

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, NOVEMBER 13, 2017
PARKVILLE CAFETERIA
6:00*/8:30 P.M. ****

*AT 6:00 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.

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

Pledge of Allegiance

1. APPROVAL OF MINUTES

- a. October 19, 2017
- b. October 23, 2017
- c. October 29, 2017
- d. November 2, 2017

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

PRESENTATION – HONEYWELL ENERGY PERFORMANCE CONTRACT

3. BOARD/ADMINISTRATIVE AFFAIRS

- a. Presentation – NYSSBA School Board Recognition Week
- b. Superintendent's Report
- c. Board of Education Advisory Committee Reports
- d. Policy on High School Student Course Load – First Reading
- e. Policy on Student Health Services – First Reading
- f. Policy on Student Health Services Regulation – Second Reading
- g. Policy on Field Trips – Second Reading
- h. Policy on Smoking and the Use of Tobacco Products – Third Reading
- i. Policy on Code of Conduct: Prohibited Student Conduct – Third Reading
- j. Independent Auditor's Report – Fiscal Year 2016-2017
- k. New York State School Boards Association Membership
- l. National School Boards Association Membership
- m. Secondary Student Observer(s) – Fall 2017 Semester
- n. Lease Agreement with Great Neck Social Center
- o. Lease Agreement with Great Neck Teachers Association (GN TA)
- p. Test Inspections – E.M. Baker School
- q. South Middle & South High Schools – Site Reconstruction – Change Orders #2 & #3
- r. Establishment of the Class of 2017 Bernard Kaplan Scholarship
- s. Donation – Monetary – Class of 2017 Bernard Kaplan Scholarship Fund
- t. Donation – Monetary – Jenny Spielman & Lewis E. Love Scholarship Funds
- u. Donation – Monetary – Linda Musmeci Scholarship Fund
- v. Donation – Monetary – Flexible Seating
- w. Donation – Table Tennis Table

4. **FACILITIES MATTERS**

- a. Public Use of District Facilities

5. **FINANCE & OPERATIONS**

- a. Bids and Contracts
(1) Contract Extension – Integrated Pest Management Program (IPM)
(2) Contract Extension – Heating System Water Treatment Service
(3) Contract – Tuition
(4) Contracts – Tuition
(5) Contracts – Outside Service Agreement
- b. Outside Service Agreements
- c. Payment of Fees to Counsel

6. **STUDENT MATTERS**

- a. Committee on Special Education Recommendations – School Year: 2017-18
b. Committee on Preschool Special Education Recommendations – School Year: 2017-18

7. **PERSONNEL MATTERS***

I. **Certificated Employees**

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

II. **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

Thursday, November 16, 2017– Asst. Principals Meeting -- 6:00 p.m. – Phipps Administration Bldg., Board Room

Wednesday, December 6, 2017– Public Action Meeting – 8:30 p.m. Saddle Rock Elementary School

Monday, December 11, 2017 – Administrators Meeting – 6:00 p.m. – Phipps Administration Bldg. Board Room

Thursday, December 14, 2017 – GNTA Executive Board Mtg. -- 6:00 p.m. – Phipps Administration Bldg., Board Room

Monday, January 8, 2018 – Public Action Meeting – 8:30 p.m. – Cumberland

Thursday, January 11, 2018 – HS Student Leaders Meeting – 6:00 p.m. – Phipps Administration Bldg., Board Room

*Some items may be appropriate for Executive Session.

BOARD/ADMINISTRATIVE AFFAIRS

November 13, 2017

PRESENTATION

NEW YORK STATE SCHOOL BOARDS ASSOCIATION
RECOGNITION WEEK

November 13, 2017

SUPERINTENDENT'S REPORT

**Dr. Teresa Prendergast
Superintendent of Schools**

November 13, 2017

BOARD OF EDUCATION
ADVISORY COMMITTEE REPORTS

Rebecca Sassouni – CAC
Jeffrey Shi – BAC
Don Ashkenase - FAC

November 13, 2017

HIGH SCHOOL STUDENT COURSE LOAD

INFORMATION

Attached for Board of Education consideration is a revised policy: ***High School Student Course Load (4240)***. The revision addresses the District's ability to accommodate students who may need greater flexibility in order to complete their requirements for graduation. This revised policy is being submitted for the first of three readings. No Board action will be taken at this time.

HIGH SCHOOL STUDENT COURSE LOAD

The minimum student course load requirement for grades 9, 10, 11 and 12 is six (6) units plus physical education.

These requirements may be met through regular class attendance, independent study, academic support assignments, or other approved alternatives.

Any exception to this policy shall require the building principal's recommendation and the approval of the Superintendent of Schools or designee.

Great Neck Public Schools

Adopted: November 19, 1984

Proposed Revision: 11/13/17

November 13, 2017

STUDENT HEALTH SERVICES

INFORMATION

Attached for Board of Education consideration is a revised policy ***Student Health Services (5240)***. The revisions address an update received from the New York State School Boards Association (NYSSBA) regarding changes to New York State Public Health Law requiring health exams for students in pre-k, kindergarten, first, third, fifth, seventh, ninth and eleventh grades. In addition, new language is being added to ensure that the District is in compliance with the McKinney-Vento Homeless Education Assistance Act with regard to the admission of homeless students even if they cannot produce health or immunization records. The revised policy is being submitted for the first of three readings. No Board action will be taken at this time.

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing and scoliosis screening. ~~Problems~~ Results shall be ~~referred~~ provided to the parent(s) or guardian(s) who shall be encouraged to seek appropriate medical care.

Upon entering ~~second, fourth, seventh and tenth~~ pre-k, kindergarten, first, third, fifth, seventh, ninth and eleventh grades a student must have a health exam by a New York State licensed health care provider and submit a certificate of health examination a health certificate within 30 days of entering school. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In order to maintain enrollment in school, students must furnish documentation of required immunizations against certain communicable diseases, as set forth in state law and regulations, unless exempted from immunizations for medical or religious reasons as permitted by state law and regulation.

Homeless students shall be admitted to school even if they do not have the required health or immunization records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others.

The State of New York may authorize and require the collection of data from health certificates in furtherance of tracking and understanding health care issues that affect children.

A permanent student health record shall be part of a student's cumulative school record, and should follow the student from grade to grade and school to school along with his/her academic record. The health record shall be maintained by the school nurse.

Schools shall respond to students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis (see *Policy 5420.3 Food Induced Anaphylaxis*), and head injury (see *Policy 5600 Concussion Management*.) Parents/guardians will be notified of any emergency medical situation as soon as is practicable. In addition, parents/guardians will receive notification of non-emergent medical situations that have been reported to the nurse in a timely manner.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases from attendance in school.

During an outbreak of these communicable diseases, if the New York State Commissioner of Health or his/her designee so orders, the District will exclude students from school who have an exemption from immunization or who are in the process of obtaining immunization.

It is the responsibility of the Superintendent of Schools or his/her designee, working through District health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor District staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973).

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration, and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing authorized medical provider, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed; and
3. that in order for a student to carry and use a rescue inhaler, an epinephrine auto-injector, insulin, or glucagon and associated testing supplies, written permission must be provided both by the parent and the prescribing authorized medical provider in accordance with New York State law and regulation.

