

**MINUTES
NOVEMBER 21, 2013**

**HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
REGULAR MEETING
NOVEMBER 21, 2013
MINUTES**

The special meeting of the Hempstead Public Schools Board of Education was held in the high school board room, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 4:21 P.M. The Board immediately convened to executive session at 4:21 P.M. by unanimous vote, moved by Trustee Johnson and seconded by Trustee Simmons, to discuss personnel. All of the Board Members were present, Trustee Brazley arrived at 6:05 P.M. during executive session. The regular meeting followed in the high school auditorium. Public participation was entertained all concerns were addressed by the Board, Superintendent of Schools and staff. There were presentations from the A.B.G.S. Middle school chorus and multicultural club.

BOARD MEMBERS PRESENT:

Betty J. Cross	President
JoAnn Simmons	1 st Vice President
Shelley Brazley	2 nd Vice President
Lamont Johnson	Treasurer

STAFF MEMBERS PRESENT:

Susan Johnson	Superintendent of Schools
Julius Brown	Deputy Superintendent
Gerard Antione	Assistant Superintendent for Business & Operations
Dr. Rodney Gilmore	Associate Superintendent for Human Resources
Regina Armstrong	Assistant Superintendent for Elementary C & I
Deborah DeLong	Assistant Superintendent for PPS
Dr. Nichelle Rivers	Director for School Improvement, Accountability & Grants
Allison Hernandez	Assistant Superintendent for Special Education
Patricia Wright	District Clerk
Monte Chandler	General Counsel
Richard Washington	General Counsel
Jonathan Scher	labor Counsel
Scott Kershaw	Labor Counsel

B. CALL TO ORDER

C. PLEDGE OF ALLEGIANCE

D. MOMENT OF SILENCE

**MINUTES
NOVEMBER 21, 2013**

E. SUPERINTENDENT'S REMARKS

F. PRESIDENT'S REMARKS

G. COMMENDATIONS/ PRESENTATIONS

A.B.G..S. Multicultural Club
A.B.G.S. Choir

Trustee Simmons moved, seconded by Trustee Johnson to reconvene to open session 7:07 P.M.

MOTION To reconvene to open session	YES 4	MOITON CARRIED
--	--------------	-----------------------

Trustee Simmons moved, seconded by Trustee Johnson to approve the consent calendar.

MOTION To approve the consent calendar	YES 3 NO 1 (Trustee Brazley)	MOTION CARRIED
---	---	-----------------------

H. OTHER AGENDA ITEMS

1. **RESOLVED**, that the Board of Education approves the minutes of the meetings held September 19 & 25, 2013 as submitted by the District Clerk.

a. **RESOLVED**, that the Board of Education approves the 3rd reading and adoption of the following policies: Inventory Control; Procedures for accounting for fixed assets for Title Programs; Equivalence in instruction staff and materials; Education of homeless children; All of these policies are recommended by SED and have been review by general counsel.(Attached)

b. **RESOLVED**, that the Board of Education approves the 2nd reading of a new policy # 4771 " Community Service Graduation Requirements"; new policy # 9001" Personnel Obtaining New Degrees"; revisions to existing policy # 9212 " Staff Internships" and revisions to existing policy # 6690 " Audit Committee". New policy "Comparability of Services" (Attached)

2. **BUSINESS & OPERATIONS**

**MINUTES
NOVEMBER 21, 2013**

WARRANTS

- a. **RECOMMENDS** that the Board of Education review the **Register of Bills** as follows: **General Funds** (Warrants #26, 23, 21); **Cafeteria/Lunch** (Warrant: # 5,); **Capital Fund** (Warrants # 8, 7) and **Federal** (Warrants #10, 9, 8)

TREASURER'S REPORT

- b. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Extra Classroom Activity Fund Report for the period September 1, 2013 to September 30, 2013**
- c. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept the **Treasurer's Report for the period September 1, 2013 to September 30, 2013.**

APPROPRIATION STATUS REPORT

- d. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to receive the **Appropriation Status Reports for the General Fund, Lunch Fund, Federal Fund and Capital Fund**

BUDGET TRANSFERS

- e. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to approve Budget Transfers of \$5,000 and over. **None this month.**
- f. **RESOLVED**, that the Superintendent notifies the Board of education of the following Budget Transfers under \$5,000. **None this month.**

ACCEPTANCE OF AUDIT REPORT

- g. **RESOLVED**, that the Audit Committee accepted the Hempstead Public Schools Audit Report presented by the district's external auditors, Nawrocki Smith LLP on October 7, 2013; and

WHEREAS, the Hempstead Union Free School District is required to send a copy of the Independent Audit Report, Single Audit and Corrective Action Plan to The New York State Education Department, to The New York State Office of the State Comptroller, Division of Municipal Affairs, and to the National Clearing House for Single Audit Reports, Bureau of Census; now, therefore;

**MINUTES
NOVEMBER 21, 2013**

BE IT RESOLVED, that the Hempstead Union Free School District Board of Education accepts the Financial Statements, Related Audit Report and Corrective Action Plan for the year ending June 30, 2013 which have been transmitted to the aforementioned agencies as required.

OBSOLETE EQUIPMENT

- h. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to accept \$88.00 from Gershow Recycling for discarded metals that were removed and recycled from various location of the school district. These funds will be deposited in our Miscellaneous Revenue Account.

BUDGET CALENDAR

- i. **RESOLVED**, that the Board of Education approve the Superintendent's recommendation to adopt the Budget Calendar for the 2014-2015 school year.
(Dates subject to change)

a. PUBLIC PARTICIPATION- 2 MINUTES EACH

b. CONTRACTS / STIPULATIONS OF SETTLEMENTS-(None)

3. CURRICULUM & INSTRUCTION

CEP

- a. **WHEREAS**, all NYSED identified School Districts submit Comprehensive Education Plans as required by the State Education Department of the State of New York.

Now therefore be it resolved by the Board of Education of the Hempstead Union Free School District.

Section 1 The 2013-2014 Comprehensive Education Plans for the Franklin School, ABGS Middle School, Hempstead High School, Barack Obama, David Paterson School, Jackson Main School, Jackson Annex School have been reviewed by the Board of Education is approved and is hereby adopted, effective November 22, 2013.

MINUTES
NOVEMBER 21, 2013

CSSR

- b. **RESOLVED**, that the Board of Education approves the superintendent's recommendation to approve the contract between the Center of Secondary School Redesign (CSSR) and the District. This contract provides building administration coaching and training as required by Race to the Top (RttT) federal funding and the school accountability status. The total amount of the contract, \$29,789.44, is grant.

INTERNSHIPS

RESOLVED, that the Board of Education approves to correct the internship approved on September 19, 2013 *as indicated in bold italics below*:

RESOLVED, that the Superintendent recommends that the Board of Education approves an Administrative Internship Supervision at a building and district level for Mr. Stephen L. Lux, ESL Teacher at the ABGS Middle School. Mr. Lux will be supervised by Ms. Susan Thompson, Coordinator Alternative Education, for the building level, and by Ms. Margarita Wareham-Bailey, Director of Bilingual, ESL and Second Languages, for the District Level. This internship will be for a total of 800 hours beginning in September 2013 and ending in ~~December 2013~~. **June 2014**. All internship activities must take place prior to 8:30 A.M. and after 3:15 P.M. Mr. Lux is enrolled in School Leadership Program at Dowling College.

