

MINUTES
APRIL 15, 2015

HEMPSTEAD PUBLIC SCHOOLS
BOARD OF EDUCATION
APRIL 15, 2015
MINUTES

The regular meeting of the Hempstead Public School Board of Education was held in the high school auditorium, 201 President Street, Hempstead, NY 11550. The meeting was called to order at 6:15 P.M. All of the Board members were present. The Superintendent of Schools offered remarks. Public participation was entertained, all concerns were addressed by the Board, Superintendent and staff. Trustee Brazely submitted a report from the Board informing the community of their attendance of the 75th National School Boards Association (NSBA) held in Nashville Tennessee March 21-23, 2015.

BOARD MEMBERS PRESENT:

LaMont E. Johnson	President
JoAnn Simmons	1 st Vice President
Ricky A. Cooke, Sr.	Secretary
Shelley Brazley	Trustee
Maribel Touré	Trustee

STAFF MEMBERS PRESENT:

Susan Johnson	Superintendent of Schools
Gerard Antione	Assistant Superintendent for Business & Operations
Dr. Rodney Gilmore	Associate Superintendent for Human Resources
Regina Armstrong	Assistant Superintendent for Elementary C & I
James Clark	Associate Superintendent for Secondary Education
Allison Hernandez	Assistant Superintendent for Special Education
Renee Hamilton	Executive Director for Testing, Research & Evaluation
Daniel Espina	Executive Director of Technology & MIS
Patricia Wright	District Clerk
Monte Chandler	General Counsel
Scott Kershaw	Labor Counsel

Trustee Johnson moved, seconded by Trustee Cooke to convene to executive session at 7:00 P.M. to discuss a personnel matter.

MOTION

YES 5

MOTION CARRIED

To convene to
executive session

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Trustee Brazley moved, seconded by Trustee Simmons to reconvene to open session at 7:06 P.M.

MOTION	YES 5	MOTION CARRIED
To reconvene to open session		

Trustee Cooke moved, seconded by Trustee Simmons to approve the consent with the exception of the tabled items as indicated.

MOTION	YES 5	MOTION CARRIED
To approve the consent calendar		

Trustee Simmons moved, seconded by Trustee Cooke to convene to executive session to discuss personnel for the 2nd time at 8:16 P.M.

MOTION	YES 5	MOTION CARRIED
To convene to executive session		

H. OTHER AGENDA ITEMS

1. **RESOLVED**, that the Board of Education approves to accept the minutes of the meetings held March 2 & 12, 2015 as submitted by the District Clerk.
2. **RESOLVED**, that the Board of Education approve the 3rd reading and adoption of the **revisions** to **5405** Student Wellness; **revisions** to **4526** Computer use in Instruction; **revisions** to 4326 Programs for English Language Learners; **revisions & update 5500** Student Records; **revisions 5500.E**; **revisions to policy # 8115** Pesticide Application Notice. New policy student uniforms # and Revised policy student grading # 4710.
3. **RESOLVED**, the employees holding the titles of Associate Superintendent, Assistant Superintendent, or Executive Director shall received 23 vacation days, 12 sick days, and 6 personal days.
4. **RESOLVED**, that any and all contracts, agreements, letters of intent, memorandum of agreement and any other written document binding the District to pay any funds shall be published on the District's website within seventy-two (72) hours of the full execution of the document.

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ITEM # 5 PULLED FOR CLARITY

5. **RESOLVED**, that the Board docket shall include with any recommendation by the Superintendent of Schools to appoint a current employee to a new title or change the current employee's in salary, whether the person is being hired as an employee or as an independent contractor, all compensation currently being paid to the employee, including but not limited to any stipends and the proposed compensation to be paid to the employee, including but not limited to any stipends.

ITEM # 6 APPROVE AS AMENDED IN BOLD ITALICS

6. **RESOLVED**, that the Board docket shall include with any recommendation by the Superintendent of Schools to appoint a new employee all compensation to be paid to the employee; and it is further

RESOLVED, any stipend or increase in salary to be paid by the District to any employee may only be paid by the District if approved by a majority vote of the Board of Education. ***1st three (3) names on the civil service list for top consideration, full disclosure of nepotism, job descriptions, and opportunities for part-time employees to be employed first.***

7. **RESOLVED**, it shall be the policy of the Board that the Board of Education meetings shall take place every other Thursday during the academic year twice; in July (the first for reorganization at the very beginning of the month and one at the end of the month) and once in August; and it is further

RESOLVED, the date of a scheduled meeting of the Board may be changed only by a majority vote of the Board.

8. **RESOLVED**, it shall be the policy of the Board of Education that any and all notices of Special Meeting or Emergency Meeting of the Board shall include the purpose of the meeting.
9. **RESOLVED**, it shall be the policy of the Board of Education that the District's Office of Human Resources shall be responsible for the monitoring of the number of days any and all substitute teachers work in the District; and it is further;

RESOLVED, that the District shall not hire any non-certified substitute teachers; and it is further

RESOLVED, that the Superintendent of Schools is directed to present to the Board at the May 21, 2015 meeting a list of all non-certified substitute teachers who have been retained by the Board and is directed to recommend that the non-certified substitute teachers shall be no longer on the list of substitute teachers for the District.

