

**REGULAR MEETING (Thursday, January 17, 2019)**

Generated by Patricia Wright on Tuesday, January 29, 2019

The regular meeting of the Hempstead Public Schools Board of Education was held in the high school auditorium, 201 President Street, Hempstead, New York 11550. The meeting was called to order at 7:11P.M. All of the Board members were present. Trustee Johnson arrived at 7:20 P.M. There was a presentation from BBS Architects regarding the progress of the Rhodes School. There was also a presentation from the Assistant Business Manager, Ms. Brigid Villareale and the consultant for Business & Operations, Mr. Ed Cullen for the proposed 2019-2020 budget. The Acting Superintendent offered brief remarks regarding the status of the elementary schools in good standing, David Paterson, Barack Obama, Front Street and Jackson Main. The schools targeted for assistance are Jackson Annex and Joseph McNeil. The President thanked the Acting Superintendent and cabinet for their hard work. The Board proceed to the agenda, public participation was entertained. All concerns were addressed by the Acting Superintendent, staff and the Board.

**A. MEETING OPENING****BOARD MEMBERS PRESENT:**

LaMont Johnson, President  
Carmen Ayala, Vice President  
David Gates, Trustee  
Patricia Spleen, Trustee  
Randy Stith, Trustee  
Jack Bierwirth, Trustee Ex-Officio

**STAFF MEMBERS PRESENT:**

Regina Armstrong, Acting Superintendent of Schools  
Rodney Gilmore, Ed. D. Associate Superintendent for Human Resources  
James Clark, Assistant Superintendent for Special Programs  
Djuana Wilson, Assistant Superintendent for Special Education  
Patricia Wright, District Clerk  
John Sheahan, General Counsel  
Johnathan Scher, Labor Counsel  
Monte Chandler, Special Counsel

Procedural: 1. Pledge of Allegiance

Procedural: 2. Moment of Silence

**B. PRESIDENT'S REMARKS****C. ACTING SUPERINTENDENT'S REMARKS****D. COMMENDATIONS/PRESENTATIONS**

Trustee Ayala moved, seconded by Trustee Stith to approve the consent calendar.

**MOTION****YES 5****MOTION CARRIED**

To approve the consent calendar

**E. OTHER AGENDA ITEMS**

Action (Consent): 1. Minutes

**RESOLVED**, that the Board of Education approves the minutes of the meetings held December 13 & 17, 2018 as submitted by the District Clerk.

**F. BOARD OPERATIONS**

**1. RESOLVED**, that the Board of Education approves the 1st reading of policy # 6690 "Audit Committee". (Attached)

**2. RESOLVED**, that the Board of Education approves the 3rd reading and adoption of policy # 9121 "Social Media"; and 2nd reading of policy 5405 "Student Wellness" and 1st reading of revised policy #6990 "Audit Committee".

## **G. WARRANTS**

### **WARRANTS**

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to review the **Register of Bills** as follows:

**General Funds** (Warrants #20, 18, 17); **Cafeteria/Lunch** (Warrants #7, 6); **Federal** (Warrants #16, 15, 14) **Capital** (Warrants #5, 4).

## **H. REVENUE REPORT**

### **REVENUE STATUS REPORT**

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to receive the **Revenue Budget Status Report for the month of November 2018**.

## **I. APPROPRIATION REPORT**

### **APPROPRIATION STATUS REPORT**

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to receive the **Appropriation Status Report for the month of November 2018**.

## **J. TREASURER'S REPORT**

Action (Consent): 1. Monthly treasurer's report

### **TREASURER'S REPORT**

**RESOLVED**, that the Board of Education accept the Reports as submitted by the District Treasurer. **Treasurer's Report for the month of November 2018**.

## **K. DONATION**

## **L. BUDGET TRANSFER**

**1. RESOLVED**, that the Board of Education approve the transfer of funds from the District's Technology State Aided Computer Hardware code: A2630.220-15-0000 to the BOCES Technology Hardware Code: A2630.490-26-0001 in the amount of \$50,000 to purchase computer equipment to replace obsolete equipment and related professional development under Model Schools.

**2. RESOLVED**, that the Board of Education approve the transfer of funds from the District's Technology Software code: A2630.460-26-001 to the BOCES Technology Hardware Code: A2630.490-26-0001 in the amount of \$50,000 to purchase computer equipment to replace obsolete equipment and related professional development under Model Schools.

**3. RESOLVED**, that the Board of Education approve the transfer of funds from the District's Technology State Aided Computer Hardware code: A2630.220-15-0000 to the Contractual Code: A2630.400.15.000 in the amount of \$50,000 to acquire contractual services related to software and project management.

**4. RESOLVED**, that the Board of Education approve the transfer of funds from the District's Technology Software code: A2630.460.26-001 to the Contractual Code: A2630.400.15.000 in the

amount of \$50,000 to acquire contractual services related to software and project management.