4. **FUNDED PROGRAM –NO ACTION**

5. **PPS- RESOLVED**, that the Board of Education **APPROVES** the Superintendent's recommendation to accept the recommendations of the CSE/CPSE meetings held on

October 2013

10/9; 10/10; 10/ 15; 10/16; 10/17; 10/18; 10/21; 10/22; 10/23; 10/24; 10/28; 10/29; 10/30; 10/31

November 2013

11/4; 11/5; 11/6; 11/7; 11/13

6. **USE OF FACILITIES- (None)**

* All approvals are conditional based on the needs of the Hempstead School District. If the space requested by an outside group is needed by Hempstead students, the outside group will be cancelled.

The group requests a waiver of the specified fee, which is based on the "Fee Schedule" in Board of Education Policy.

**MINUTES
NOVEMBER 21, 2013**

Name	For Use Of	Date(s)
------	------------	---------

7. TRANSPORTATION-NO ACTION

8. TECHNOLOGY -NO ACTION

9. PERSONNEL (see attached pages)

10. MISCELLANEOUS

- a. **WHEREAS**, the Director of Fine Arts, Music & Media is requesting approval from the Superintendent and the Board of Education to host one rehearsal for the All County, Division 3 on Friday, December 13, 2013 in the high school band room.

BE IT RESOLVED, that the Board of Education approves the Superintendent's recommendation to grant approval to Mr. Perez, Director of Fine Arts, Music & Media to host one rehearsal for the All County, Division 3 on Friday, December 13, 2013 in the high school band room. The rehearsal will be from 4:00 p.m. to 8:00 p.m. and approximately seventeen middle school students from various Nassau County school districts will be participating

- b. **WHEREAS**, the A.B.G.S. Middle School is planning an out-of-state field trip to Ogdensburg, New Jersey on December 13, 2013.

RESOLVED, that the Board of Education approves the Superintendent's recommendation to permit approximately 130 students, and approximately 13 chaperones from the Middle School to go to Sterling Hill Mining Museum in Ogdensburg, New Jersey on December 13, 2013. The trip will be paid for by the students. All pertinent information is on file.

HEMPSTEAD PUBLIC SCHOOLS

**BOARD OF EDUCATION
K. PERSONNEL**

November 21, 2013

I. PROFESSIONAL PERSONNEL

- A. **RESIGNATION for RETIREMENT – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **ACCEPT** the resignation(s) for **RETIREMENT** purposes of the following professional personnel:

**MINUTES
NOVEMBER 21, 2013**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
-------------	-----------------	---------------

NO ACTION(S)

- B. RESIGNATION – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to ACCEPT the resignation(s) from the following professional personnel:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Diana Dominguez Eff. 10/29/13	Teaching Assistant – Marshall School	Letter of resignation received for personal reasons.
Karen Trapani Eff. 11/06/13	Elementary Teacher – Prospect	Letter of resignation received for personal reasons.

- C. TERMINATION(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to TERMINATE the following professional Personnel, effective immediately:**

<u>Name</u>	<u>Position</u>
-------------	-----------------

NO ACTION(S)

- D1. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE LEAVE(S) OF ABSENCE REQUESTS for the following Professional Personnel:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Shannon Gregg Eff. 10/28/13 – 12/09/13	Elementary Teacher – ABGS Middle School	Letter requesting an extension of sick leave of absence with half pay. (Documentation on file)

- D2. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE LEAVE(S) OF ABSENCE REQUESTS for the following Professional Personnel:**

**MINUTES
NOVEMBER 21, 2013**

Angela Stephens Eff. 11/27/13 – 11/27/14	Assistant Principal – HYPE	Letter requesting an unpaid Child Care Leave. (Documentation on file)
---	-------------------------------	---

D3. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE LEAVE(S) OF ABSENCE REQUESTS for the following Professional Personnel:

Michael Grant Eff. 01/06/14 – 04/04/14	Elementary Teacher – Barack Obama	Letter requesting Maternity Leave/FMLA effective 01/06/14 through 04/04/14; Using sick days 01/06/14 through 01/22/14; Remainder without pay 01/23/14 through 04/04/14 (Medical documentation on file)
---	--------------------------------------	--

E1. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Theresa Cucina Eff. 11/25/13 (3-year probationary period 11/24/16)	Replacement for Michael Canestraro Theatre Teacher	\$78,738 (prorated) (Level 5, Step 9)

E2. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
HOLD/PULLED Dana Ramirez Eff. 12/09/13 (3-year probationary period 12/08/16)	Replacement for Juanita Anderson Social Studies Teacher	\$59,010 (prorated) (Level 5, Step 1)

MINUTES
NOVEMBER 21, 2013

3. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Rebecca Gilbert Eff.11/25/13	Teaching Assistant	\$26, 839 (prorated) (Level 4, Step 1)
Kwame Mason Eff. 11/25/13	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Shanita Trice Eff. 11/25/13	Teaching Assistant	\$23,756 (prorated) (Level 2, Step 1)
Sonia Findleyson- Webber Eff. 11/18/13	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Briannah Cullum Eff. 11/25/13	Teaching Assistant	\$26,839 (prorated) (Level 4, Step 1)
Lorna Strachan Eff. 11/25/13	Teaching Assistant	\$27,718 (prorated) (Level 4, Step 2)
HOLD/PULLED	Leave Replacement for Gail O’Donovan	\$68,877 (prorated) (Level 9, Step 1)
Jessica Bayard-Sanon Eff. 09/18/13		
Michael Levine Eff. 11/18/13 (3-year probationary period 11/17/16)	Elementary Teacher	\$52,029 (prorated) (Level 1, Step 1)
PULLED Karen Rosebrock	Home Tutor	\$40.54 per hour
PULLED Pamela Furline	Home Tutor	\$40.54 per hour
PULLED Desiree Uzzell	Home Tutor	\$40.54 per hour

MINUTES**NOVEMBER 21, 2013**

PULLED Venessa Stephen	Home Tutor	\$40.54 per hour
PULLED Ameisha Moore	Home Tutor	\$40.54 per hour
PULLED Kizzy Lamont	Home Tutor	\$40.54 per hour
PULLED		
Penny Amouyal	Home Tutor	\$40.54 per hour
Depree Jones	Home Tutor	\$40.54 per hour

E4. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
PULLED Janet Lovett Eff. 12/09/13 (3-year probationary period 12/08/16)	District-wide Bilingual Professional Developer	\$76,280 (prorated) (Level 5, Step 8)

E5. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
PULLED Patricia Horne Eff. 11/04/13	Interim Assistant Principal	\$123,269 (prorated) (Level 6, Red Circled)

1. APPOINTMENT(S) - RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as follows for ABGS Middle School’s

MINUTES**NOVEMBER 21, 2013****SATURDAY ACADEMY (Effective October 19, 2013 – March 29, 2014, 9:00 a.m. to 12 noon – grant funded):**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Audrey Demas	Reading – 8 th Grade	\$40.54 per hour
Amira Applewaite-Jones	ESL Teacher	\$40.54 per hour

2. **RESOLVED – APPOINTMENT(S) - that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as follows for David Paterson School's AIS – I CAN ACADEMY (Effective October 29, 2013 – March 27, 2014, 3:20 p.m. – 5:35 p.m.):**

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
Gary Rush	Coordinator	4:05 – 5:35 p.m.	\$94.39 per hour
Keesha Keller	Substitute Coordinator	4:05 – 5:35 p.m.	\$94.39 per hour
Stella Androutsopoulos	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Celina Shavuo	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Linda St. John	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Todd Stillman	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
April Riviere	Substitute Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Lisa Lockhart	Substitute Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Helene Tolbert	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Charles Neal	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Florence Toliver	Substitute Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Tracey Morgan	Substitute Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour

**MINUTES
NOVEMBER 21, 2013**

Kim Anderson

Clerical

4:05 – 5:35 p.m.