Students are allowed to carry and apply parentally provided sunscreen without a prescription from an authorized medical provider, assuming that the sunscreen is FDA approved and that the sunscreen is not treating a medical condition. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

The District shall make a nebulizer available on site in school buildings where nursing services are provided. Students with a patient specific order shall have access to the nebulizer. The District will ensure that it is maintained in working order. Students are required to supply their own medication and administration sets.

Training

Training to support the fulfillment of staff responsibilities in regard to student health services will be provided as part of the District's ongoing professional development plan and in conformity with the Commissioner's Regulations.

Regulations

The Superintendent of Schools or his/her designee shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students. The Superintendent or his/her designee shall also develop protocols, in consultation with the District Physician and other appropriate District staff, for the management of injury, with particular attention to concussion.

Great Neck Public Schools

Adopted: 6/15/15

Proposed Revision: 11/13/17

November 13, 2017

STUDENT HEALTH SERVICES REGULATION

INFORMATION

Attached for Board of Education consideration is a revised regulation: ***Student Health Services Regulation (5240-R)***. The initial revision updated Section B Administering Medication to Students in School in order to comport with the proposed amendment of ***Policy 4531 Field Trips*** regarding accommodations for students who must take prescribed medication during a field trip. Following its first reading on 9/18/17, the Policy Committee revisited the regulation and added new language to Section C Student Medical Exams reflecting changes to New York State Public Health Law that updates the grades for which health exams and certificates are required to pre-k, k, 1,3, 5, 7, 9 and 11. This revised regulation is being submitted for a second of three readings. No Board action will be taken at this time.

STUDENT HEALTH SERVICES REGULATION

A. Immunization Against Communicable Diseases

Under state Public Health Law 2164, in order to be enrolled in or attend District schools, children must be fully immunized against certain communicable diseases. Those diseases are: poliomyelitis, mumps, measles, diphtheria, rubella, varicella (chicken pox), Haemophilus influenzae type b (Hib), pertussis, tetanus, pneumococcal disease, and hepatitis B.

“Fully immunized” means that the child has either:

1. received the required vaccinations for these diseases as set forth in state regulations;
2. for measles, mumps, rubella, hepatitis B, poliomyelitis, or varicella only, shown immunity with a positive blood test for those disease antibodies; or
3. for varicella only, has had the disease, verified by a physician, nurse practitioner, or physician's assistant.

Children who are not fully immunized may only be admitted to school if they can document that:

1. they are in the process of receiving immunization or obtaining blood tests; or
2. they have been granted a medical or religious exemption.

Requests for such exemptions shall be directed to the building principal.

Medical exemptions may be issued if immunization is detrimental to a child's health as per the contra-indications identified by the United States Centers for Disease Control and Prevention (CDC). Medical exemptions must either be:

1. the medical exemption form issued by the New York State Department of Health or the New York City Department of Health and Mental Hygiene, or
2. a statement signed by a physician licensed to practice medicine in New York State indicating the specific immunization, the medical contraindication, and the length of time the exemption is for. Medical exemptions must be reviewed and accepted by the District physician or his/her designee, and reissued annually to remain valid.

Religious exemptions may be granted by the District upon either:

1. a signed and completed Request for Religious Exemption to Immunization created by the New York State Education Department (NYSED), or
2. a written and signed statement from a parent/guardian stating an objection to immunization because of genuine and sincere religious beliefs which prohibit immunization. The Building Principal may require supporting documents for religious exemptions.

All students must present appropriate documentation of their immunization status, as set forth in the Regulations of the New York State Commissioner of Health 10 NYCRR Subpart 66-1.

The building principal may permit students without adequate documentation to attend school up to 14 calendar days while the parent/guardian furnishes the necessary documents. This time period may be extended to 30 days for students transferring from another state or country, as long as they show a good faith effort to obtain the necessary documentation.

District schools may access the New York State Immunization Information System (NYSIIS) or the New York City Citywide Immunization Registry (CIR) to verify the immunization history of students entering or registered in that school.

When a child is excluded from school for immunization reasons, the building principal shall notify the parent/guardian of their responsibility to have the child immunized, and the resources available for doing so. The principal shall also notify the local health authority of the child's name and address and the immunization(s) the child lacks, and shall cooperate with that authority to provide a time and place for the required immunization(s) to be administered.

The District will maintain a list of all students who have been exempted from immunization for medical or religious reasons, or who are in the process of receiving immunization, and shall exclude such students from school when so ordered by the New York State Commissioner of Health in the event of an outbreak in school of the vaccine-preventable diseases listed in Public Health Law 2164 and the first paragraph of this section.

When a student transfers out of the District, the parent/guardian will be provided with an immunization transfer record, if needed, showing the student's current immunization status that will be signed by the school nursing personnel or the school physician. A transcript or photocopy of the immunization portion of the District health record will be provided to the new educational institution upon request.

B. Administering Medication to Students in School

The administration of prescribed medication to a student during school hours is permitted only when the medication is necessary to allow the student to attend school or failure to administer the medication would seriously affect the student's health.

Parent(s) or guardian(s) must present the following information:

1. A written order from a NYS licensed health care provider (e.g. physician, nurse practitioner or physician assistant) containing the following information: student's name, the date and name of the medicine, dosage and time to be administered. A list of possible side effects may be required.
2. A written note from the parent/guardian giving appropriate licensed school personnel permission to administer the medication to their child during school or for trained medically unlicensed personnel to assist their child in taking their own medication.

Students who may carry and use certain medications

Students are permitted to self-administer medication under certain circumstances, in accordance with New York State law and regulation. A student is authorized to carry and use the following medications: rescue inhaler, epinephrine auto-injector, insulin, glucagon (and associated diabetes testing supplies), if the following conditions are met:

1. An authorized medical provider must provide written permission that includes an attestation that the student's diagnosis requires the medication; the student has demonstrated that he/she can self-administer the prescribed medication effectively; the name of the medication, the dose, the times when it is to be taken, the circumstances which may warrant use and the length of time during which the student may use it.
2. Written parental permission.

If a student is authorized to carry and use medication as described above, the parent/guardian is permitted to give extra medication and supplies that the District will maintain in accordance with the written directions submitted by the authorized medical provider.

All documents pertaining to student medication will be kept on file in the nurse's office.

The school nurse shall develop procedures for the administration of medication, which require that:

1. all medications shall be brought to school by the parent(s) or guardian(s);
2. all medications will be administered by a medically licensed person unless the child is self-directed;
3. medications shall be securely stored in the office and kept in their original labeled container, which specifies the type of medication, the amount to be given and the times of administration; the school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication, and a notation of each instance of administration;
4. all medications shall be picked up by the parent(s) or guardian(s) at the end of the school year, or the end of the period of medication, whichever is earlier. If not picked up within five days of the period of medication, the medication shall be discarded.

An adult must bring the medication to school in the original container. The administering staff member should clearly label the medication with the time to be given and dosage.

Sunscreen

Students are permitted to carry and apply sunscreen without a medical provider's order under the following conditions:

1. The sunscreen is used to avoid overexposure to the sun and not for medical treatment of an injury or illness, if sunscreen is required to treat a medical condition, the procedures for administering medication (above) apply;
2. The sunscreen is FDA approved for over the counter use;
3. The student's parents or guardians provide written permission annually for the student to carry and use the sunscreen.