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10. RESOLVED, that the Board hereby adopts a uniform timekeeping policy applicable to all employees of the District, which shall enable the District to be more accountable to the taxpayers as to the payment of funds to employees for their working time at the District; and it is further

RESOLVED, that this timekeeping policy shall be implemented through the use of sign-in sheets, which requires an employee to record the actual time of his/her arrival at the beginning of each workday and to record the actual time of his/her departure at the conclusion of each workday, by recording the time in a sign-in book; and it is further

ITEM #11 APPROVED AS AMENDED IN BOLD ITALICS

11. RESOLVED, that it shall be the Board policy that no employee may just check his/her name as a form of attendance, but each employee must record the actual time in and actual time out on the sign-in sheet; and it is further

RESOLVED, that sign-in sheet shall be in the following form: ***TO INCLUDE A LINE FOR LUNCH OR COMMENTS***

EMPLOYEE'S NAME	ACTUAL TIME IN	ACTUAL TIME OUT	NUMBER OF HOURS

and it is further

RESOLVED, that while it is reasonable to expect that an employee may occasionally forget to record the actual time of his/her arrival and/or actual time of his/her departure, supervisors shall issue reminders to any employee who repeatedly does so. Additionally, a five-minute grace period is established for occasional lateness. Employees, however, who regularly neglect to record the actual time of their arrival and/or the actual time of their departure and/or who so record after the expiration of the grace period may be subject to corrective measures by their supervisors; and it is

RESOLVED, that where applicable, the sign-in sheets will be used to record the overtime hours worked by employees to be maintained for overtime hours worked by employees, who are being compensated by "Extra Pay for Extra Responsibility," Stipends for Programs, or other auxiliary schedules in the Collective Bargaining Agreements between the Board and the various bargaining units within the District, until electronic scanning devices are installed to electronically record an employee's hours; and it is further

RESOLVED, that employees shall continue any current practice of signing in and out for their lunch periods using the sign-in sheets and each employee is required to provide the actual time the employee leaves and the actual time the employee return; and it is further

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RESOLVED, it is the Board's intention that in the future, the District will be implementing an electronic time and attendance system to record an employee's hours worked.

12. RESOLVED, it shall be the policy of the Board that the Assistant Superintendent for Special Education or his/her designee shall report to the Board, at each regular meeting of the Board the status of the Special Education Department, including any issues with testing and evaluations.

13. RESOLVED, it shall be the policy of the Board that the Executive Director of Bilingual, ESL and LOTE or his/her designee shall report to the Board, at each regular meeting of the Board the status of the Bilingual Department, including any issues with testing and evaluations.

ITEM # 14 HELD UNTIL 4-21-15

14. RESOLVED, the Board establishes a sub-committee of the Board chaired by _____ to create draft policies and procedures for Medicaid billing and State aid reimbursement of Special Education costs; and it is further

RESOLVED, the District Clerk is directed to provide notice to the community soliciting volunteers to sit on the committee, including the submission of a letter to the Board describing relevant experience with a deadline for submission of letters of interest to be _____; and it is further

RESOLVED, that the Board shall appoint the members of the committee on _____; and it is

RESOLVED, the sub-committee shall report back to the Board with its recommended policies and procedures by no later than _____.

ITEM # 15 HELD UNTIL 4-21-15

15. RESOLVED, the Board establishes a sub-committee of the Board chaired by _____ to create draft policies and procedures regarding the District's network and technology; and it is further

RESOLVED, the District Clerk is directed to provide notice to the community soliciting volunteers to sit on the committee, including the submission of a letter to the Board describing relevant experience with a deadline for submission of letters of interest to be _____; and it is further

RESOLVED, that the Board shall appoint the members of the committee on _____; and it is

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RESOLVED, the sub-committee shall report back to the Board with its recommended policies and procedures by no later than _____.

ITEM # 16 HELD UNTIL 4-21-15

16. RESOLVED, the Superintendent of Schools is directed to direct the Assistant Superintendent for Business to negotiate a re-payment plan with any currently employed Assistant Superintendent who is identified in the New York State Comptroller's Office's report as having been overpaid by the District; and it is further

RESOLVED, the Superintendent of Schools is directed to direct the Assistant Superintendent for Business to send a letter to any formerly employed Assistant Superintendent who is identified in the New York State Comptroller's Office's report as having been overpaid, identifying the issue and demanding repayment, offering a re-payment plan to pay off the overpayment and was not approved by a majority vote of the Board of Education; and it is further

RESOLVED, the Superintendent of Schools is directed to report back to the Board at its meeting on May 21, 2015 to inform the Board of the District's negotiations with each and every current and former employee who was identified in the New York State Comptroller's Report as having been overpaid; and it is further

RESOLVED, the Superintendent of Schools is authorized to commence Small Claims Actions or litigation in Nassau County District Court (depending upon the amount of overpayment) to recover the money; and it is further

RESOLVED, the Board shall receive a copy of all executed re-payment agreements.