Contractual hourly
rate

3. **RESOLVED – APPOINTMENT(S) - that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as follows for Jackson Annex Afterschool Program (Effective on Tuesdays and Thursdays; December 3, 2013 – March 27, 2014, 3:20 p.m. – 5:35 p.m. – grant funded)**

<u>Name</u>	<u>Position</u>	<u>Time</u>	<u>Compensation</u>
Rozella Fibleuil	Administrator	4:05 – 5:35 p.m.	\$94.39 per hour
Sheena Burke	Substitute Administrator	4:05 – 5:35 p.m.	\$94.39 per hour
Nicole Brown	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Tyisha McFadden	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Rachel Sherman Pauta	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Susan Papaioannou	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Alexandra Sanchez	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Heather Scott	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
TBA	Teacher	3:20 – 5:20 p.m.	\$40.54 per hour
Edith Mejicovsky	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Candace Collins	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Gale Deans- Forrester	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99 per hour
Todd Trotman – Substitute	Teaching Assistant	3:20 – 5:20 p.m.	\$23.99

**MINUTES
NOVEMBER 21, 2013**

Sharon Daniel Clerical 4:05 – 5:35 p.m. Contractual hourly rate

- F. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following ABGS Middle School’s personnel for the POSITIVE ASSESSMENT AFTERSCHOOL PROGRAM (PAAP). (Effective: December 2, 2013 – June 20, 2014, Monday through Friday, 4:00 p.m. to 6:00 p.m.)**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Kelly Fairclough	Administrator	\$94.39 per hour
Kelvin Ortiz	Substitute – Administrator	\$94.39 per hour
Rowena Costa	Substitute – Administrator	\$94.39 per hour
Henry Williams	Substitute – Administrator	\$94.39 per hour
Grace Dong-Janeo	Math	\$40.54 per hour
Kathy Williams	Substitute – Math	\$40.54 per hour
Jennifer Garcia	ELA	\$40.54 per hour
Francis DeAngelis	Substitute – ELA	\$40.54 per hour
Wendy Eisner	Social Studies	\$40.54 per hour
Susan Langton	Substitute – Social Studies	\$40.54 per hour
Evette Coles	6 th Grade / Special Education	\$40.54 per hour
Nathaniel Armstead	Security	Contractual hourly rate
Safdar Siddiqi	Security	Contractual hourly rate
Velvet Simon	Substitute – Security	Contractual hourly rate
Tiketa General	Teaching Assistant	\$23.99 per hour
Marquitta Tuitt	Teaching Assistant	\$23.99 per hour
Lisa Boyd	Clerical	Contractual hourly rate
Michelle Oliver	Substitute – Clerical	Contractual hourly rate
Bernice Smith	Substitute – Clerical	Contractual hourly rate

- 1. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional personnel as CLUB ADVISORS for the 2013 – 2014 school year:**

<u>Club / School</u>	<u>Advisor</u>	<u>Compensation</u>
<u>Barack Obama</u>		
School Service Club	Vicki McMillan	Contractual hourly rate
Homework Assistance Club	Vicki McMillan	Contractual hourly rate

**MINUTES
NOVEMBER 21, 2013**

- 2. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as CLUB ADVISORS for the 2013 – 2014 school year:**

<u>Club / School</u>	<u>Advisor</u>	<u>Compensation</u>
<u>Front School</u>		
Computer Club	Kelly Ramos	Contractual hourly rate

- 3. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as CLUB ADVISORS for the 2013 – 2014 school year:**

<u>Club / School</u>	<u>Advisor</u>	<u>Compensation</u>
<u>Jackson Annex</u>		
Computer Club	Nicole Brown	Contractual hourly rate

- 4. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as MENTOR TEACHERS for the 2013 – 2014 school year: (*Grant funded*)**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
PULLED	Elementary Mentor Coordinator	\$5,000
LaVern Lariosa		
DeAnna Diamond	Secondary Mentor Coordinator	\$5,000
Juanita Winfield	Mentor	\$1,500(Per Mentee)
Steven Izzo	Mentor	\$1,500(Per Mentee)
Jaelle Mann-Tinneo	Mentor	\$1,500(Per Mentee)
Rhonda Chung	Mentor	\$1,500(Per Mentee)
Vanessa Lee James	Mentor	\$1,500(Per Mentee)
Grace Dong Janeo	Mentor	\$1,500(Per Mentee)
Linda Lopez	Mentor	\$1,500(Per Mentee)
Todd Stillman	Mentor	\$1,500(Per Mentee)
Claudia Vaca	Mentor	\$1,500(Per Mentee)
Stella Androutsopoulos	Mentor	\$1,500(Per Mentee)

MINUTES

NOVEMBER 21, 2013

Patricia Nicoletti	Mentor	\$1,500(Per Mentee)
Tamara Darien	Mentor	\$1,500(Per Mentee)
Kellie McNeal	Mentor	\$1,500(Per Mentee)
Nick Wisz	Mentor	\$1,500(Per Mentee)
Melissa Shaw	Mentor	\$1,500(Per Mentee)
Deborah Gray	Mentor	\$1,500(Per Mentee)
Stephen Lux	Mentor	\$1,500(Per Mentee)
Yolanda Sampson	Mentor	\$1,500(Per Mentee)
Renay Medina	Mentor	\$1,500(Per Mentee)
Janice Gideon	Mentor	\$1,500(Per Mentee)
PULLED	Mentor	\$1,500(Per Mentee)
Beatriz Caban		
Cynthia Moore-Drayton	Mentor	\$1,500(Per Mentee)
DaShaun Lewter	Mentor	\$1,500(Per Mentee)
Benjamin Coleman	Mentor	\$1,500(Per Mentee)
Robert Amoroso	Mentor	\$1,500(Per Mentee)
Daphne Ramirez	Mentor	\$1,500(Per Mentee)
Joelle Day	Mentor	\$1,500(Per Mentee)

G. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following professional Personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Irasema Siri	District Translator	\$40.54 per hour
Rachel Sherman Puta	Translator – Jackson Annex	\$40.54 per hour
Alexander Sanchez	Translator – Jackson Annex	\$40.54 per hour

H. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPROVE the following professional personnel to complete COMPREHENSIVE EDUCATION PLAN (C.E.P.) for the 2013-2014 school year: (not to exceed 10 hours) (SIG GRANT FUNDED)

<u>Name</u>	<u>School</u>	<u>Compensation</u>
Ronald Simpkins	Franklin School	\$94.39 per hour

I. RESCINSION(S) - RESOLVED, that the Board of Education approves the

MINUTES**NOVEMBER 21, 2013**

Superintendent's recommendation to RESCIND the following ABGS Middle School's SATURDAY ACADEMY professional personnel:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Patricia Williams	Reading – 8 th Grade	\$40.54 per hour
Tracey Brown	ELA – 8 th Grade	\$40.54 per hour

- 1. RESOLVED, that the Board of Education approves the Superintendent's recommendation to RESCIND the APPOINTMENTS of the following professional personnel, effective immediately:**

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Pamela Green	Co-Advisor – ABGS Middle School Yearbook Advisor	Contractual hourly rate
Charity Readon	Advisor – Senior Club David Paterson School	Contractual hourly rate

- J. RECALL(S) – RESOLVED, that the Board of Education approves the Superintendent's recommendation to RECALL the following excessed professional personnel from the Seniority List:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
-------------	-----------------	---------------

NO ACTION(S)