The school nurse will keep written permission for students on file and develop procedures pertaining to this policy.

Administering medication on field trips and at before- and after-school activities.

Taking medication on field trips and at before- and after-school activities is permitted if a student is self-directed in administering their own medication. On field trips or at other before- and after-school activities, teachers or other school staff may carry the medication so that the self-directed student can take it at the proper time.

If a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), then the District may:

- Permit the parent or guardian to attend the activity and administer the medication.
- Permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip or activity and inform the school district in writing of such request.
- Allow the student's health care provider to be consulted and, if he/she permits, order the medication time to be adjusted or the dose eliminated.

~~If no other alternative can be found, a school nurse or licensed person must administer the medication.~~

If no District staff or other appropriate adult is available and if the medication schedule cannot be adjusted by the student's prescriber, a field trip will either be rescheduled or canceled.

Administering epinephrine by auto-injection in emergency situations.

The administration of epinephrine by auto-injector has become an accepted and extremely beneficial practice in protecting individuals subject to serious allergic reactions.

Pursuant to New York State Commissioner of Education's regulations, registered professional nurses may carry and administer agents used in non-patient specific emergency treatment of anaphylaxis.

In addition, pursuant to NYSED guidelines, school nurses may provide training to medically unlicensed school staff in administering epinephrine auto-injectors, prescribed by a licensed prescriber, to a child who has been diagnosed with the potential for a severe reaction, in the event of the onset of a serious allergic reaction when a nurse is not available.

Use of Glucagon

Pursuant to SED guidelines, glucagon may be carried by students, and school nurses may provide training to medically unlicensed school staff in administering glucagon prescribed by a licensed prescriber, to a child who has been diagnosed with the potential of for a severe hypoglycemic reaction, in the event that the nurse is not available.

C. Student Medical Exams

In accordance with Sections 903 and 904 of the state Education Law, each student shall have a physical exam given by the District physician or New York State licensed health provider (including a physician, physician assistant or nurse practitioner) upon entrance to school and at grades pre-kindergarten, or kindergarten, ~~two, four, one, three, five, seven, nine and ten~~ eleven. Findings are to be kept on record at the school on forms that can be obtained from the school nurse. In addition, the school will request a dental health certificate according to the same schedule.

A student may be excluded from the medical examination requirements because the child's parent/guardian holds a genuine and sincere religious belief that is contrary to medical examinations. The request for exemption must be in writing to the principal or his/her designee.

In the event that the student's medical history reveals that they have a known life-threatening allergy, the school nurse, in conjunction with the family, student, child's teacher, and other appropriate staff, will develop and implement an individual health care plan that will guide prevention and response.

D. Illness or Injury in School

If a student becomes ill or injured in school:

1. The nurse will determine if the student should receive further medical attention, remain in the dispensary or return to class.
2. The nurse will call the parent, guardian or designated emergency contact if he/she feels that the student should go home so that such arrangements can be made.
3. If no parent, guardian or designated emergency contact picks up the student at school, or if no parent/guardian or designated emergency contact will be home, the student will remain in the nurse's office until the end of the school day when a determination will be made in consultation with the building principal or other parties as necessary to determine an appropriate course of action.
4. If the nurse determines that the child can return to class the nurse may notify the parent.
5. The nurse will maintain appropriate records of all student visits.

E. Emergency Contact Information

All students shall have on file emergency contact information that shall state the name and preferred telephone numbers of the following:

1. The student's parent(s) or guardian(s) at home and work;
2. An emergency contact;
3. The student's licensed health care provider;

F. Student Return to School after Illness/Injury

In general, students should be symptom-free before returning to school. In some instances, students may be asked to provide a note from their licensed health care provider before they return to school or participate in the full range of school activities. In some cases, the final decision to permit participation may rest with the District physician. The Superintendent of Schools or his/her designee, in consultation with the District physician, school nurse and other appropriate staff, will develop protocols to address a student's return to activities when there has been a serious illness or injury.

Great Neck Public Schools

Adopted: 6/15/15

Proposed Amendment: 9/18/17; 11/13/17

November 13, 2017

FIELD TRIPS

INFORMATION

Attached for Board of Education consideration is a revised policy: ***Field Trips (4531)***. The revision addresses guidance received from the New York State Department of Education with respect to changes to New York State Education Law regarding students' medication needs on field trips. As such, the policy has been amended to specify that the District shall accommodate those students who must take prescribed medication during a field trip and that, if acceptable accommodations cannot be made, the field trip shall either be rescheduled or canceled. Following its first reading on 9/18/17, the Policy Committee received a staff request for further review. As a result, new language has been added to require the permission of a parent/guardian in order to contact a student's health care provider to allow for adjustment or elimination of a medication dose. In addition, the following permission forms (***Elementary - 4531-E7, Secondary - 4531-E8, and Local/Walking - 4531-E9***) have been updated to include a student's medication requirements. This revised policy is being submitted for a second of three readings. No Board action will be taken at this time.

FIELD TRIPS

The Board recognizes that firsthand learning experiences provided by field trips can be effective and worthwhile. In planning and authorizing field trips, primary consideration will be given to the safety and welfare of the students involved, as well as to the educational value to be derived. Student behavior on field trips is governed by the District's Code of Conduct, Policy 5300.

Approval

All requests for field trips must be approved in writing prior to embarking on a trip. The Teacher-In-Charge must submit to the principal the following documents:

1. A *Request for Field Trip – Day* [Exhibit 4531-E5] or a *Request for Field Trip – Overnight* [Exhibit 4531-E6]
2. A copy of the permission slip that will be distributed to students [Exhibit 4531-E7, 4531-E8 or 4531-E9]
3. A trip itinerary
4. A detailed supervisory plan (Overnight or Out-Of-Country)
5. A *Transportation Request* form, if applicable
6. A *Request for Approval of Non-Conference Business/Travel Expenses* form for each staff member, if applicable

The Field Trip request and all pertaining documents must be submitted as a single packet in the order noted above. The following chart indicates the submission timeline for trip approvals:

Type of Trip	Submit to Principal	Submit to Superintendent	Submit to Board of Education
Day	40 days prior	N/A	N/A
Overnight	75 days prior	60 days prior	15 days prior to a Board meeting*
Out of Country	225 days prior	210 days prior	180 days prior

*Approval of specific recurring academically related overnight trips may be granted at the Board's Annual Organizational Meeting in July. Such approval is dependent upon submission of all required paper work to, and approval by, the Superintendent of Schools.

Any exception to these time limits requires the approval of the Superintendent.

Written parental permission must be obtained for every student in advance of the trip using forms 4531-E7, 4531-E8 or 4531-E9. The permission form will include a section for the parent/guardian to identify student health concerns. Signed forms will be kept on file in each school for one calendar year.

The Principal and/or the Superintendent or his/her designee have the right to cancel a trip for any reason.

Field Trip records for trips that do not require busing or Requests for Approval of Non-Conference Business/Travel Expenses will be maintained in each school. All other field trip records will be maintained in the Transportation Office. Overnight & Out-of-Country trip records will also be maintained in the Office of Instruction.

Transportation

The Transportation Office will establish and administer procedures for the ordering and scheduling of buses for field trips. Public transportation may be authorized when appropriate. Private vehicles may not be used to transport students on field trips. An exception may be made for a parent/guardian to drive his/her own child to a field trip location when there are special circumstances and with prior approval of the building principal.