ITEM # 17 HELD UNTIL 4-21-15

17. RESOLVED, the _____ firm is directed to commence negotiations with _____, _____, _____, _____ for the purpose of reaching an agreement on employment agreements to establish benefits, pay and duties of the employees.

18. RESOLVED, the Superintendent of Schools is directed to direct the Associate Superintendent of Human Resources to audit and review all current employees' personnel records to ensure all paperwork, licenses/ certifications, and education qualifications are included in each current employee's files and that the employee is qualified for the position he/she has been appointed to by the Board; and it is further

RESOLVED, the Superintendent of Schools shall issue a written report to the Board concerning the findings of the audit; and it is further

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RESOLVED, the Superintendent of Schools and/or her designee is directed to perform written evaluations of every employee of the District for the 2015-2016 school year.

- 19. RESOLVED**, the Board directs the Superintendent of Schools to direct the Assistant Superintendent for Business and the Assistant Superintendent for Special Education to meet monthly to ensure that only authorized service providers and vendors are being used for Special Education services; and it is further

RESOLVED, that a single list shall be maintained both by the Special Education Department and the Business Office of approved service providers and vendors; and it is further

RESOLVED, new Requests for Proposals for all services and vendors for Special Education services shall be issued by the District and the Requests for Proposals shall include as a required filing that each person assigned to work for the District has been fingerprinted and that only those with proof of fingerprinting on file with the District shall be permitted to provide services to the District; and it is further

RESOLVED, that the Superintendent of Schools is directed to direct the Assistant Superintendent for Business and the Assistant Superintendent for Special Education to jointly randomly audit the service providers and vendors to ensure that the services being billed have been actually performed; and it is further

RESOLVED, that the District shall not pay any vendor or any service provider unless the billing to the District includes the person's name who provided the services and the name has been checked against the proof on file that the person has been fingerprinted; and it is further

RESOLVED, that if no fingerprint proof is on file, the District shall not pay for the services until fingerprint proof is on file with the Business Office.

- 20. RESOLVED**, the District shall issue Requests for Proposals for new external and internal auditors; and it is further

RESOLVED, the list of responses from the Requests for Proposals shall be presented to the Board on May 21, 2015 for review and consideration.

21. BUSINESS & OPERATIONS

WARRANTS

- a. RECOMMENDS** that the Board of Education review the **Register of Bills** as follows:

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General Funds (Warrants #58,59,56, 38) **Cafeteria/Lunch** (Warrant: # 13); **Capital Fund** (Warrants #17) and **Federal** (Warrants #19,18).

TREASURER'S REPORT

- b. **RESOLVED**, that the Board of Education approve the Superintendent's Recommendation to accept the **Extra Classroom Activity Fund Reports for the month of October.**
- c. **RESOLVED**, that the Board of Education approve the Superintendent's Recommendation to accept the **Treasurer's Reports for the month of October.**

APPROPRIATION STATUS REPORT

- d. **RESOLVED**, that the Board of Education approve the Superintendent's Recommendation to receive the for **Appropriation Status Reports 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.**

22. USE OF FACILITIES- NO ACTION

*** 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.

4. SPECIAL EDUCATION

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

MARCH 2015

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3/3; 3/4; 3/6; 3/9; 3/10; 3/11; 3/12; 3/13; 3/16

- b. **RESOLVED**, that the Board of Education approves the Superintendent's recommendation to approve the following special service provider for the remainder of the 2014-2015 school year to provide one to one services;

Easy A Tutoring

5. FUNDED PROGRAMS

- a. **WHEREAS**, the Superintendent of Schools recommends the International Center for Leadership (ICLE) a subsidiary of Scholastic Achievement Partners to serve as technical assistance providers during the 2014-2015 school year. The scope of work includes professional learning workshops during Extended Wednesdays, instructional leadership coaching that supports the Common Core Learning standards (CCLS) and principals professional learning and a summer literacy institute for PreK-12 staff. The contract should not exceed a total a total of thirty four days (34) with the total allocation not exceeding \$87,800 dollars. The Office of Funded Programs supports this initiative through Title IIA and School Improvement funds.
- b. **WHEREAS** the Superintendent of Schools recommends the Center for Secondary SchoolRedesign (CSSR) to serve as technical assistance providers during the 2014 2015 school year. The scope of work includes serving as the district's Outside Educational Expert (OEE) during the NYSED state led visits, district on site reviews, in addition to supporting the comprehensive education plan work at Franklin School and the High School. The contract should not exceed a total of twenty eight days (28) with a total allocation not exceeding \$63,200 dollars. The Office of Funded Programs supports this initiative through School Improvement funds.
- c. **WHEREAS** the Superintendent of Schools recommends Culture Play LLC to serve as a STEM/Robotics and Game design provider during the 2014-2015 school year. The scope of work includes weekly STEM/Robotics and game design classes for students in grades 4-8. Compete in the Adelphi University Robotics student competition with Hempstead students. A week long summer STEM/Robotics and Game Design summer camp for students in grades 6th -8th (week 1: 6th grade, week 2: 7th grade, week 3: 8th grade). The contract should not exceed \$40,000 for both the enrichment classes and summer camp for students. The district will be responsible for transporting the students to and from the summer enrichment camp. The Office of Funded Programs supports this initiative through School Improvement Funds.