- 1. RESOLVED, that the Board of Education approves the Superintendent's recommendation to RECALL the following professional personnel from the Teaching Assistant's Seniority List:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
-------------	-----------------	---------------

NO ACTION(S)

- K. TENURE – RESOLVED, that the Board of Education approves the Superintendent's recommendation to CHANGE the probationary period of the following professional personnel due to interruption of service as a result of excessing:**

**MINUTES
NOVEMBER 21, 2013**

<u>Name</u>	<u>Hire Date</u>	<u>Tenure Area</u>	<u>Original Tenure Date</u>	<u>New Tenure Date</u>
-------------	----------------------	--------------------	-------------------------------------	--------------------------------

NO ACTION(S)

1. APPROVE the Superintendent's recommendation to **GRANT TENURE** to the following professional personnel pursuant to New York State Education Law §3012:

<u>Name</u>	<u>Hire Date</u>	<u>Tenure Area</u>	<u>Tenure Date</u>
Richard Cieslak	12/06/10	Business Education – ABGS M. S.	12/05/13

RESOLVED, that the Board of Education approves the Superintendent's recommendation to **RECLASSIFY** the following **ADULT AND COMMUNITY EDUCATION** professional personnel:

<u>Name</u>	<u>Position / Compensation</u>	<u>Reason</u>
Michael Brown Eff. 09/01/13	ESL Teacher @ \$37.99 per hour	Reclassification from Sep 1 to Step 2 at ABGS Middle School
Giurlande Zetrenne Eff. 09/23/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour
Jessica Moreno Eff. 09/23/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour
Lilia Mayen Eff. 09/23/13	Substitute Teacher @ ABGS Middle School	\$33.20 per hour

M. APPOINTMENT(S) RESOLVED, that the Board of Education approves the Superintendent's recommendation to **APPOINT PER DIEM SUBSTITUTE TEACHERS** for the 2013-2014 School Year:

<u>Name</u>	<u>Certification</u>	<u>Compensation</u>
Sharon Julia Bottu	Secondary Mathematics Grades 7-12	All year-unlimited \$125 per day

**MINUTES
NOVEMBER 21, 2013**

Cherise Edwards	English Language Arts Grades 7-12	All year-unlimited \$125 per day
Pamela I. Furline, Ph.D.	American Sign Language Grades 7-12; School District Administrator; Physical Education; Deaf and Hearing Impaired	All year-unlimited \$125 per day
Jazmine S. Howard	Biology Grades 7-12	All year-unlimited \$125 per day
Sharona K. Langley	Generalist in Middle Childhood Education (Grades 5-9)	All year-unlimited \$125 per day
Elliott S. Miller	Physical Education	All year-unlimited \$125 per day
Jennifer Nash-Kasuga	Secondary Social Studies Grades 7-12	All year-unlimited \$125 per day
Carolyn Robinson	Uncertified	40 days \$100 per day

- N. RESOLVED, that the Board of Education approves the Superintendent's recommendation to CHANGE the following action from the October 17, 2013 Docket - Item G, #1:**

CHANGE FROM:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
PULLED	Substitute (STEM Saturday Workshops)	\$167 per session
Barbara Intrieri		

CHANGE TO:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
PULLED	Substitute (STEM Saturday Workshops)	\$94.39 per hour
Barbara Intrieri		

MINUTES

NOVEMBER 21, 2013

1. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **CHANGE** the following action from the October 17, 2013 Docket - Item D:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
<u>CHANGE FROM:</u>		
Valerie Sunjka Eff. 08/15/13 – 12/30/13	Elementary Teacher - Jackson Main School	REVISE Maternity Leave effective 08/15/13 through 09/25/13; using accrued days from 09/03/13 through 09/25/13: FMLA (without pay) from 09/26/13 through 12/30/13. (Medical documentation on file).

CHANGE TO:

Valerie Sunjka Eff. 08/15/13 – 12/12/13	Elementary Teacher – Jackson Main School	Returning to work earlier than expected – 12/13/13. (Documentation on file).
---	---	--

- O. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **COMPENSATE** the following professional personnel for the 2013 – 2014 school year:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Janet Lovett	Bilingual Staff Developer	\$5,543 (Service Assignment II)

1. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **COMPENSATE** the following professional personnel for finalizing pertinent information on HYPE students including final grades, report cards and information for summer school on the following days and times:

MINUTES**NOVEMBER 21, 2013****Christina Aristilde**

<u>Dates and Times</u>	<u>Compensation</u>
June 24, 2013; 9:00 – 3:00 p.m.	\$40.54 per hour
June 25, 2013; 9:00 – 4:30 p.m.	\$40.54 per hour
June 26, 2013; 9:00 – 4:30 p.m.	\$40.54 per hour
June 27, 2013; 8:30 – 4:30 p.m.	\$40.54 per hour
June 28, 2013; 8:30 – 4:30 p.m.	\$40.54 per hour
July 1, 2013; 9:30 – 3:00 p.m.	\$40.54 per hour
July 2, 2013; 9:00 – 1:45 p.m.	\$40.54 per hour

2. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **COMPENSATE** the following professional personnel for participating in the summer Common Core Learning Standards (CCLS) training held during 2013 - 2014. (Grant funded)

<u>Name</u>	<u>Compensation</u>
Richard Barkan	\$200
Marisa Belasco	\$200
Robin Branch	\$200
Ashley Cantor	\$200
Christine Caruso	\$200
Joseph Creighton	\$200
Boris Crespo	\$200
Francis DeAngelis	\$200
Matthew Dini	\$200
Robert Graziosi	\$200
Steven Hodish	\$200
Monica Jordan	\$200
Joyce Kostenblat	\$200
Susan Langton	\$200
Natalie McDonald	\$200
Donna Miller	\$200

MINUTES

NOVEMBER 21, 2013

Sarian Muhammad	\$200
Monica Nealis	\$200
Alphonse Persico	\$200
Mary Anne Roy	\$200
Christopher Ruvolo	\$200
Dorian Segure	\$200
Elizabeth Swiakowski	\$200
Deborah Tharpe-Fennell	\$200
Mariam Trice	\$200

3. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to CERTIFY the following professional personnel as Lead Teacher Evaluators:

Name

Kenya Vanterpool
Olga Young
Alan Gonzalez
Dana Lyons
Kelly Fairclough
Saritha Perez
Rozella Fibleui
Miriam Ortiz
Ronald Simpkins
Robert Kurtz
Jachan Watkis
Claude Irwin

4. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to CERTIFY the following professional personnel as Lead Principal Evaluators:

Name

Julius Brown
Regina Armstrong
Rodney Gilmore

**MINUTES
NOVEMBER 21, 2013**

RESOLVED, that the Board of Education **RESCIND** the action if October 17, 2013 as indicated below:

Upon recommendation of the Superintendent of Schools, **BE IT RESOLVED** that pursuant to Education Law Section 913, Employee Number 584 is hereby directed to submit to a psychological examination by a physician of the district's choosing and **FURTHER BE IT RESOLVED** that employee number 584 is hereby assigned home with pay pending the outcome of the psychological examination.

