities for the remainder of the 2018-2019 school year:

STUDENT TEACHER	COLLEGE/PROGRAM	SCHOOL
Ahearn, Meghan	LIU Post	Saddle Rock
Kalani, Kristen	Adelphi	North High School
Moravek, Madeline	Adelphi	J. F. Kennedy
Reiben, Erica	Adelphi	J. F. Kennedy
Tian, Yi	St. John's	E. M. Baker

January 28, 2019

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 NY d/b/a Fitzharris & Co.

For the 2019 calendar year, Brown & Brown of NY d/b/a Fitzharris & Co. is continuing to use a third party, FBA of Syosset, to process reimbursement claims that are submitted by district employees. The annual administrative fee is unchanged.

RECOMMENDATION

It is recommended that the Board of Education approve and sign the Flexible Compensation Agreement for 2019. Monthly administrative fees of \$4.20 per person will be paid by the employees who participate in the Plan.

January 28, 2019

CAPITAL GRANT FOR THE PURCHASE OF SECURITY CAMERAS

BE IT HEREBY RESOLVED that the Board of Education of the Great Neck Union Free School District accepts a grant from the Dormitory Authority of the State of New York (“DASNY”) in the amount of \$125,000, awarded to it under a Community Capital Assistance Program, to be used towards the purchase and installation of security cameras at Great Neck North High School, Great Neck South High School and E.M. Baker School ("Project"); and

BE IT FURTHER RESOLVED that the Board establishes itself as lead agency for the purposes of State Environment Quality Review Act (“SEQRA”) determinations regarding the proposed Project; and that, upon the review and recommendation of the District’s architect, the proposed Project is hereby determined to be a Type II action, as defined by 6 NYCRR §617.5[c], which will have no significant impact on the environment, and which does not require any other determination or procedure under SEQRA regulations;

BE IT FURTHER RESOLVED that the Board hereby approves the execution of the Grant Disbursement Agreement (“GDA”) between the District and DASNY in connection with said grant, and authorizes the Superintendent of Schools to execute said GDA on behalf of the Board.

January 28, 2019

TUITION RATES FOR NON-RESIDENT PUPILS

INFORMATION

Under New York State law, local school districts must provide a continuum of services to special education students which results in educational placements in the least restrictive environment. The referral of special education students by other districts to the Great Neck Special Education Program constitutes adherence to State regulations. When selective openings exist within the Great Neck program such openings may be viewed by other districts as potential placements if services within their district do not meet the needs of the student.

Each year a small number of special education students request to enroll in the Great Neck School District. If accepted into the Great Neck School District, the student's home district is billed for the applicable tuition, which is computed by the New York State Education Department in accordance with section 174 of the Commissioner's Regulations.

RECOMMENDATION

It is recommended that the Board of Education establish the following tuition rates for non-resident pupils for the 2018-2019 school year, in accord with NYCRR 174:

	<u>ANNUAL TUITION</u>	
Students with disabilities or in a District operated program \$76,720	Grades	K-6
(60% or more each school day) \$84,787	Grades	7-12
General education students \$16,631	Grades	K-6
General education students \$24,698	Grades	7-12

January 28, 2019

PROJECT INDEPENDENCE LEASE AMENDMENT
GREAT NECK SOCIAL CENTER

INFORMATION

The Social Center (SC), a tenant in the Grace Avenue Facility, subleases space to the Town of North Hempstead (TONH) for their Project Independence Program. The TONH would like to extend the sublease agreement for one additional year to continue to sublease space from the SC for the period January 1, 2019 through December 31, 2019. The SC must receive approval or the consent of the Great Neck Public School District (District) to sublease because the District is the owner of the building. The SC is in agreement with the terms of the lease.

RECOMMENDATION

It is recommended the Board of Education approve the lease extension between the TONH and the SC where the TONH will continue to sublease space from the SC for the period January 1, 2019 through December 31, 2019.

JANUARY 28, 2019

SECONDARY STUDENT OBSERVER(S)

SPRING 2019 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 student observer(s) have requested assignments to our secondary 2019 spring semester.

STUDENT OBSERVER(S)

<u>Name</u>	<u>College</u>	<u>School</u>	<u>Teacher</u>	<u>Subject</u>	<u>Dates/Hours</u>
Natasha Kriegel	Molloy	South High	J. Skemer	Speech	20 hours
Joshua Melendez	Fredonia	South High	M.Schwartz	Music	40 hours
Joseph O'Connor	St. Bonaventure	North Middle	T. Segal	Guidance	100 hours
		North High	M. Neary		

RECOMMENDATION

It is recommended that the Board of Education approve the placement of the student teacher(s), to our secondary spring 2019 semester.