6. PPS-NO ACTION

7. TRANSPORTATION-NO ACTION

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8. INTERNSHIPS-NO ACTION

9. TECHNOLOGY –NO ACTION

10. PERSONNEL (see attached pages #1-4)

11. MISCELLANEOUS

- a. **WHEREAS**, the High School is planning an out of state field trip to Georgetown University in Washington, D.C., on April 21, 2015.

RESOLVED, that the Board of Education approves the Superintendent's recommendation to permit approximately sixty (60) students ,members of Smart College Program from Farmingdale State College and approximately six (6) chaperones from the Hempstead High School to go to Washington, D.C., on April 21, 2015. The purpose of the trip is for the students who participate in the Smart College Program to have a tour of Georgetown University, and to visit the State Capital. The cost of transportation for the trip will be covered by the Smart College Program from Farmingdale State College. All pertinent information is on file

- b. **WHEREAS**, the High School is planning an out of state overnight field trip to Penn Relays in Philadelphia, P.A., on April 22-25, 2015.

RESOLVED, that the Board of Education approves the Superintendent's recommendation to permit approximately eight (8) students ,members of the High School Interscholastic Athletics Girl's Track Team and approximately two (2) chaperones from the Hempstead High School to go to Philadelphia, P.A., on April 22-25, 2015. The purposes of the trip are for the students to participate in the international track competition and to have a college visit to the University of Pennsylvania. The cost of transportation for the trip will be covered by the Athletics Department budget. All pertinent information is on file.

HEMPSTEAD PUBLIC SCHOOLS

BOARD OF EDUCATION

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K. PERSONNEL

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

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<u>Name</u>	<u>Position</u>	<u>Reason</u>
Gertrudis Siguenza Eff. 06/30/15	Teaching Assistant – Jackson Annex School	Letter of resignation submitted for retirement purposes
Charlett King Eff. 06/30/15	Teaching Assistant – Barack Obama School	Letter of resignation submitted for retirement purposes
Dr. Ann Zalkind Sullivan Eff. 07/01/15	Music Teacher – Prospect School	Letter of resignation submitted for retirement purposes

B. LEAVE(S) OF ABSENCE - RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPROVE LEAVE(S) OF ABSENCE REQUEST(S) for the following professional personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Kathleen Chester Eff. 04/20/15 – 06/30/15	Art Teacher – Barack Obama School	Letter requesting a Medical Sabbatical, with pay, for one semester. (Medical documentation on file)

C. LEAVE(S) OF ABSENCE - RESOLVED, that the Board of Education approves the Superintendent's recommendation to DENY the following LEAVE(S) OF ABSENCE REQUEST(S) for the following professional personnel:

<u>Name</u>	<u>Position</u>	<u>Reason</u>
Kaitlin Pollin Eff. 09/01/15 – 06/30/16	Elementary Teacher – Prospect School	Letter requesting an extension of Maternity Leave, without pay, from 09/01/15 through 06/30/16. (Documentation on file)

D. APPOINTMENT(S) - RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel:

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Giancarlo Mejia Eff. 05/01/15 – 06/30/15 (Resume Enclosed)	Guidance Counselor – High School (Leave Replacement for E. Yndigoyen)	\$59,010 – prorated (Level 5, Step 1)
Erika George Eff. 2014/2015 School Year	Home Tutor	\$40.54 per hour
Wendy Hasbun Eff. 04/17/15 – 06/30/15	Secondary Instructional Coach	\$11,706 - prorated (Service Assignment 1)

E. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPROVE the following professional personnel for FRANKLIN SCHOOL'S A.I.S. PROGRAM on TUESDAYS for the 2014 – 2015 school year: (April 21, 2015 through June 4, 2015; from 3:20 p.m. – 5:30 p.m.)(GRANT FUNDED):

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<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Sheryl McBeth (4:05 – 5:15 p.m.)	Administrator	\$94.39 per hour
Kenya Vanterpool (Sub 4:05 – 5:15 p.m.)	Administrator	\$94.39 per hour
Ronald Simpkins (Sub 4:05 – 5:15 p.m.)	Administrator	\$94.39 per hour
Gail Battle (3:20 – 5:00 p.m.)	Teacher	\$40.54 per hour
Vallaire Coleman (4:05 – 5:00 p.m.)	Teacher	\$40.54 per hour
Sharon O'Rourke (4:05 – 5:00 p.m.)	Teacher	\$40.54 per hour
Diane Green (4:05 – 5:00 p.m.)	Teacher	\$40.54 per hour
Stephanie Bryan-Pryce (4:05 – 5:00 p.m.)	Teacher	\$40.54 per hour
Carmen Flores (4:05 – 5:00 p.m.)	Teacher	\$40.54 per hour
Lynette Priester (4:05 – 5:00 p.m.)	Teaching Assistant	\$23.99 per hour
Charmelle Hood (4:05 – 5:00 p.m.)	Teaching Assistant	\$23.99 per hour
Bernice Smith (4:05 – 5:15 pm)	Clerical	Contractual hourly rate
Ezra Atkinson (4:05 – 5:15 pm)	Security Aide	Contractual hourly rate - (general fund)