2. CIVIL SERVICE PERSONNEL

- A. RESIGNATION(S) – RESOLVED** that the Board of Education approves the Superintendent's recommendation to accept the **RESIGNATION** of the following Civil Service Personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Earl Russell Eff. 11/1/13	School Lunch Monitor PT – Franklin	Letter of resignation received for personal reasons
Sonya Harrison Eff. 11/22/13	Typist Clerk PT - Sub	Letter of resignation received for personal reasons

- B. RETIREMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to accept the **RESIGNATION** for **RETIREMENT** purposes of the following Civil Service Personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
-------------	-----------------	---------------

NO ACTION(S)

- C. TERMINATION(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to terminate the following civil service Personnel:

<u>Name</u>	<u>Position</u>
Yihanee Payano Eff. 11/22/13	Typist Clerk PT Sub Districtwide

MINUTES**NOVEMBER 21, 2013****D. LEAVE(S) OF ABSENCE – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to GRANT LEAVE OF ABSENCE REQUEST for the following Civil Service Personnel:**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
April Keys Eff. 11/12/13 – 02/03/14	Confidential Secretary – Administration Office	Requesting Maternity Leave effective 11/12/13 through 02/03/14; using sick days 11/12/13 through 11/14/13; Remainder Leave at half pay.

E. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following Civil Service Personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Sharese Hawkins Eff. 11/25/13	Typist Clerk, PT Sub District Lv. 9A, St. 1, \$14.08/hr	Services to be utilized by district as required
Bernice Cannon Eff. 11/25/13	Typist Clerk, PT Sub District Lv. 9A, St. 1, \$14.08/hr	Services to be utilized by district as required
Najee Smith Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required
James Crider Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required
David DelValle Eff. 12/28/13	Cleaner- (Locksmith) PT Sub. District \$28.17/hr	Services to be utilized by district as required
William Dukes, IV Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required
Reggie Abney Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required

**MINUTES
NOVEMBER 21, 2013**

Darren Bridges Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required
Pelham Justiniano Eff. 11/25/13	Cleaner-PT Sub, District \$12.00/hr	Services to be utilized by district as required
Myles Petrus Eff. 11/25/13	School Lunch Monitor PT Jackson Main Lv. 10A, St. 1, \$12.01/hr	Replacing B. Williams who retired
Jackeline Velez Eff. 11/25/13	School Lunch Monitor PT Franklin Lv. 10A, St. 1, \$12.01/hr	Replacing E. Russell who resigned
Leonel Gonzalez Eff. 11/25/13	Security Aide PT- Districtwide Lv. 14A, St. 1, \$14.42/hr	To meet the needs of the district
Myron Lyons Eff. 09/01/13	Security Aide PT- Districtwide Lv. 14A, St. 10, \$20.25/hr	To meet the needs of the district

F. APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following Civil Service Personnel for the SATURDAY ACADEMY (Effective October 19, 2013 through March 29, 2014, 8:00 a.m. to 1:00 p.m. – on a rotating basis)

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Hoise Boil	Head Custodian	Contractual hourly rate
Owen Peters	Cleaner	Contractual hourly rate
John Harris	Cleaner	Contractual hourly rate

G. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to COMPENSATE the following Civil Service:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
-------------	-----------------	---------------------

NO ACTION(S)

H. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to RECLASSIFY the following:

**MINUTES
NOVEMBER 21, 2013**

<u>Name</u>	<u>Position</u>	<u>Reason</u>
NO ACTION(S)		

- I. RESOLVED, that the Board of Education approves the Superintendent's recommendation to RESCIND the following the appointment:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
NO ACTION(S)		

- J. RECALL(S) – RESOLVED, that the Board of Education approves the Superintendent's recommendation to RECALL the following excessed civil service personnel from the Preferred Eligibility List:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
NO ACTION(S)		

Trustee Simmons moved, seconded by Trustee Brazley to adjourn the meeting at 7:53 P.M.

MOTION **YES 4**
Meeting adjourned

MOTION CARRIED

Respectfully submitted:

Patricia Wright
District Clerk

HEMPSTEAD UNION FREE SCHOOL DISTRICT

Title I Targeted Monitoring - Monitoring Area 3: Fiduciary Responsibilities –

INVENTORY CONTROL

PROCEDURES FOR ACCOUNTING OF FIXED ASSETS FOR TITLE PROGRAMS

The School Business Official shall be responsible for accounting for general fixed assets according to the procedures outlined by the Uniform System of Accounts for School Districts. These accounts will serve to:

- a) Maintain a physical inventory of assets based upon funding source;
- b) Establish accountability;
- c) Determine replacement costs; and
- d) Provide appropriate insurance coverage.

All fixed assets carrying a minimum **value of \$500** that have a useful life of one (1) year or more and physical characteristics which are not appreciably affected by use or consumption shall be inventoried and recorded on an annual basis. Fixed assets shall include land, buildings, equipment, and materials.

Assets shall be recorded at initial cost or, if not available, to estimated initial costs; gifts of fixed assets shall be recorded at estimated fair value at the time of the gift. A property record will be maintained for each asset and will contain, where possible, the following information;

- **Date of acquisition**
- **Description**
- **Cost or value**
- **Location**
- **Responsible official**
- **Estimated useful life**
- **Date and method of disposition; and**
- **Funding source**

The School Business Official will maintain a perpetual inventory and arrange for an independent contracted firm to conduct an onsite inventory and appraisal of School District property, equipment and material at least once every twenty-four months. Any discrepancies between an inventory and the District's property records on file should be traced and explained.

Steps to Maintain a Perpetual Inventory At

time Purchase Order is processed:

- a) Budget code checked to ensure asset criteria. Fund and grant title must be noted on the Purchase Order;
- b) Purchasing Department will record the asset. Copy to requisitioned will include funding source and note the need for asset identification.

At time of receipt of asset:

- a)** Receipt copy with packing slip(s) and receipt signature returned to the Consolidated Applications Coordinator/Title Grant contact person;
- b)** Receipt materials forwarded to Purchasing Department; and
- c)** Purchasing Department to forward an asset tag specific to the funding source to Consolidated Applications Coordinator/Title Grant contact person to be adhered to the item (buildings and land excluded).

HEMPSTEAD UNION FREE SCHOOL DISTRICT

Policy XXXX

EQUIVALENCE IN INSTRUCTIONAL STAFF AND MATERIALS

In accordance with the federal No Child Left Behind Act, the Board of Education directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds. This includes curriculum materials, instructional supplies, and personnel (teachers, administrators, and other personnel).

The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence on an annual basis, and report to the Board, upon request, on the status of district schools with regard to equivalence. The district shall maintain records, updated biannually, documenting this equivalence.

Complaints regarding the district's implementation of this equivalence requirement shall be addressed in accordance with Board policy 1400, Complaints from the Public.

Cross-ref 1400. Complaints from the Public

131f: 20 USC §6321(c) (No Child Left Behind Act of 2001)

Adoption date: February 22, 2010

HEMPSTEAD UNION FREE SCHOOL DISTRICT

Policy on the Education of Homeless Children

IDENTIFICATION OF HOMELESS STUDENTS

Under the McKinney-Vento Act, it is the obligation of all districts to affirmatively identify all homeless students. Therefore, it is the policy of this local educational agency ("HEMPSTEAD UNION FREE SCHOOL DISTRICT")¹ to determine whether there are homeless students within the HEMPSTEAD UNION FREE SCHOOL DISTRICT by using an enrollment/residency questionnaire that asks the nighttime residence of all newly enrolled students as well as when a student's address changes. It is understood that not all homeless students can be identified through social service agencies or shelters as they may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. It is for this reason, the HEMPSTEAD UNION FREE SCHOOL DISTRICT will have an enrollment form/residency questionnaire that asks for a description of the current living arrangements of the child or youth in order to determine whether the child or youth meets the definition of a homeless child under the McKinney-Vento Homeless Education Assistance Act (42 USC §11434a[2]) ("McKinney-Vento") and New York Education Law §3209(1)(a). The use of an enrollment form/residency questionnaire is a requirement of all Title I schools (see "Coordination with Title I") A sample enrollment form/residency questionnaire may be found at the following website:
<http://www.nysteachs.org/info-forms/nysed/>.