When school/coach buses are used, the Teacher-In-Charge will submit a signed and completed *Pre-Trip Report* [Exhibit 4531-E1] to the Principal prior to departure, and completed *Post-Trip Report* [Exhibit 4531-E2] to the Principal upon return. Copies of both reports are to be sent to the Transportation Office and will be kept on file for one calendar year.

No trip involving a stay of one or more days away from home will depart unless the Teacher-In-Charge is in possession of all necessary documentation for the travel arrangements. This includes train or plane tickets for all participants, and written confirmation of hotel, restaurant and other reservations, where applicable.

Scheduling

Every effort will be made to return students to school from day trips in time for regular dismissal.

Principals will be responsible for establishing clear procedures for communicating with parents in the event of a delay in returning from a field trip.

Medications

The District shall accommodate the needs of students who must take medications during a field trip. In accordance with *Student Health Services Regulation 5420-R*, if a student is going on a field trip but is not self-directed (i.e., fully aware and capable of understanding the need and assuming responsibility for taking medicine), District staff or other appropriate adults may need to be available during the trip for assistance. Teachers or other District staff may carry medication so that a self-directed student can take it at the proper time. If no District staff or other appropriate adult is available for students who are not self-directed, the District may:

- Permit the parent or guardian to attend the activity and administer the medication.
- Permit the parent to personally request another adult who is not employed by the school to voluntarily administer the medication on the field trip and inform the school district in writing of such request.
- With the consent of a parent/guardian, allow the student's health care provider to be consulted and, if the provider permits, order the medication time to be adjusted or the dose eliminated.

If no District staff or other appropriate adult is available and if the medication schedule cannot be adjusted by the student's prescriber, the trip will either be rescheduled or canceled.

Supervision

Appropriate and adequate supervision will be provided on all field trips, taking into account the nature of the event, the age of the students involved, the activities, and the geographical location. Along with every request for an overnight trip, a supervisory plan must be prepared and submitted for approval as noted above. The plan shall include, but not be limited to, provisions for overseeing students' activities during the day, and monitoring students' sleeping quarters throughout the night. Supervision may be provided by Great Neck staff or other supervisory staff assigned at the site of the trip. The plan should be accompanied by a detailed schedule of events and activities, and the ratio of students to supervisors at these events and activities. The Principal will make a determination regarding the adequacy and appropriateness of supervision based upon a review of the plan, and may recommend assignment of additional supervisors.

Accompanying adults, in addition to the Teacher-In-Charge, will be assigned according to the following ratios:

- Grades K-2 -- One adult per 10 students
- Grades 3-12* -- One adult per 15 students

All students on a field trip will return to the school with the group. A student may be released to a parent/guardian or other authorized person at the place of departure only upon prior written notification and approval of the Principal.

Should a student be unable for any reason to return from a field trip with the group, a certified staff member of the District will remain with the student until he/she can be released to a parent or other authorized person.

Should a student be required to be transported home prior to the conclusion of a field trip, it will be the parents'/guardians' responsibility to make appropriate arrangements for such transportation. In the event that a student's disqualification or departure prevents other participants from partaking in the activity to its conclusion, the District may seek reimbursement of all costs associated with the trip from that student and/or his/her family.

*On overnight Outdoor Education trips, the ratio of one adult per 15 students will include the teacher.

Parent Notification

The Teacher-In-Charge must use the *Permission Slip* form [4531-E7, 4531-E8 or 4531-E9] to provide parents/guardians with the trip details at least one week prior to the trip. The form will include the following: costs, arrival and departure time, mode of transportation (e.g., school or coach bus, railroad), lodging arrangements (if applicable), emergency telephone number, activities, itinerary, and the name of the Teacher-In-Charge. Other information may be attached if necessary.

Following a Field Trip

At the conclusion of each field trip, the Teacher-In-Charge will provide the Principal with a:

1. *Post Trip Report* [Exhibit 4531-E2]
2. *Trip summary Report* [Exhibit 4531-E3]
3. *Trip Incident Report* [Exhibit 4531-E4] if an incident affecting the health, safety or morals of one or more students occurred in which case this report is to be completed within 24 hours of return and a copy of such sent to the Superintendent.

These forms will be kept on file for one calendar year.

Financial Considerations

All field trips funded by the District must fit within the school's budget allocation for such activity. The Principal will ascertain funds availability prior to approving Field Trip requests. Any expenses for which students are responsible must be paid in advance of the trip.

Prior to approving a trip, the Principal will ensure that no student will be denied participation for financial reasons.

Teachers and other district employees who supervise field trips will be compensated by the District in accordance with the prevailing collective bargaining agreement. No employee will accept compensation from any outside source in relation to any field trips arranged or supervised.

In the event a trip is cancelled for any reason, the District will not be responsible for refunds.

Implementation

Principals will be responsible for ensuring that every Teacher-In-Charge has reviewed a copy of this policy. Confirmation of this can be found on the *Field Trip Request* form [Exhibit 4531-E5 or Exhibit 4531-E6] completed by the Teacher-In-Charge.

Principals will also be responsible for developing internal procedures at the school level to ensure effective and timely implementation of this policy.

Great Neck Public Schools

Adopted: 7/5/88

Amended: 10/31/94; 3/6/95; 6/7/04; 3/27/06; 7/1/10; 11/19/12; 12/14/15

Proposed Amendment: 9/18/17; 11/13/17

GREAT NECK PUBLIC SCHOOLS
PARENT APPROVAL FOR EDUCATIONAL FIELD TRIP—
ELEMENTARY

School (please circle): E.M. Baker John F. Kennedy Lakeville Parkville Saddle Rock

Teacher: _____ Grade/Subject: _____

I, the undersigned parent/legal guardian of _____ give my permission
for him/her to participate in an education field trip to _____
on _____ for the purpose of _____.

Student Health Concerns/Mediation Requirements: _____

I further authorize that s/he receive medical treatment in case of emergency.

Parent/Legal Guardian Signature _____ Date _____

Emergency Contact Phone Number(s) _____

Please return top portion to your child's teacher and retain this section for your information.

Grade/Subject: _____ trip to _____ on _____

Method of transportation: _____

Time leaving school: _____ AM PM (please circle)

Approximate time of return to school: _____ AM PM (please circle)

Costs/Special Fees: _____
(make check payable to the Great Neck Public Schools)

Special Clothing: _____

Other information/arrangements: _____

Permission slip must be returned by (date) _____

All field trips are governed by Board of Education policy:

4531, Field Trips (http://greatneck.k12.ny.us/GNPS/Pages/policies/4531FieldTrips.pdf)
5300, Code of Conduct (http://greatneck.k12.ny.us/GNPS/Pages/policies/5300CodeofConduct.pdf)



Great Neck Public Schools

Adopted: 11/19/12

Proposed Revision: 11/13/17

GREAT NECK PUBLIC SCHOOLS

EDUCATIONAL FIELD TRIP STUDENT AFFIDAVIT—
SECONDARY

School (please circle): North HS North MS South HS South MS

Village School SEAL Program

Teacher: _____ Grade/Subject: _____

I, the undersigned parent/legal guardian of _____ give my permission
for him/her to participate in an education field trip to _____
on _____ for the purpose of _____.