January 28, 2019

ELEMENTARY STUDENT TEACHER(S)

Spring 2019 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) have requested assignments to our elementary 2019 spring semester.

STUDENT TEACHER(S)

<u>Name</u>	<u>College</u>	<u>School</u>	<u>Teacher</u>	<u>Subject/ Grade</u>	<u>Dates/ Hours</u>
Geoffrey Schiffner	LIU	SR	A. Policastro	Gr. 5	1/29-3/22/2019
		EMB	K. Pappas & D. Luisi	Gr. 3	3/25-5/9/2019

RECOMMENDATION

It is recommended that the Board of Education approve the placement of the student teacher(s) to our elementary spring 2019 semester.

January 28, 2019

DONATION – TABLE TENNIS TABLE

INFORMATION

Mr. Kevin Goodman would like to donate a table tennis table to the Saddle Rock School and possibly a second one at a later date. The administration at the Saddle Rock School has indicated this donation of one table tennis table at this time would be greatly appreciated.

RECOMMENDATION

It is recommended that the Board of Education approve the donation of one table tennis table from Mr. Goodman to the Great Neck Public Schools.

KEVIN GOODMAN

**59 Valley View Road
Great Neck, New York 11021**

**(516) 487-3690
Facsimile: (516) 750-9067**

January 7, 2019

Great Neck Board of Education
Phipps Administration Building
345 Lakeville Road
Great Neck, NY 11020

Attn: Board of Education

Re: Table Tennis Table Donation

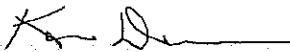
Ladies and Gentlemen:

Please allow this letter to serve as confirmation that it would be my entire family's pleasure and privilege to get things started with a donation of a Table Tennis table to Saddle Rock Elementary School. In fact, depending on timing and availability, we are considering a possible donation of two (2) tables! (Not necessarily at the same time.)

We anticipate this donation to be of nominal value, and in any event are not seeking any special treatment (tax or otherwise) in return.

I understand that this donation will require further approval, which I look forward to as soon as possible.

Kind regards,



KG/hs

*The Saddle Rock School!
appreciates the donation!
Jui Bradley*

January 28, 2019

DONATION – MONETARY

Scholarship Fund(s)

INFORMATION

The following donation checks have been received by the District:

<u>Name of Scholarship</u>	<u>Name of Donors</u>	<u>Amount</u>
Lewis E. Love Award	Sol Goldman Charitable Trust	\$10,000
Joan Grunebaum Memorial Fund	Arthur & Dorothy Grunebaum	\$ 500
	Dr. Richard Grunebaum	\$ 250
	Susan L. Grunebaum	\$ 250
Jenny Spielman Scholarship	Neil & Touran Weissman	\$ 2,500
	Rita & Sheldon Kwiat	\$ 1,000
	Marcia & Steven Resnick	\$ 500
	Sandy & Norm Dinnsen	\$ 500
	Jon Sale & Jayne Weintraub	\$ 250
	Jay & Diane Goldsmith	\$ 250
	Philip Levien	\$ 250
	Peter & Linda Sherman	\$ 200
	Judge Sol Wachtler	\$ 200
	Michael & Wendy Goldman	\$ 200
Jeffrey & Dianne Barber	\$ 100	

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.

FACILITIES MATTERS

January 28, 2019

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

2018 - 2019
 (For Board of Education Approval)
 January 28, 2019

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS
Foundation for Engineering Education - Mathcounts Foundation - LI Chapter	North Middle Auditorium Cafeteria Classroom 137	Saturday	02/02/19	8:00 AM	11:00 AM	Middle School Mathematics Competition	\$351.00	1

FINANCE & OPERATIONS

January 28, 2019

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 payment for the evaluations which have been provided by the consultants and agencies below.

BROOKVILLE CENTER FOR CHILDREN'S SERVICES

RECOMMENDATION

It is recommended that the Board of Education approve a payment to the Brookville Center for Children's Services of Brookville, New York for conducting an educational evaluation for \$206 per student.

January 28, 2019

RELATED SERVICES – DISTRICT OF LOCATION

INFORMATION

New York State Law 3602-c requires that public school districts reimburse districts of location for actual costs for providing related services to non-public school students located within their district. The public school may bill each student's district of residence for the services provided. The Board of Education is asked to approve the contract(s) listed below for students who attend non-public school in other districts and reside in Great Neck.

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

RECOMMENDATION

It is recommended that the Board of Education approve a contract with the Hewlett-Woodmere Union Free School District of Woodmere, New York for related services rendered to four residents of Great Neck who attend a non-public school in the Hewlett-Woodmere UFSD for the 2018-2019 school year.