F. RESOLVED, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel as MENTORS for the 2014/2015 school year (No more than two (2) mentees per mentor – not to exceed 38 hours per mentee):

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
April Whitfield	Mentor	\$40.54 per hour
Myriam Belotte-Poligadu	Mentor	\$40.54 per hour
Janice Gideon	Mentor	\$40.54 per hour
Renay Medina	Mentor	\$40.54 per hour
Juanita Winfield	Mentor	\$40.54 per hour

G. RESOLVED, that the Board of Education APPROVES the Superintendent's recommendation to EXTEND the dates of FRANKLIN SCHOOL'S AIS Afterschool Program on Mondays and Thursdays, 3:20 p.m. – 5:00 p.m. (previously approved on the January 8, 2015 docket) (GRANT FUNDED)

- **Previously requested dates:** January 9, 2015 through April 14, 2015

- **Extend the dates to:** April 14, 2015 through June 4, 2015

<u>Name</u>	<u>Position</u>	<u>Compensation</u>
Sheryl McBeth	Administrator (4:15–5:15 pm)	\$94.39 per hour
Ronald Simpkins	Administrator (Sub, 4:15–5:15 pm)	\$94.39 per hour
Kenya Vanterpool	Administrator (Sub, 4:15–5:15 pm)	\$94.39 per hour
Brenda Allen	Teacher	\$40.54 per hour
Gail Battle	Teacher	\$40.54 per hour
Stephanie Bryan-Pryce	Teacher	\$40.54 per hour
Sharon O'Rourke	Teacher	\$40.54 per hour
Vallaire Coleman	Teacher	\$40.54 per hour
Carmen Flores	Teacher	\$40.54 per hour

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Lynette Priester
Bernice Smith

Teaching Assistant
Clerical

\$23.99 per hour
Contractual hourly rate

2. CIVIL SERVICE PERSONNEL

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

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Diana Anglade Eff. 04/08/15	Registered Professional School Nurse – Franklin School	Letter of resignation received for retirement purposes.

- B. APPOINTMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to **APPOINT** the following:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Felisa Watts Eff. 04/27/15	Food Server PT Sub – District, Lv. 01A, St. 1, \$10.87/hr	New position based upon the increase in student enrollment.
Georgette Gutierrez Eff. 04/27/15	Security Aide PT – District, Lv. 14A, St. 1, \$14.42/hr	New position based upon the increase in student enrollment

- 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>	<u>REASON</u>
Rajharine Bhagwandin Eff. 03/31/15	Security Aide –PT	Documentation on file

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ADDENDUM APRIL 15, 2015

- A. **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>
Item #1 Hardwick tabled		
1. Andrew Hardwick Eff. 04/16/15	Supervising Security Aide District - \$90,000 (prorated)	Replacing Jeff Fabre who resigned
2. Kimberly DiNapoli Eff. 04/16/15	Confidential Typist Clerk Assistant Superintendent For Business – St. 2, \$45,233 (prorated)	Replacing Margaret Maggio who retired

- B. **WHEREAS**, the Superintendent of Schools recommends Johns Hopkins University / Talent Development Secondary to serve as a school and student support services and technical assistance provider during the 2014-2015 school year. The scope of work includes needs assessment, data collection, initial development of Early Warning Indicators and Intervention (EWI & I) system, planning with school leadership, and staff awareness. The contract should not exceed a total of twenty (20) days with a total dollar allocation not to exceed \$40,000.00. The Office of Funded Programs supports this initiative through School Improvement Funds.
- C. **WHEREAS**, a High School Field Trip is planned to Brooklyn Academy of Music (BAM), Howard Gilman Opera House on Saturday, May 23, 2015 at 2:00 p.m. (matinee) by Trustee Shelley Brazley.

RESOLVED, that the Board of Education APPROVES the Superintendent's recommendation to permit approximately thirty-five (35) students from the high school to attend the 38th anniversary of Dance Africa uniting dancers the world over to celebrate the cultural vitality of Africa and it's diaspora. All costs, associated with the trip are covered by the sponsor and no costs of this field trip are associated with the Hempstead School District.

- D. **RESOLVED**, that the Board of Education ACCEPTS the Superintendent's recommendation to approve the attached Property Tax Report Card.
- E. **RESOLVED**, that Board of Education approves the following individuals to work the polls for the May 19, 2015 Annual Budget Vote and Election at a rate of \$159.50 for Assistant Clerks and a rate of \$174.00 for Inspectors. The hours of operation are from 6:15 A.M. until 9:00 P.M.