Student Health Concerns/Medication Requirements: _____

I further authorize that s/he receive medical treatment in case of emergency.

Parent/Legal Guardian Signature Date

Emergency Contact Phone Number(s) _____

Please return top portion to your child's teacher and retain this section for your information.

Grade/Subject: _____ trip to _____ on _____

Method of transportation: _____

Time leaving school: _____ AM PM (please circle)

Approximate time of return to school: _____ AM PM (please circle)

Costs/Special Fees: _____
(make check payable to the Great Neck Public Schools)

Special Clothing: _____

Other information/arrangements: _____

Permission slip must be returned by (date) _____



All field trips are governed by Board of Education policy:
← 4531, Field Trips (<http://greatneck.k12.ny.us/GNPS/Pages/policies/4531FieldTrips.pdf>)
5300, Code of Conduct (<http://greatneck.k12.ny.us/GNPS/Pages/policies/5300CodeofConduct.pdf>) →



GREAT NECK PUBLIC SCHOOLS

ANNUAL PARENT APPROVAL
FOR LOCAL/WALKING EDUCATIONAL FIELD TRIPS

School: _____

Teacher: _____ Subject/Grade: _____

School year: _____

As part of the learning activities in our schools, walking trips to nearby places may be arranged. Walking trips provide children with authentic, common experiences which stimulate interest, discussion, and worthwhile class activity. Please complete the information below to confirm your approval for your child to participate in all walking trips for the current school year. Whenever longer trips requiring transportation are planned, separate notices will be sent and parental/legal guardian approval will be required for your child to participate.

Student Health Concerns/Medication Requirements: _____

I, the undersigned parent/legal guardian of _____

give permission for him/her to participate in all local/walking field trips for current school year.

Parent/Legal Guardian Signature_____
Date

Please return this form to your child's teacher

Great Neck Public Schools***Adopted: 11/19/12******Proposed Revision: 11/13/17***

November 13, 2017

SMOKING AND THE USE OF TOBACCO PRODUCTS

INFORMATION

Attached for Board of Education consideration is a revised policy: ***Smoking and the Use of Tobacco Products (1530)***. The revision addresses guidance received from the New York State School Boards Association concerning recent amendments to New York State Public Health Law regarding the definition of electronic cigarettes and their prohibition on school grounds. There have been no changes since its second reading on 10/23/17, and this revised policy is being submitted for a third reading and possible adoption.

SMOKING AND THE USE OF TOBACCO PRODUCTS

As part of an ongoing effort to create a healthful environment, and in compliance with New York State and Federal laws and the *District Code of Conduct: Prohibited Student Conduct (Policy 5300.30)*, the Great Neck Public Schools prohibits smoking and all other tobacco use in all District buildings, on District property, in any District vehicle and at any District sponsored function or activity.

The use of electronic cigarettes, ~~also known as e-cigarettes~~, and other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. Electronic cigarettes or e-cigarettes, known collectively as ENDS – Electronic Nicotine Delivery Systems, are defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and shall include any refill, cartridge or other component used in such a device.

Great Neck Public Schools

Adopted: 8/3/87

Amended: 9/12/94; 4/24/14

Proposed Amendment: 9/18/17; 10/23/17; 11/13/17

November 13, 2017

CODE OF CONDUCT: PROHIBITED STUDENT CONDUCT

INFORMATION

Attached for Board of Education consideration is a revised policy: ***Code of Conduct: Prohibited Student Conduct (5300.30)***. The revision updates Section IV, Item J which prohibits smoking on District property in order to comport with the proposed amendment of ***Policy 1530 Smoking and the Use of Tobacco Products*** with regard to electronic cigarettes. There have been no changes since its second reading on 10/23/17, and this revised policy is being submitted for possible adoption.

CODE OF CONDUCT: PROHIBITED STUDENT CONDUCT

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of District facilities, equipment and property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on District property or engaged in a District function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these District rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

I. Engage in conduct that is disorderly and/or disrupts the normal operation of the school community.

Examples of disorderly conduct include, but are not limited to:

- A. Obstructing vehicular or pedestrian traffic.
- B. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
- C. Using language or gestures that are profane, lewd, vulgar, abusive, or threatening.
- D. Display or use of personal electronic devices, such as, but not limited to, cell phones, i-pods, or digital cameras in a manner that is in violation of district policy.
- E. Computer/electronic communications misuse, including any unauthorized use of computers, software, cell phones, i-pods, digital cameras, or internet/intranet account; accessing inappropriate websites; any other violation of the District's *Acceptable Use Policy* or use of any electronic device to engage in harassing, bullying or sexting. Sexting is defined as sending sexually explicit messages, photographs, or videos electronically.

II. Engage in conduct that is insubordinate.

Examples of insubordinate conduct include, but are not limited to:

- A. Failing to comply with the reasonable directions of teachers, school administrators or other District employees in charge of students, or otherwise demonstrating disrespect.
- B. Missing class, leaving school without permission, chronic lateness and/or absenteeism.
- C. Failing to report for detention.

III. Engage in conduct that is violent.

Examples of violent conduct include, but are not limited to:

- A. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other District employee or attempting to do so.
- B. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person on District property or attempting to do so.
- C. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on District property or at a District function.
- D. Displaying what appears to be a weapon.
- E. Threatening to use any weapon.
- F. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on District property, including graffiti or arson.
- G. Intentionally damaging or destroying District property.

IV. Engage in any conduct that endangers the safety, morals, health or welfare of others.

Examples of such conduct include, but are not limited to:

- A. Lying or withholding information to impede inquiry or investigation by proper authority.
- B. Stealing, misappropriating, or misusing the property of other students, school personnel or any other person on school property or attending a school function.
- C. Defamation, which includes making false statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
- D. Discrimination, which includes the use of age, ancestry, color, disability, ethnic group, gender, genetic predisposition, marital status, national origin, parental status, physical characteristics, race, religion, religious practice, sex, sexual orientation, or weight as a basis for treating another in a negative manner.
- E. Harassment, which includes a severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning.
- F. Intimidation or bullying, which include engaging in actions or statements that put an individual in emotional distress or fear of bodily harm.
- G. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any District sponsored activity, organization, club or team.
- H. Selling, using or possessing obscene material.
- I. Using obscene or abusive language or gestures.
- J. Smoking a cigarette, cigar, or pipe, or using chewing or smokeless tobacco or using electronic cigarettes or e-cigarettes, known collectively as ENDS - Electronic Nicotine Delivery Systems and defined as electronic devices that deliver vapor that is inhaled by an individual user (including but not limited to e-pens, e-pipes, e-hookah, e-cigars, vaporizers, vapor pipes and vape pens), and shall include any refill, cartridge or other component used in such a device.

K. Possessing, consuming, selling, distributing, manufacturing or exchanging alcoholic beverages or illegal substances*, or synthetic versions thereof whether specifically illegal or not, or being under the influence of such substances on District property, at a District function, on a school bus, or when representing the school district.

L. Gambling.

M. Indecent exposure, that is, exposure to sight of the private parts of the body.

N. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.

O. Forging any school related document or correspondence.

V. Engage in misconduct while on a school bus or at a designated school bus stop.

It is crucial for students to behave appropriately while riding on district buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving and fighting will not be tolerated.