This HEMPSTEAD UNION FREE SCHOOL DISTRICT will also contact our local department of social services

(http://www.health.state.ny.us/health_care/medicaid/ldss.htm), the local runaway and homeless youth shelter (http://www.ocfs.state.ny.us/main/youth/runaway_homeless_services.pdf) and any other shelters located in the HEMPSTEAD UNION FREE SCHOOL DISTRICT.

DEFINITION OF HOMELESS CHILD AND UNACCOMPANIED YOUTH

Pursuant to McKinney-Vento 42 USC §11434a[2], Education Law §3209(1)(a), and 8 NYCRR §100.2(x)(1)(i) a homeless child is defined as:

- (1) a child who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:
 - (i) sharing the housing of other persons due to loss of housing, economic hardship or similar reason (sometimes referred to as "doubled-up");
 - (ii) living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;

- (iii) abandoned in hospitals;
- (iv) awaiting foster care placement; or
- (v) a migratory child who qualifies as homeless because he or she is living in circumstances described above; or

(2) a child or youth who has a primary nighttime location that is:

¹ PHempstead Union Free School Districts note that "HEMPSTEAD UNION FREE SCHOOL DISTRICT" and "school district" are used interchangeably throughout this sample policy.

- (i) a supervised publicly or privately operated shelter designed to provide temporary living accommodations including, but not limited to, shelters operated or approved by the state or local department of social services, and residential programs for runaway and homeless youth; or
- (ii) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train stations or similar setting.

An unaccompanied youth is defined as a homeless youth who is not in the physical custody of a parent or guardian.

42 USC 11434a(6); 8 NYC'RR §100.2(x)(1)(w)

DUTIES OF THE MANDATED LOCAL LIAISON FOR HOMELESS CHILDREN AND YOUTH

Every HEMPSTEAD UNION FREE SCHOOL DISTRICT, regardless of whether it receives a McKinney-Vento subgrant, is required to designate a local liaison for homeless children and youth ("homeless liaison"). The homeless liaison at this HEMPSTEAD UNION FREE SCHOOL DISTRICT serves as one of the primary contacts between homeless families and school staff, district personnel, shelter workers, and other service providers. The homeless liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

This HEMPSTEAD UNION FREE SCHOOL DISTRICT understands that its homeless liaison must ensure that:

- Homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;
- Homeless students enroll in, and have full and equal opportunity to succeed in, the schools of the HEMPSTEAD UNION FREE SCHOOL DISTRICT;
- Homeless children and youth and their families receive educational services for which they are eligible, including Head Start, Even Start, and preschool

programs administered by the HEMPSTEAD UNION FREE SCHOOL DISTRICT, and referrals to health, mental health, dental, and other appropriate services;

- Parents or guardians of homeless children and youth are informed of educational and related opportunities available to their children, and are provided with meaningful opportunities to participate in the education of their children;
- Parents and guardians and unaccompanied youth are fully informed of all transportation services, including transportation to and from the school district of origin, and are assisted in accessing transportation services;
- Disputes regarding school selection, enrollment and/or transportation are mediated in accordance with the requirements of McKinney-Vento;
- Assistance in commencing an appeal pursuant to Education Law §310 of a final determination regarding enrollment, school selection and/or transportation is provided to the homeless child's or youth's parent or guardian or the unaccompanied youth in accordance with the provisions of 8 NYCRR § 100.2(x)(7)(iii);
- Public notice of the educational rights of homeless students is posted in locations where such students receive services, such as schools, shelters, and soup kitchens;
- A record is maintained of all appeals of enrollment, school selection and transportation; and
- School personnel, service providers and advocates working with homeless families are informed of the duties of the homeless liaison.

42 USC §11432(g)(6)(A); 8 NYCRR §100.2(x)(7)(iii)

SCHOOL OF ORIGIN

The McKinney-Vento Act defines school of origin as "the school that the child or youth attended when permanently housed or the school in which the child or youth last enrolled."

42 USC §11432(g)(3)(G)

educational placements for homeless children, which must be approved by the

Commissioner of Education. It currently exists only in Westchester County.

Hempstead Union Free School Districts note: students who have designated the district of current location and move to another temporary housing location outside of such district or to a different attendance zone may continue the prior designation to enable the student to remain in the same school building.

42 USC §11432(g)(3)(A); NY Education Law §§3209(1)(c)-(e) & (2); 8 NYCRR §100.2(x)(1)(iii)-(v) & (2)

DESIGNATION/STAC 202 FORM

This HEMPSTEAD UNION FREE SCHOOL DISTRICT understands it must identify all students who are homeless and that a designation form must be completed for all such students and any other student who claims homelessness. Designations must be made on STAC 202 forms available at http://www.nysteachs.org/media/INF_SED_STAC202_Form.pdf.

- The appropriate designator must complete the designation form. All school districts, temporary housing facilities operated or approved by a local social services district, and residential facilities for runaway and homeless youth must make designation forms available to a homeless child who seeks admission to school or to the parent or person in parental relation who seeks to enroll such child in school.
- Where the homeless child is located in a temporary housing facility operated or approved by a local social services district or a residential facility for runaway and homeless youth, the director of the facility or a person designated by the social services district, must, within two business days of the child's or family's entry into such facilities, assist the designator to ensure that the form is properly completed and assist the child, where necessary, to enroll in the designated school district.
- Where a parent or person in parental relation to a child who is neither placed in a temporary housing facility by the local department of social services nor housed in a residential program for runaway homeless youth designates the school district of current location, the school district of current location must forward to the New York State Education Department (the "Department") a completed designation form and a statement of the basis for its determination that the child is a homeless child entitled to attend the schools of the district.

NY Education Law §3209(2)(d); 8 NYCRR §100.2(x)(3)

HEMPSTEAD UNION FREE SCHOOL DISTRICT'S DUTIES UPON RECEIPT OF THE DESIGNATION/STAC 202 FORM

Upon identification of a child who is homeless and/or receipt of a completed designation

form, the designated school district must:

- immediately review the designation form to assure that it has been completed and admit the homeless child even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunization records, proof of residency or other documentation;
- provide the child with access to all of its programs, activities and services to the same extent as they are provided to resident students;
- immediately contact the school district where the child's records are located in order to obtain a copy of such records;
- if the child or youth needs to obtain immunizations or immunization or medical

records, the school admitting such child or youth must immediately refer the parent or guardian of the homeless child or youth to the homeless liaison who must assist in obtaining necessary immunizations or immunization or medical records;

- forward the STAC 202 form to the Commissioner and the school district of origin, where applicable. In all cases, the district must give a copy of the completed STAC 202 to the designator and keep a copy of the STAC 202 form for the HEMPSTEAD UNION FREE SCHOOL DISTRICT's records.