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BE IT FURTHER RESOLVED, these residents will work any Special Meetings scheduled for 2014-2015 school year at the same rate of pay. In the event that any one of these individuals is not available, a substitute name will be put in place.

Gertrude Ford	Laurine Conley	TBD
Virginia Oliver	Erundina M. Diaz	TBD
Sandra Halliburton	Jeff Wicks	TBD
Elaine Watts	TBD	Translator x 3

- F. **APPOINTMENT(S) – RESOLVED**, that the Board of Education approves the Superintendent's recommendation to APPOINT the following professional personnel assigned to Hempstead High School a sixth period, effective April 16, 2015 – June 30, 2015:

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
Jacqueline Dennis	Business Teacher	\$5,609.51

Trustee Simmons moved, seconded by Trustee Brazley to reconvene to open session at 11:50 P.M.

MOTION To reconvene to open session	YES 5	MOTION CARRIED
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Trustee Johnson moved, seconded by Trustee Simmons to reconsider the tabled items as indicated below

MOTION To reconsider the tabled item	YES 3 NO 2 (Trustee Brazley & Touré)	MOTION CARRIED
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Trustee Cooke moved, seconded by Trustee Simmons to approve the Supervising Security Aide as indicated.

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>
Item Hardwick tabled		
Andrew Hardwick Eff. 04/16/15	Supervising Security Aide District - \$90,000 (prorated)	Replacing Jeff Fabre who resigned

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MOTION	YES 4	MOTION CARRIED
To approve the	NO 1 (Trustee Touré)	
Supervising Security Aide		

Trustee Johnson moved, seconded by Trustee Simmons to approve the addendum items indicated below

MOTION	YES 4	MOTION CARRIED
To approve addendums	ABS. 1 (Trustee Touré)	

RESOLVED, that the Board of Education approves the Superintendent's recommendation to adopt the 2015-2016 proposed budget in the amount of \$189,934,158.

RESOLVED, that the Board of Education approves the Superintendent's recommendation to appoint the following professional personnel:

<u>NAME</u>	<u>POSTION</u>	<u>COMPENSATION</u>
O'Neil Glenn Eff. 04/20/15 (Three (3) –year Probationary period 04/19/18)	Dean of Students High School	\$84,433 pro-rated (Level 6, Step 4)

Trustee Cooke moved, seconded by Trustee Simmons to adjourn the meeting at 12:00 A.M.

MOTION	YES 5	MOTION CARRIED
Meeting adjourned		

Respectfully submitted:

Patricia Wright
District Clerk

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**RESOLUTION
FOR THE APRIL 15, 2015
MEETING OF
THE BOARD OF EDUCATION OF
THE HEMPSTEAD UNION FREE SCHOOL DISTRICT**

WHEREAS, the Board of Education (“Board”) of the Hempstead Union Free School District (“District”) has concluded that the implementation of a District-wide policy requiring all students to wear school uniforms shall improve the educational process in the District’s schools and shall benefit the overall administration and operation of the schools; and

WHEREAS, the Board is aware that other school districts have already implemented and enjoyed the benefits of school uniform policies. The implementation of a school uniform policy, which refers to wearing the same style and color of clothing, has proven to create a safer environment in schools by helping to identify students who belong on the school campus and, as a result, making it easier to identify non-school persons, who may be on the campus for disruptive purposes; and

WHEREAS, the Board is aware that research indicates that the wearing of school uniforms helps to foster a more disciplined learning environment by reducing negative competition and arguments over clothing styles while increasing learning opportunities for students. By eliminating factors that can create economic and social divisions among students that often contribute to bullying, such as style and brands of clothing, a school uniform policy allows students to become more conscious of such shared goals as meeting academic standards and developing self-confidence. Similarly, the enforcement of a strict school uniform policy removes many of the distractions associated with various types of clothing which, in turn, creates a more disciplined and positive learning environment, **BE IT**

RESOLVED, that the Board hereby adopts a school uniform policy (“School Uniform Policy”), to be effective September 1, 2015, applicable to all students in Pre-Kindergarten through 12th grade (Pre-Kindergarten students are specifically excluded from the School Uniform Policy), for the purposes of creating a more positive school learning environment in the District’s schools, supporting the integrity of the educational process, decreasing student disciplinary problems, and increasing student achievement and performance. Student dress and appearance must be in accordance with the District Code of Conduct.

FURTHER RESOLVED, that the School Uniform Policy shall adhere to the following guidelines:

HUFSD SCHOOL UNIFORM POLICY GUIDELINES 2014-2015

- A. All students in grades Pre-K-12 shall wear the designated School Uniform, as required by the District, during the school day.
- B. The School Uniforms shall be worn appropriately and shall be correctly sized. The wearing of School Uniforms that are oversized, baggy, sagging, or extremely tight-fitting shall be prohibited.