VI. Engage in any form of academic misconduct.

Examples of academic misconduct include, but are not limited to:

A. Plagiarism.

B. Cheating.

C. Copying.

D. Altering records.

E. Assisting another student in any of the above actions.

Great Neck Public Schools

Adopted: 6/25/01

Amended: 7/6/04; 12/14/09; 10/15/12; 4/8/13

Proposed Amendment: 9/18/17; 10/23/17; 11/13/17

* "Illegal substances" include, but are not limited to inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."

November 13, 2017

INDEPENDENT AUDITOR'S REPORT - FISCAL YEAR 2016-2017

INFORMATION

Sections 2116-a Education Law and 170.2 (r) Commissioner's Regulations require an annual audit by an independent auditor. The audit report, in the form prescribed by the Commissioner of Education, must be filed by the Board of Education with the State Education Department and the Department of Audit and Control, with an exact copy of the acceptance resolution passed by the Board. The Board of Education's Audit Committee has reviewed this report and recommends its acceptance.

RECOMMENDATION

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

RESOLVED, that the Board of Education accept the report of the Certified Public Accountant, Cullen & Danowski, LLP, for the fiscal year 2016-2017 and authorize transmittal of such report, followed by the transmittal of the Administration's corrective action plan to the State Education Department and the Department of Audit and Control.

November 13, 2017

NEW YORK STATE SCHOOL BOARDS ASSOCIATION MEMBERSHIP

INFORMATION

Each year the Board of Education joins the New York State School Boards Association. This is the only statewide association that represents school boards in Albany.

RECOMMENDATION

It is recommended that the Board of Education authorize the payment for annual dues of \$12,504 for membership in the New York State School Boards Association from 1/1/18 to 12/31/18.

November 13, 2017

NATIONAL SCHOOL BOARDS ASSOCIATION MEMBERSHIP

INFORMATION

Each year the Board of Education joins the National School Boards Association. This organization will focus on helping the federal government understand the needs of school districts.

RECOMMENDATION

It is recommended that the Board of Education authorize the payment of \$4,165 for membership in the National School Boards Association for the period of 10/01/2017 to 9/30/2018.

November 13, 2017

SECONDARY STUDENT OBSERVER(S)
Fall 2017 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 observer(s) have requested assignments to our secondary 2017 fall semester.

STUDENT OBSERVER(S)

<u>Name</u>	<u>College</u>	<u>School</u>	<u>Teacher</u>	<u>Subject</u>	<u>Dates/ Hours</u>
Jeremy Porras	LIU	South High	L. Good	Social Studies	20 hours
		South Middle	F. Bua	Social Studies	20 hours
Amani Rabah	St. John's	South High	B. Krauz	Science	15 hours

RECOMMENDATION

It is recommended that the Board of Education approve the placement of these student observer(s) to our secondary fall 2017 semester.

November 13, 2017

LEASE AGREEMENT WITH GREAT NECK SOCIAL CENTER

INFORMATION

A new lease extension agreement has been created between the Great Neck Social Center and the Board of Education for rental of space at the former Grace Avenue School. The lease extension is effective November 1, 2017 through October 31, 2018. For the current year, 2017-2018, the annual rent is \$73,045.62. The lease payment will be increased in accordance with the Consumer Price Index (CPI) for all Urban Consumers, New York-Northern New Jersey, for the 12 month period ending on the preceding June 30, utilizing a cap of 5% and a floor of 3%.

RECOMMENDATION

It is recommended that the Board of Education authorize the President to sign the lease extension agreement between the Board of Education and the Great Neck Social Center for the rental of space at the former Grace Avenue School.

November 13, 2017

LEASE AGREEMENT WITH
GREAT NECK TEACHERS ASSOCIATION (GNTA)

INFORMATION

A new lease extension agreement has been created between the GNTA and the Board of Education for the rental of the Phipps Cottage. The lease extension is effective August 8, 2017 through August 7, 2018. For the current year, 2017-2018, the annual rent is \$11,957.52. The lease payment for the 2016-2017 year was increased in accordance with the Consumer Price Index (CPI) for all Urban Consumers, New York-Northern New Jersey, for the 12 month period ending on the preceding June 30, utilizing a cap 5% and a floor of 3%.

RECOMMENDATION

It is recommended that the Board of Education authorize the President to sign the lease extension agreement between the Board of Education and the GNTA for the rental of the Phipps Cottage.

November 13, 2017

TEST INSPECTIONS – E.M. BAKER SCHOOL

INFORMATION

Burton Behrendt Smith (BBS), one of the District's approved architectural firms, has issued a Request for Proposals for District-wide survey work in conjunction with the District's Capital Program to replace the windows at E.M. Baker School. The proposals are to include various construction inspections requiring professional certification upon completion. The following firm responded:

Intertek-ATI	<u>Total Cost</u> \$450 per day
--------------	------------------------------------

RECOMMENDATION

It is recommended that the Board of Education accept the proposal from Intertek-ATI at the rate of \$450 per day.

November 13, 2017

SOUTH MIDDLE & SOUTH HIGH SCHOOLS – SITE RECONSTRUCTION

CHANGE ORDERS #2 & #3

INFORMATION

Two of the projects in the District's Capital Reserve Program include replacement of the walkways at the South Middle & South High Schools. Mt. Olympus Restoration, while working on the project, discovered that additional work was needed. Change Order #2, in the amount of \$23,618, is needed for additional site restoration, walkways and the rebuilding of a third cafeteria staircase. This is the result of the demolition of existing walkways which compromised the staircase's structural integrity. Change Order #3 in the amount of \$41,166.40 is needed for additional asphalt, retaining wall and additional site restoration that needed to be performed.

Original Contract Sum:	\$290,000.00
Change Order #1:	+ 28,800.00
Change Order #2:	+ 23,618.00
Change Order #3:	+ <u>41,166.40</u>
Amended Contract Sum:	<u>\$383,584.40</u>

RECOMMENDATION

It is recommended that the Board of Education approve Change Order #2 in the amount of \$23,618.00 and Change Order #3 \$41,166.40 with Mt. Olympus Restoration.

November 13, 2017

CLASS OF 2017 BERNARD KAPLAN SCHOLARSHIP

INFORMATION

Great Neck North High School's Class of 2017 would like to establish the "Class of 2017 Bernard Kaplan Scholarship" award.

A \$500 scholarship will be awarded to a North High School senior who exhibits signs of utmost kindness, a quality honoring former Principal, Bernard Kaplan. The student must demonstrate compassion towards others and have worked toward making North High School a safe, accepting and kind place. The award will last until funds are no longer available with any accrued interest distributed with the final award.

RECOMMENDATION

It is recommended that the Board of Education authorize the establishment of the "Class of 2017 Bernard Kaplan Scholarship." A \$500 award will be presented annually to a North High School senior who meets the criteria, until funds are no longer available.

November 13, 2017

DONATION – MONETARY
Scholarship Fund

INFORMATION

The following donation check has been received by the District:

<u>Name of Scholarship</u>	<u>Name of Donors</u>	<u>Amount</u>
Class of 2017 Bernard Kaplan Scholarship	North High School Extra Classroom Activity Fund - Class of 2017	\$10,000

The administration has indicated that this scholarship donation is very much appreciated.