42 USC §11432(g)(3)(C)&(g)(4); NY Education Law §3209(2)&(2-a); 8 NYCRR §100.2(x)(3)&(4)

HEMPSTEAD UNION FREE SCHOOL DISTRICT'S DUTIES UPON RECEIPT OF A REQUEST FOR RECORDS

Within five days of receipt of a request for school records, the HEMPSTEAD UNION FREE SCHOOL DISTRICT must forward, in a manner consistent with state and federal law, a complete copy of the homeless child's records, including, but not limited to, proof of age, academic records, evaluations, immunization records, and guardianship papers, if applicable. *NY Education Law §3209 (2)0 ; 8 NYCRR § 100. 2 (x)(5)*

TUITION REIMBURSEMENT

Where either the school district of current location or a school district participating in a regional placement plan is designated as the school district which the homeless child will attend and such homeless child's school district of origin is within New York State, the school district providing instruction will be eligible for reimbursement by the Department for the direct cost of educational services, not otherwise reimbursed under special federal programs, calculated pursuant to regulations of the Commissioner for the period of time for which such services are provided. The claim for reimbursement must be on the STAC

TRANSPORTATION RESPONSIBILITIES

- A social services district is responsible for providing transportation to homeless children who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts.
- To the extent funds are provided for such purpose, the Office of Children and Family Services ("OCFS") must provide transportation for each homeless child who lives in a residential program for runaway youth and homeless youth located outside of the designated school district. The social services district or OCFS may contract with a school district or board of cooperative educational services ("BOCES") to provide such transportation. The costs for transportation will be reimbursed by the Department with the submission of a Runaway and Homeless Youth Act Transportation Program Form, which is available from the Homeless Education Program Office (518-473-0295).
- Any homeless child not entitled to receive transportation from the Department of Social Services or OCFS must be transported by the designated school district. *NY Education Law §3209(4); 8 NYCRR §100.2(x)(6)*
- When the school district of the current location is designated as the school district the homeless child will attend, that school district must provide transportation to the homeless child on the same basis as it is provided to resident students. *NY Education Law §3209(4)(d); 8 NYCRR §100.2(x)(6)(iii)*
- If the homeless child designates the school district of origin or a school district participating in a regional placement plan, then that school district must provide transportation to and from the homeless child's temporary housing and school. Such transportation cannot exceed 50 miles one way, unless the Commissioner determines that it is in the best interest of the child.

NY Education Law §3209(4)(c); 8 NYCRR §100.2(x)(6)(ii)

- Homeless children are entitled to transportation during any disputes regarding school selection and enrollment. *8 NYCRR §100.2(x)(7)(ii)(c)*

TRANSPORTATION EXPENSES

- A school district may receive State aid to offset expenditures incurred by the school district for the transportation of homeless children under certain circumstances.
- To the extent funds are provided for such purpose, OCFS must provide transportation for each homeless child who lives in a residential program for

runaway youth and homeless youth located outside of the designated school district. If the runaway and homeless youth shelter is not capable of transporting or contracting for transportation, the school district must provide transportation. The costs for transportation will be reimbursed by the Department with the submission of a Runaway and Homeless Youth Act Transportation Program Form, which is available from the Homeless Education Program Office (518-473-0295).

NY Education Law §3209(4) (b)

DISPUTE RESOLUTION PROCESS

This school district has established the following procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth:

- Provide a written explanation, including a statement regarding the right to appeal to the homeless child's or youth's parent or guardian, if the school district declines to either enroll and/or transport such child or youth to the school of origin or a school requested by the parent or guardian.
- Delay for 30 days the implementation of a final determination to decline to either enroll in and/or transport the homeless child or youth or unaccompanied youth to the school of origin or a school requested by the parent or guardian of a homeless child or youth or unaccompanied youth.
- If the parent or guardian of a homeless child or youth or unaccompanied youth commences an appeal to the Commissioner with a stay application within 30 days of such final determination, the homeless child or youth will be permitted to continue to attend the school he or she is enrolled in at the time of the appeal and/or receive transportation to that school until the Commissioner renders a decision on the stay application.
- If the Commissioner grants the stay request and issues a stay order, the homeless child or youth or unaccompanied youth can continue attending the school until the Commissioner issues an appeal decision. However, if the Commissioner denies the stay request, the homeless child or youth or unaccompanied youth can be asked to Hempstead Union Free School District the school immediately.
- If the Commissioner sustains the appeal, the homeless child or youth or unaccompanied youth can continue attending the school at issue. However, if the Commissioner dismisses the appeal, the homeless child or youth or unaccompanied youth can be asked to Hempstead Union Free School District the school immediately.

42 USC §11432(g)(3)(E); 8 NYCRR §100.2(x)(7)(ü); U.S. Department of Education, Education for Homeless Children and Youth Program, Non-Regulatory Guidance (July 2004)

HOMELESS LIAISON'S DISPUTE RESOLUTION RESPONSIBILITIES

- The homeless liaison must assist the homeless child's or youth's parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner under Education Law §310 of a final school district decision regarding , enrollment, school selection and/or transportation.
- The homeless liaison must provide the parent or guardian or unaccompanied youth with a copy of the form petition, which is available at: <http://www.counsel.nysed.gov/appeals/petition.htm>.
- The homeless liaison must assist the parent or guardian or unaccompanied youth in completing the form petition, including the section requesting interim relief (stay provision).
- The homeless liaison must arrange for the copying of the form petition and supporting documents for the parent or guardian or unaccompanied youth, without cost to the parent or guardian or unaccompanied youth.
- The homeless liaison must accept service of the form petition and supporting papers on behalf of any school district employee or officer named as a party or the school district if it is named as a party or arrange for service by mail by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the school district is named as a party, to a person in the office of the superintendent who has been designated by the board of education to accept service on behalf of the school district.
- The homeless liaison must provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgment verifying that the homeless liaison has received the form petition and supporting documents and will either accept service of these documents on behalf of the school district employee or officer or school district or effect service by mail by mailing the form petition and supporting documents to any school district employee or officer named as a party and, if the school district is named as a party, to a person in the office of the superintendent who has been designated by the board of education to accept service on behalf of the school district.
- The homeless liaison must transmit on behalf of the parent or guardian or unaccompanied youth, within five days after the service of, the form petition or any Hempstead Union Free School District or paper to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234.
- The homeless liaison must provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgement verifying that the homeless liaison has received the form petition and supporting documents and will transmit these documents on behalf of the parent, guardian or unaccompanied youth to the Office of Counsel, New York State Education Department, State Education

Building, Albany, New York 12234.

- The homeless liaison must accept service of any subsequent Hempstead Union Free School District or papers, including any correspondence related to the appeal, if the parent or guardian or unaccompanied youth so elects. The liaison must also make such correspondence available to the parent or guardian or unaccompanied youth.
- The homeless liaison must maintain a record of all appeals of enrollment, school selection, and transportation determinations.

42 USC §11432(g)(3)(E)(iii); 8 NYCRR §100.2(x)(7)(iii)(c)

ADDITIONAL HOMELESS LIAISON RESPONSIBILITIES

The homeless liaison must maintain a record of all appeals of enrollment, school selection and transportation determinations. The homeless liaison must also keep a record of all homeless students, their grade level, and their nighttime residence for the year and report this data annually to NYSED. The homeless liaison must inform school personnel, service providers and advocates working with homeless families of the duties of the homeless liaison. *8 NYCRR §100.2(x)(7)(iii)(d) & (e)*

COORDINATION

- The school district must coordinate the provision of services provided with local social services agencies and other agencies or programs providing services to homeless children and youths and their families, including services and programs funded under the Runaway and Homeless Youth Act.
- The school district must coordinate with other school districts on interdistrict issues, such as transportation or transfer of school records.

42 USC §11432(g)(5); 8 NYCRR §100.2(x)(7)(vi)

COORDINATION WITH TITLE I

The school district acknowledges that homeless children and youth are eligible for services under Title I, Part A, whether or not they live in a Title I school attendance area or meet the academic requirements required of other children. The school district will ensure that:

- Title I, Part A funds are set aside as are necessary to provide homeless children who do not attend participating schools with services comparable to those provided to children in Title I, Part A funded schools, including providing educationally related support services to children in shelters and other locations where homeless children may live.
- An HEMPSTEAD UNION FREE SCHOOL DISTRICT receiving Title I, Part

A funds must include in its local plan a description of how the plan is coordinated with McKinney-Vento.