January 28, 2019

OUTSIDE SERVICE AGREEMENTS

INFORMATION

The following 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.

**OTHER CONSULTANTS
01/28/19 BOARD MEETING**

Consultant	Purpose	Location	Date(s)	Rate	Maximum Approval
Debra Caputo	Suicide Safety for Teachers Presentation	South High	1/25/2019	\$250 / Day	\$ 250.00
Dave & Buster's	7th Grade Trip to Dave & Buster's	North Middle	2/28/2019	\$5,440.09 / Cost	\$ 5,440.09 ***
Elite Tent & Party Rental	Rental of Chairs for NMS Graduation	North Middle	6/21/19-6/26/19	\$2.35 / Chair+Fees	\$ 926.85
Heff Jones	Printing of Color Yearbooks for the 2018-2019 School Year	Village	1/14/19-6/30/19	\$2,517 / Cost	\$ 2,517.00
Kandace Logan	Work with 6th Grade Teachers from NMS and SMS to Facilitate Specific Areas of the Responsive Classroom Approach	District Wide	2/4/2019 & 2/6/2019	\$1,614 / Day	\$ 3,228.00
Fader Management	DJ Services and Lighting Package for Senior Prom 2019	South High	6/13/2019	\$1,500 / Cost	\$ 1,500.00 ***

*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.

**OTHER CONSULTANTS
01/28/19 BOARD MEETING**

Consultant	Purpose	Location	Date(s)	Rate	Maximum Approval
Giulia Marino	Accompanist for SMS Winter and Spring Concerts for the 2018-2019 School Year	South Middle	12/3/18-5/24/19	\$70 / Hour	\$ 560.00
Giulia Marino	Accompanist for 4th and 5th Grade Concerts	JFK	1/23/18-1/25/18	\$70 / Hour	\$ 350.00
Bernice Sims	Speaker for School Assembly	South High	1/17/2019	\$2,800 / Day	\$ 2,800.00
Transfinder	Maintenance & Annual Technical Support & Upgrade of Transfinder Software	District Wide	4/1/19-3/31/20	\$10,350 / Year	\$10,350.00
Urban Word NYC	Poetry Workshop for 8th Grade Self-Select English Honors Students	South Middle	2/8/2019	\$836 / Day	\$ 836.00 ***

*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.

January 28, 2019

CLAIMS AUDIT REPORTS
TO THE BOARD OF EDUCATION
OCTOBER, NOVEMBER & DECEMBER 2018

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 December 2018 claims audit report as presented.

January 28, 2019

PAYMENT OF FEES TO COUNSEL

INFORMATION

An invoice was received from district counsel, Frazer & Feldman, for professional services rendered during October 2018 in the following matters:

Student Matters – Special Ed (11)	\$ 13,807.30
Negotiations (2)	\$ 1,240.55
Human Resources	\$ 86.00
Student Matters – Residency	\$ 933.10
Miscellaneous (10)	<u>\$ 6,754.00</u>
	<u>\$22,820.95</u>

RECOMMENDATION

It is recommended that the Board of Education authorize the payment of \$22,820.95 for October 2018 as per the invoice submitted by Frazer & Feldman for professional services rendered as stated above.

January 28, 2019

ELECTRONIC SUBMISSION OF REPORTS TO
THE BOARD OF EDUCATION

- (1) Monthly Treasurer's Report – November 2018
- (2) Monthly Revenue Report General Fund – November 2018
- (3) Monthly Budget Status Report General Fund, Capital Fund, Debt Service Fund, Lunch Fund and Special Aid Fund Reports – November 2018

STUDENT MATTERS

January 28, 2019

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 2018 – 2019 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.

10095	E8082	P2498
10149	F1902	P6710
10159	F6509	P9595
10655	G1136	R6336
10697	H0309	R8444
10700	H0976	R9642
10701	J78838	S0671
4966	K0128	S0730
A1243	K2341	S0731
A2627	K2390	S3094
A2971	L2135	S4036
A6877	L3725	S4596
B2898	M1360	S4878
B4594	M4845	S7488
B4909	M5525	T2000
C4643	M6310	T5028
D1023	M6395	T8710
D1024	M8825	V3972
D1025	N0931	V6404
D8704	N9848	V9653
E1039	O4259	Z7890
E1365	P2207	

January 28, 2019

COMMITTEE ON PRESCHOOL SPECIAL EDUCATION RECOMMENDATIONS

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 2018 – 2019 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.

S2847
G7980
K3073

C2089
Y6604
L5949

C2033
D4555
S7146