RECOMMENDATION

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

November 13, 2017

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>
Jenny Spielman Scholarship	Mr. & Mrs. Neil Weissman	\$2,500
Lewis E. Love Memorial Science Education Award	Ms. Ellen Friedman	\$ 175

The administration has indicated that this scholarship donation is very much appreciated.

RECOMMENDATION

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

November 13, 2017

DONATION – MONETARY

Scholarship Fund(s)

INFORMATION

The following donation check(s) have been received by the District:

<u>Name of Scholarship</u>	<u>Name of Donor(s)</u>	<u>Amount</u>
Linda Musmeci Scholarship Fund	Scott Musmeci	\$ 380
	Joan Casazzone	50
	Helen M. Kramer	50
	Neil Scherder	50
	Kenneth & Marie Pausz	50
	Gerald & Barbara Roth	75
	Dennis & Hilda Sulinski	100
	Christopher & Laura Monaco	100
	Carol & Joseph Renta	100
	Donna & Douglas Monaco	100
	Kaye & Peter Suchmann	200
	Caroline Schrader	400

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

RECOMMENDATION

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

**ELIZABETH MELLICK BAKER
ELEMENTARY SCHOOL**



October 18, 2017

**Mrs. Barbara Berkowitz
Board of Education
Great Neck Public Schools**

Dear Mrs. Berkowitz,

The Parent Teacher Organization of the Elizabeth Mellick Baker School ("Baker") would like to donate three thousand dollars (\$3,000) to Baker. We are donating this money to the special education department at Baker so that they can acquire flexible seating for use in the school.

Thank you,

A handwritten signature in black ink that reads "Amy Kase". The signature is written in a cursive, flowing style.

**Amy Kase and Grace McGirr
Co-Presidents**

*EM Baker School is
thrilled to receive
this donation and
our students
will benefit greatly
Sharon Fung*

October 23, 2017

DONATION – TABLE TENNIS TABLE

INFORMATION

Mr. Nelson Hung would like to donate a Stiga table tennis table valued at \$400 to the South High School table tennis club. The administration at Great Neck South High School has indicated this donation would be greatly appreciated.

RECOMMENDATION

It is recommended that the Board of Education approve this donation from Mr. Nelson Hung to the Great Neck Public Schools.

RECEIVED

NOV - 2 2017

Superintendent's Office

Dear Dr. Gitz,

I would like to donate my table tennis table to South HS to be used by the table tennis club. The table is a Stiga, purchased 6 months ago, and is in a very good condition. Its value is \$400. I am aware that there is growing interest in the sport by the students and I would like to support their interest. I hope that you will accept my donation.

Regards
Nelson Hung

Great Neck South High School Table Tennis Club donation for Board approval.

Submitted by:



Christopher Gitz, Principal
Great Neck South High School

11/1/17

Date

FACILITIES MATTERS

November 13, 2017

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 attached schedule of requests for public use of District facilities be accepted.

PUBLIC USE OF DISTRICT FACILITIES

2017 - 2018

(For Board of Education Approval)

November 13, 2017

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS
Garden City High School	North Middle Pool	Friday	12/15/2017	7:00 PM	9:00 PM	Swim Meet	\$440.00	2
		Thursday	01/25/2018	7:00 PM	9:00 PM	Swim Meet	\$440.00	
Garden City High School	South Middle Pool	Friday	12/22/2017	7:00 PM	9:00 PM	Swim Meet	\$440.00	2
		Friday	01/12/2018	7:00 PM	9:00 PM	Swim Meet	\$440.00	
North Shore Sephardic Synagogue	Saddle Rock Gym	Tuesdays	11/28/17 - 5/22/18	7:00 PM	10:00 PM	Youth Basketball	\$472.50	2
Great Neck Public School	North High Gym	Thursdays	11/16/17 - 6/7/18	6:00 AM	7:30 AM	Faculty Soccer	No Fee	1
Great Neck PAL	J.F. Kennedy Gym - Upstairs	Wednesdays & Thursdays	1/10/18 - 3/28/18	7:00 PM	9:00 PM	Indoor Soccer	\$427.50	2
Great Neck PAL	North Middle Gym - Whole	Saturdays	1/6/18 - 3/24/18	8:30 AM	5:00 PM	Basketball Games	\$1,991.25	2
Great Neck PAL	North Middle Gym - Whole	Tuesdays	1/9/18 - 4/24/18	6:30 PM	9:30 PM	Basketball Clinic	\$247.50	2
Great Neck PAL	South Middle Gym II	Tuesday - Friday	2/20/18 - 2/23/18	9:00 AM	12:00 PM	Volleyball Camp	\$360.00	2
Great Neck Soccer Club	North Middle Gym - Whole	Mondays & Fridays	12/18/17 - 3/12/18	5:30 PM	9:30 PM	Youth Soccer	\$405.00	2
Great Neck Soccer Club	South Middle Gym I	Wednesdays & Thursdays	12/6/17 - 3/14/18	6:30 PM	9:30 PM	Youth Soccer	\$495.00	2
Great Neck Soccer Club	South Middle Gym 2	Wednesdays	1/3/18 - 3/14/18	6:30 PM	9:30 PM	Youth Soccer	\$202.50	2

PUBLIC USE OF DISTRICT FACILITIES

2017 - 2018

(For Board of Education Approval)

November 13, 2017

ORGANIZATION	LOCATION	DAY	DATE	START TIME	END TIME	PURPOSE	FEE	CLASS
Great Neck Soccer Club	E.M. Baker Gym	Mondays	12/11/17 - 3/19/18	7:00 PM	9:30 PM	Youth Soccer	\$202.50	2
Great Neck Soccer Club	J.F. Kennedy Gym - Upstairs	Mondays & Tuesdays	2/5/18 - 3/20/18	7:00 PM	9:30 PM	Youth Soccer	\$270.00	2
UPTC	North Middle Auditorium Cafeteria	Wednesday	11/29/2017	6:00 PM	9:00 PM	Community Thanksgiving Event	No Fee	1

November 13, 2017

INTEGRATED PEST MANAGEMENT PROGRAM (IPM)
CONTRACT EXTENSION

INFORMATION

The District has completed the second year of a three year agreement for Integrated Pest Management. Parkway Exterminating was awarded the contract as they were the lowest responsible bidder in accordance with the specifications of the November 23, 2015 bid.

The agreement requires the vendor to provide a full service contract which includes regular inspections, as well as additional engagements to eliminate and/or control any pest problems that may arise on school properties.

The District has been satisfied with the performance of Parkway Exterminating, whose contract runs from February 1, 2016 through January 31, 2019, and would like to approve year three of the contract. The vendor agrees to provide all services in accordance with the November 23, 2015 bid at no additional cost. Pricing remains as follows:

Entomologist	\$175.00/hr
Supervisor	\$80.00/hr
Technician	\$37.00/hr
Monthly Cost	\$1,378.75
Price per service call	\$80.00

RECOMMENDATION

It is recommended that the Board of Education approve year three of the contract with Parkway Exterminating from February 1, 2018 through January 31, 2019 with no percentage increase from the previous year.

November 13, 2017

HEATING SYSTEM WATER TREATMENT SERVICE
CONTRACT EXTENSION

INFORMATION

The District has completed the fourth year for Heating System Water Treatment Service. Acqua Treat Ltd. was awarded the contract as they were the lowest responsible bidder in accordance with the specifications of the November 12, 2013 bid.