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- C. Reasonable accommodations shall be made for those students who request a waiver of a particular provision of the School Uniform Policy due to religious beliefs and/or medical reasons. The application for a waiver shall be submitted in writing by the parent/guardian and approved by the school principal and/or designee. In considering the application, the school principal and/or designee shall have the right to request additional documentation to support the application.
- D. The articles of the School Uniform shall be as follows:
 - 1. All students shall wear a white-colored, long or short-sleeved shirt with a collar. Shirts shall be tucked in at all times.
 - 2. Shirts shall cover the chest and back so that they are not inappropriately exposed. Undergarments shall not be visible at any time. Any undershirts and/or camisoles shall be plain white in color.
 - 3. Male students shall wear khaki-colored pants. Female students shall wear khaki-colored pants or skirts.
 - 4. Skirts shall be no shorter than knee length when the female student is standing.
 - 5. When the weather calls for it, female students may wear tights under School Uniform skirts.
 - 6. Waistbands must be worn on the waist. Belts must be worn and may not be more than one size larger than the waist.
 - 7. Shoes shall be worn at all times. Shoes that have laces shall be laced and tied. No open-toed shoes shall be permitted.
 - 8. School Uniform sweaters may be worn.
 - 9. Any articles of clothing other than those identified above shall not be considered part of the School Uniform and the wearing of same by a student shall be deemed a violation of the School Uniform Policy.
 - 10. Exceptions to the School Uniform Policy shall be made where the student is attending Physical Education class, where articles of clothing appropriate to that class and otherwise consistent with the School Uniform Policy, these Guidelines, and the District Code of Conduct shall be worn.
- E. Outerwear: With the exceptions of entering and exiting the school building, sweatshirts, hoodies, jackets, coats, etc. shall not be worn inside the school building.
- F. Accessories:
 - (1) Hoop earrings touching the collar or below shall be prohibited.
 - (2) Head gear (hats, hoods, scarves, bandanas, etc.) shall be prohibited, unless a waiver has been granted on the basis of medical/religious reasons.
 - (3) Sunglasses shall not be worn inside school buildings.

FURTHER RESOLVED, that, pursuant to these guidelines and the District Code of Conduct, the Board, with the participation of Central Administration and school building supervisors, shall prepare a complete School Uniform Policy by **April 15, 2015** unless such date shall be extended by the Board.

FURTHER RESOLVED, that in an effort to smoothly transition into the implementation of a School Uniform Policy that effectuates a safer, more disciplined, and successful student environment by

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January 1, 2015, the Board and Central Administration shall request any feedback, questions, or concerns regarding the School Uniform Policy from parents/guardians by means of communications to be decided upon by the Board, with the input of Central Administration. Said communications, including copies of the complete School Uniform Policy shall be dispatched by **June 26, 2016**, unless such date shall be extended by the Board.

FINALLY RESOLVED, that responsibility for student compliance with the School Uniform Policy rests with the individual student and his/her parents/guardians. The Board, with the participation of Central Administration, shall prepare and adopt a Financial Hardship Application for parents/guardians who have concerns about the affordability of School Uniforms.

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STUDENT GRADING POLICY AND PROCEDURES

The Board of Education has adopted this policy to provide clear guidance and a procedure for teachers and administrators to follow to ensure that the District's student's grades are recorded in a manner that the Board has determined is the best practice for the District.

I. Student Grading

It shall be the policy and procedure of the District that in regards to grades on student's report cards distributed at the A.B.G.S. Middle School or Hempstead High School, grades are determined by the teacher based upon class work, tests, quizzes, assignments, participation and attendance, provided that the lowest grade any student shall receive for the first, second and third quarter is no lower than fifty (50). For the fourth quarter, a student shall receive their grade earned based on a 0-100 point scale.

II. Students Who Are On Home-Bound Status

The Board of Education acknowledges that there are times when a student is home-bound and receiving home tutoring. A student may be home-bound status based upon discipline or medical condition. Any student who is receiving home tutoring must be given a grade by the student's tutor in a timely manner, sufficient for the student to have his/her grade reflected on his/her report card.

It shall be the procedure and the policy of the District that any tutor hired by the District to tutor students shall be informed in writing upon retention, the deadline dates for the completion of grades for the tutored students. The deadlines should be set by the Superintendent of Schools providing sufficient time enough to enter the grades into the PowerSchool system so that the grades shall be recorded on the student's report card.

The School Principal or his/her designee shall maintain a list of all students who are on home-bound status, the reason for home-bound status and shall be responsible for ensuring that the home-bound students' grades are appropriately entered in a timely manner into PowerSchool so that the home-bound students' grades are accurately reflected on the student's report card.

In addition to maintaining a list of all students who are on home-bound status, the School Principal or his/her designee shall be responsible for ensuring that a note is placed in any and all home-bound student's permanent folder the date home-bound status commenced, the reason for home-bound status and the date home-bound status ceased. The note should also include a list of tutors, subject matters tutored, and any information regarding the student's home-bound status.