- The local plan must describe services provided to homeless children.
- If an HEMPSTEAD UNION FREE SCHOOL DISTRICT states that there are no homeless children or unaccompanied youth in non-Title I schools, the HEMPSTEAD UNION FREE SCHOOL DISTRICT must describe the efforts it made to identify homeless children and unaccompanied youth. Such efforts must include contacting the local department of social services or OCFS to verify that there are no homeless children or unaccompanied youth in the HEMPSTEAD UNION FREE SCHOOL DISTRICT.
- The HEMPSTEAD UNION FREE SCHOOL DISTRICT must also document that their enrollment form/residency questionnaire asks the living arrangements of the child or unaccompanied youth, including asking if he or she is living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing; or awaiting an OCFS permanent foster care placement. Documentation of the HEMPSTEAD UNION FREE SCHOOL DISTRICT's efforts to identify homeless children and unaccompanied youth must be maintained on file and a copy of the HEMPSTEAD UNION FREE SCHOOL DISTRICT's enrollment form/residency questionnaire which asks the above questions must also be kept on file.

A sample enrollment form/residency questionnaire may be found at the website:
<http://www.nysteachs.org/info-forms/nysed/>.

REPORTING

Each school district must collect and transmit to the Commissioner, at such time and in such manner as the Commissioner may require, a report containing such information as the Commissioner determines is necessary, including the numbers of homeless students, their grade, and their nighttime residence.

8 NYCRR §100.2(x)(7)(vii)

ACCESS TO FREE MEALS (only for districts participating in the federal free/reduced meal program)

All children identified as homeless are eligible for free meals if offered in the district. They do not have to complete an application. When a liaison or a shelter director provides a child's name to the local school food service office, free school meals should commence immediately.

42 USC §1758(b)(12)(A)

HEMPSTEAD UNION FREE DISTRICT
HOMELESS DISPUTE RESOLUTION POLICY

District Level Dispute Resolution Responsibilities

If there is a dispute regarding a student's homeless status, school selection/enrollment and/or request for transportation, **the student must be immediately enrolled in the school where enrollment is sought and provided with transportation services (if requested)**. The district then must follow the procedures it has established to resolve disputes. However, the district's procedures must provide the student's parent or guardian, or the student, if the student is an unaccompanied youth with an opportunity to submit information before it makes a *final* determination regarding the student's homeless status.

If the district makes a final determination that a student is not homeless, it must provide the student's parent or guardian, or the student, if the student is an unaccompanied youth, with written notice that the student is not entitled to attend its schools. This written notice must also:

- 1) state the rationale/basis for the district's determination;
- 2) state the date as of which the student will be excluded from the district's schools;
- 3) advise that the district's final determination may be appealed to the Commissioner of Education (Commissioner);
- 4) provide the name and contact information for the district's homeless liaison;
- 5) inform the student's parent or guardian or the student, if the student is an unaccompanied youth, that the district's homeless liaison is required to assist him/her in filing such an appeal; and
- 6) contain the form petition needed to file an appeal to the Commissioner.

The Superintendent must ensure that the district's final decision is delivered to the parent, guardian, or unaccompanied youth in a timely manner.

The student must remain enrolled and provided with transportation (if requested) until the district makes a final determination and for a minimum of **30 days** after the determination to give the student's parent or guardian or unaccompanied youth the opportunity to appeal to the Commissioner.

Appeal to the Commissioner of Education: 310 Appeals Process

The student's parent or guardian or the unaccompanied youth is entitled to challenge the district's final determination to deny enrollment and/or transportation by filing a 310 appeal with the Commissioner. In order to file a 310 appeal with the Commissioner, the parent, guardian or unaccompanied youth must complete the following forms with the assistance of the district's homeless liaison (if he or she so chooses):

- 1) Form Notice of Petition for An Appeal Involving a Homeless Child or Youth;
- 2) Petition for An Appeal Involving a Homeless Child or Youth and Stay Request; and
- 3) Statement of Petitioner for An Appeal Involving a Homeless Child or Youth.

District homeless liaison must also complete the following appeal forms:

- 1) a) Form for Affidavit of Acceptance of Personal Service by Local Education Liaison for Homeless Children and Youth

OR

- b) Form for Affidavit of Service by Mail by Local Educational Liaison for Homeless Children and Youth, and;

- 2) Form for Verification of Mailing of Petition to NYSED.

The district must maintain a sufficient supply of the form petition and all the other above-referenced forms and make them readily available to parents, guardians, and unaccompanied youths.

District Homeless Liaison Responsibilities

1. The homeless liaison must assist the homeless child's parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner under Education Law §310 of a final school district decision regarding enrollment, school selection and/or transportation.
2. The homeless liaison must provide the parent or guardian or unaccompanied youth with a copy of the form petition.
3. The homeless liaison must assist the parent or guardian or unaccompanied youth in completing the form petition, including the section requesting interim relief (stay provision).

4. The homeless liaison must arrange for the copying of the form petition and supporting documents for the parent or guardian or unaccompanied youth, without cost to the parent or guardian or unaccompanied youth.
5. The homeless liaison must accept service of the form petition and supporting papers on behalf of any school district employee by mailing the form petition and supporting documents to a person in the office of the superintendent who has been designated by the board of education to accept service on behalf of the school district.
6. The homeless liaison must provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgement verifying that the homeless liaison has received the form petition and supporting documents and will transmit these documents on behalf of the parent, guardian or unaccompanied youth to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234.
7. The homeless liaison must transmit on behalf of the parent or guardian or unaccompanied youth, within 5 days after the service of, the form petition or any pleading or paper to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234.
8. The homeless liaison must accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, if the parent or guardian or unaccompanied youth so elects related to the appeal on behalf of the parent or guardian or unaccompanied youth and making such correspondence available to the parent or guardian or unaccompanied youth.
9. The homeless liaison must maintain a record of all appeals of enrollment, school selection, and transportation determinations.

Stay Application

If the student's parent or guardian or an unaccompanied youth commences an appeal with the Commissioner with a stay application within 30 days of the district's final determination, the student must be permitted to continue to attend the school he/she is enrolled in at the time of the appeal and receive transportation until the Commissioner makes a decision on the stay application.

If the Commissioner denies the stay request, the student is only entitled to continue attending the school at issue for 30 days after the date of the district's final determination.

If the Commissioner grants the stay request and issues a stay order, the student can continue attending the school until the Commissioner issues an appeal decision

Answer and Response

The district has 20 days from the date of service to file an answer with the Commissioner and serve a copy of the answer on the parent, guardian or unaccompanied youth.

The parent, legal guardian, or unaccompanied youth can submit a reply in response to the answer within 10 days after service of the answer. The reply should be served in the same manner as the petition.

If the Appeal is Granted

If the Commissioner sustains the appeal, the homeless child or youth or unaccompanied youth can continue attend the school at issue and/or receive transportation services.

If the Appeal is Dismissed or Denied

If the Commissioner dismisses the appeal, the homeless child or youth or unaccompanied youth can be asked to leave the school immediately, and/or his/her transportation can be discontinued.

Designation of the District's Homeless Liaison to Receive Appeal Related Correspondence

In the form petition, the parent or guardian or unaccompanied youth can designate the district's homeless liaison to receive and hold correspondence on his/her behalf regarding the appeal.