The agreement calls for monthly service visits for steam heating systems and bi-monthly service visits for hot water heating systems.

The District has been satisfied with the performance of the Acqua Treat Ltd. The initial contract was from December 1, 2013 through November 30, 2016, with the option for two additional one year periods. The District would like to exercise the option to renew for one additional year. The vendor agrees to provide all services in accordance with the November 12, 2013 bid at no additional cost. Pricing remains as follows:

Monthly Service Visits for Steam Heating Systems	\$80.80 per visit
Bi-Monthly Service Visit for Hot Water Heating Systems	\$60.60 per visit
Cost of Chemicals Used	\$6.00 per pound

RECOMMENDATION

It is recommended that the Board of Education exercise its option for a fifth year with Acqua Treat Ltd. from December 1, 2017 through November 30, 2018 with no percentage increase from the previous year.

November 13, 2017

TUITION CONTRACT

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 thus 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.

NEW YORK INSTITUTE FOR SPECIAL EDUCATION

RECOMMENDATION

It is recommended that the Board of Education approve the attached contract for tuition with the New York Institute for Special Education of the Bronx, New York for the education of classified students at a rate of \$343.82 per diem per student September 2017 through June 2018.

November 13, 2017

TUITION CONTRACT 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 thus 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.

CENTER FOR DEVELOPMENTAL DISABILITIES

RECOMMENDATION

It is recommended that the Board of Education approve the revised tuition rate for the Center for Developmental Disabilities of Woodbury, New York for one classified student attending the Center for Developmental Disabilities from \$5,886 per student to \$6,401 per student for July 2016 through August 2016 and from \$36,099 per student to \$39,049 per student for September 2016 through June 2017.

THE LOWELL SCHOOL

RECOMMENDATION

It is recommended that the Board of Education approve the revised tuition rate for The Lowell School of Whitestone, New York for two classified students who attended The Lowell School from \$6,064 per student to \$6,665 per student for July 2016 through August 2016 and from \$36,385 per student to \$39,992 per student for September 2016 through June 2017.

THE LOWELL SCHOOL

RECOMMENDATION

It is recommended that the Board of Education approve the revised tuition rate for The Lowell School of Whitestone, New York for two classified students who attend The Lowell School from \$6,064 per student to \$6,665 per student for July 2017 through August 2017 and from \$36,385 per student to \$39,992 per student for September 2017 through June 2018.

November 13, 2017

OUTSIDE SERVICE AGREEMENT ADDENDA

INFORMATION

The Committee on Special Education (CSE) has recommended specialized assessments and evaluations as well as resource and related services for certain students with disabilities. The Board of Education is asked to approve the addendum, with the consultant/agency noted below, for services to be rendered as needed during the 2017/2018 school year.

KIDS FIRST SPECTRUM SERVICES

RECOMMENDATION

It is recommended that the Board of Education approve an addendum to the Outside Service Agreement with Kids First Spectrum Services of Great Neck, New York for related services provided to classified students from August 31, 2017 through June 22, 2018. Addendum is for 15 additional hours of behavior intervention consultation services (school refusal program) for an additional cost of \$1,575.00.

DANA SLACKMAN LICENSED BEHAVIOR ANALYST

RECOMMENDATION

It is recommended that the Board of Education approve an addendum to the Outside Service Agreement with Dana Slackman Licensed Behavior Analyst of Commack, New York for related services provided to classified students from August 31, 2017 through June 22, 2018. Addendum is for 1,060 additional hours of behavior consultation services for an additional cost of \$116,600.00.

November 13, 2017

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.

**COMMUNITY EDUCATION CONSULTANTS
11/13/17 BOARD MEETING**

Consultant	Purpose	Location	Date(s)	Rate	Maximum Approval
54 Below	Trip to Supper Club.	Cumberland	3/22/18	\$132.73 per person	\$6,901.96
Martin Shore	Escort for trip to Broadway to see "Hamilton"	Cumberland	11/15/17	\$300 fee	\$300.00

Note: All funded by User Fees unless otherwise noted.

*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
11/13/17 BOARD MEETING**

Consultant	Purpose	Location	Date(s)	Rate	Maximum Approval
Circle Line Sightseeing	Trip for 8th Grade Team C tour of NYC	South Middle	11/8/17	\$12 per person	\$1,272.00 ***
Continuum Security Consultants	Mandatory NYS annual eight hour inservice training for security guards	District wide	12/2/17	\$50 per 40 students	\$2,000.00
Emergency Response Technologies	Service and maintenance of district emergency oxygen tanks	District wide	12/1/17 - 11/30/18	\$240 per 21 tanks	\$5,040.00
Han Dynasty Restaurant	Lunch for 8th Grade Team C tour of NYC	South Middle	11/8/17	\$24 per person	\$2,712.00 ***
Long Island University Post (Tilles Center)	North & South HS Graduation 2018	Tilles Center	6/20/18 & 6/21/18	\$19,430 fee	\$19,430.00
James Shepherd	Pianist for Fall Concert	Saddle Rock	12/13/17, 12/19/17, 12/20/17	\$300 fee	\$ 300.00
Sounds Unlimited Entertainment	DJ for Cultural Heritage Event	South Middle	2/1/18	\$200 fee	\$ 200.00 ***
Sounds Unlimited Entertainment	DJ for 8th Grade Dinner Dance at Village Club of Lake Success	South Middle	6/6/18	\$400 fee	\$ 400.00 ***

*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
11/13/17 BOARD MEETING

Consultant	Purpose	Location	Date(s)	Rate	Maximum Approval
Wendy Varga	Reading specialist providing professional development to staff	Silverstein Hebrew Academy	9/1/17 - 8/31/18	\$100 per hour	\$4,200.00 *
Wendy Varga	AIS services to students in Grades 2-5 performing below grade level in math	Silverstein Hebrew Academy	11/14/17 - 6/22/18	\$55 per hour	\$14,800.00 *

*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.

November 13, 2017

PAYMENT OF FEES TO COUNSEL

INFORMATION

Invoices were received from district counsel, Frazer & Feldman, for professional services rendered during May, June and August 2017 in the following matters:

Student Matters – Special Ed (37)	\$ 29,313.35
Human Resources	\$ 7,581.35
Negotiations	\$ 15,188.45
Residency (3)	\$ 2,081.10
Instruction	\$ 5,489.90
Miscellaneous	<u>\$ 31,113.55</u>
Total	<u>\$90,767.70</u>

RECOMMENDATION

It is recommended that the Board of Education authorize the payment of \$90,767.70 for the month of May, June and August 2017 as per the invoices submitted by Frazer & Feldman for professional services rendered as stated above.

November 13, 2017

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 2017 - 2018 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.

A7173	A0793	A4667	B0829	C8069	10033
C3579	D7066	10238	10598	E6549	F3142
F0842	G8446	G1384	10336	H1808	I4542
K4849	L9876	L5122	L4555	L9315	M0553
10305	M0349	30000	10117	10647	4699
R2133	R6024	R5020	S3534	S8078	S0310
S8417	V2582	Y9340	Z7741	Z1856	Z3695
Z3696					

November 13, 2017

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 2017 – 2018 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.

B6477
A8460
N8423
W5667

T8989
H3091
Z2932

E9097
N6058
K0670