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III. Grade Changing

No student's grade may be changed without the written approval of the teacher who gave the original grade and the written approval of the principal. If a teacher decides, in his or her discretion to change a student's grade, the teacher shall complete a Change of Grade Form in the form annexed to this policy as **Exhibit A**. All information must be completed on the form before the teacher submits it to the principal. Any teacher who submits a Change of Grade Form shall maintain a copy of the Change of Grade Form submitted to the principal.

Once the principal receives the Change of Grade Form from the teacher, the principal shall examine the request and, so long as there is a rational reason for the grade change, the principal shall approve it by executing the Change of Grade Form and shall maintain a copy of the fully executed Change of Grade Form.

If the principal agrees to change the student's grade, the fully executed Change of Grade Form shall be submitted to the Guidance Counselor. The Guidance Counselor shall sign the Change of Grade Form to ensure he/she has viewed the approved grade change. The School Principal or his/her designee shall be responsible for entering the grade change into the PowerSchool system with a notation that the grade change was signed off by the teacher and principal and the dates of the sign-offs. The Guidance Counselor shall maintain a copy of the fully executed Change of Grade Form.

The person who actually enters the grade change into the PowerSchool system shall sign the Change of Grade Form before it is filed in the student's paper file.

The School Principal or his/her designee shall be responsible to ensure that the fully executed Grade Change Form is filed in the student's paper file maintained by the Guidance Department.

IV. Access To PowerSchool To Change Student Grades

The Superintendent shall recommend to the Board of Education at the Board of Education's reorganization meeting, the names of the District employees who the Superintendent has selected to have authority to change student grades at each school and administrators who have the authority.

The Board may accept the Superintendent's recommendations, reject the recommendations or add additional names to the list of approved employees who shall have access to PowerSchool to change grades.

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It shall be the policy of the District that no one other than an employee of the District shall be provided PowerSchool access to the District's PowerSchool information system with the authority to change student's grades. No employee of the District shall, without being approved in advance by the Board, have the authority to have access to change student grades.

Once the grades are entered, the teacher shall provide a printed copy of the grades to the principal. It is the principal's responsibility to review that the grades are entered properly.

V. Timing For Entering Student Grades Into PowerSchool

It shall be the responsibility of each teacher to correctly enter his/her student's grades into the District's PowerSchool information system. The Superintendent shall set a reasonable deadline for teachers to complete entering grades into PowerSchool before report cards are to be delivered to parents'/guardians' of the students.

Any teacher who fails to complete entering grades into PowerSchool before the deadline that the Superintendent sets, shall be subject to discipline for insubordination.

VI. Training For Teachers On PowerSchool Information System

The Director of Technology shall each quarter provide a mandatory training session for all teachers and administrators in the use of PowerSchool, with particular attention to entering student grades into the PowerSchool system. The training sessions shall occur during a faculty meeting held in each school.

The Director of Technology shall inform the Superintendent and the Associate Superintendent for Human Resources of the name of any teacher who improperly enters a student grade for a quarterly grading period. The teacher shall be given a written warning and an opportunity to have training in entering student grades into PowerSchool.

Any teacher who receives two written warnings for improperly entering a student grade for a quarterly grading period in a single school year, shall be subject to additional discipline, including but not limited to charges and specifications pursuant to N.Y. Education Law § 3020-a.

VII. Include New - GRADING

<u>Assessments:</u>	Percentage	Purpose	Attributes	Frequency
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Formative	40%	The goal of formative assessment is to monitor student learning to provide ongoing feedback that can be used by instructors to improve their teaching and by students to improve their learning. Formative assessments must be evaluated utilizing a scoring rubric.	This includes but is not limited to: <ul style="list-style-type: none"> • Homework Assignments • Admit Slips • Exit Tickets • Quizzes • Teacher-Student Conferences • Student Self-Assessment • Peer-Assessment • Skill-Assessment • Learning Response logs • Journals • Graphic Organizers • Student notes • Written Responses • Share-Outs 	Minimum of one per each instructional class period
Summative	40%	The goal of summative assessment is to evaluate student learning at the end of an instructional unit by comparing it against some standard or benchmark.	This includes but is not limited to: <ul style="list-style-type: none"> • District Benchmark • End-of-unit or chapter/module tests • End-of-term or semester exams • Performance Task • Science Labs 	Four – Six per marking period
Projects	20%	The goal of Project Based Learning is to have students gain knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem, or challenge based on a scoring rubric	This includes but is not limited to: <ul style="list-style-type: none"> • Presentations (Individual/Group) • Research Project • Demonstration • Models 	One – Two Per marking period

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EXHIBIT A
CHANGE OF GRADE FORM

Date: _____

Student Name: _____

Student ID #: _____

Subject: _____

Course Name: _____

School Year: _____

Teacher: _____

	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4	FINAL GRADE
Original Grade					
Grade Change					

Reason for Change: _____

Teacher's Signature: _____

Principal's Signature: _____

Viewed By Guidance Counselor: _____

Entered Into PowerSchool By