## **M. BUSINESS & OPERATIONS**

### **CAPITAL RESERVE FUND PROPOSITION**

**BE IT RESOLVED**, the Board of Education of the Hempstead Union Free School District hereby authorizes the following proposition to be placed on the ballot at the Annual Budget Vote and Election on May 21, 2019, and for said proposition to be included in the Annual Notice of said Vote and Election:

"Shall the Board of Education of the Hempstead Union Free School District be authorized to establish a capital reserve fund pursuant to Section 3651 of the New York Education Law to be known as the 'Hempstead Union Free School District 2019 Capital Reserve Fund' for a probable term of SIX (6) years in an ultimate amount of TWENTY MILLION (\$20,000,000.00) Dollars plus interest earned on such funds, whose purpose shall be to fund in whole or in part, capital improvements, facilities reconstruction, rehabilitation, repair and upgrades in the following areas: District-wide Code Conformance; District-wide Health and Safety Repairs; District-wide Maintenance and Upgrades to Facilities and Systems; and/or District-wide Educational Program and Standards Related Upgrades, as set forth in the District Five-Year Capital Facilities Plan prepared by BBS Architects, Landscape Architects and Engineers, P.C. dated November 2016, including all related costs, site work, ancillary and related work, with such funds to be obtained from end of year budget surplus funds and/or budget appropriations as determined by the Board of Education and the interest accrued on such funds over the probable term of the Fund."

## **N. DISPOSAL OF EQUIPMENT**

**1. RESOLVED**, that the Board of Education approve the disposal of 30 Dell OptiPlex GX 520 computers from ABGS Middle School. The computers have reached end of life and are no longer adequate for instructional use. See attached details.

## **O. CONTRACTS/STIPULATION OF SETTLEMENT**

**1. RESOLVED:** That the Board of Education approves the Acting Superintendent's recommendations to execute the attached Contract with Cruzmaria Corrales, Teacher Generalist/Curriculum Developer for persistently struggling high school and authorizes the President of the Board to execute same.

**Purpose:** To prepare struggling ESL or Spanish speaking Hempstead High School students to be TASC or Regent test ready.

**Strategic Goal(s):** To increase the number of opportunities for students to graduate. The approach prepares students providing TASC readiness practice test after 150 hours of instruction in their language of choice and accessing student's ESL level and literacy level.

**Funding Source:** CSG \$16,000 for 2018-2019 school year.

**2. RESOLVED:** That the Board of Education approves the Acting Superintendent's Recommendations to execute the attached Contract with Laurel Associates for college fair program services for persistently struggling high school and authorizes the President of the Board to execute same.

**Purpose:** Laurel Associates will organize and oversee a College Fair program during 2019 school year at Hempstead High School with a minimum of 100 colleges in attendance is guaranteed with a target of 150. Laurel Associates will recruit colleges, universities and career schools for the program.

**Strategic Goal(s):** Set up workshops on "Financial Aid," "Athletic Scholarships," "College Search Process for ENL Students in Spanish," "Historically Black Colleges" and a presentation of "Introduction to the College Search Process." A published program booklet will be provided for high school juniors with information about each college participating in the program.

**Funding Source:** PSSG

**Amount:** \$5,000

**3. RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to approve a contract with ENTERABC, LLC for the ENL/Bilingual Professional Development provided to teachers in the Hempstead Union Free School District for the 2018-2019 School Year.

**Recommending by:** Janet Lovett, Coordinator

**Funding Source:** Tittle III- Not ot exceed \$50,000.00

**4. RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to enter into a contractual agreement with Leadership Training Institute for the STYA Program. LTI will conduct the Successfully Transitioning Youth to Adolescence program that helps and empowers youth in the development of healthy attitudes and values about adolescent growth and development. Activities include, but are not limited to, Mentoring (group, team and individual one on one, supervised activities, small group discussions and parenting education workshops. A Winter session of the program will be held at the David Paterson Elementary School at a cost of \$10,000 for Winter 2019

**Status:** NEW

**# of Students being served:** 20

**Collaborative Learning:** Social, Emotional

**Recommended:** Mr. James Clark Associate Superintendent

**Strategic Goal:** Student Achievement

**Source of Funds:** OCFS Empire State After school Grant

## **P. INTERNSHIPS**

### **INTERNSHIP**

**RESOLVED**, that the Board of Education approves the Superintendent's recommendation to allow Ms. Linda St John, Elementary School Teacher at David Paterson, to do an Administrative Internship Supervision at a building and district level. Ms. St John will be supervised by Mr. Gary Rush, Principal, at the building level, and by, Mrs. Djuana Wilson, Assistant Superintendent for Special Education at the district level. This internship will be for a total of 600 hours beginning January 2019 and ending December 2019. All internship activities must take place prior and after school hours. Ms. St John is enrolled at The College of Saint Rose School Educational Leadership Program.

## **Q. FACILITIES**

## **R. CURRICULUM & INSTRUCTION**

## **S. SPECIAL EDUCATION**

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

**December 2018**

12/3, 12/5, 12/10, 12/11, 12/12, 12/13, 12/17, 12/18, 12/19, 12/20

**2. RESOLVED**, that the Board of Education approves the Superintendent's recommendation to appoint the following **Special Education Schools** for the 2018-2019 school year to be used as needed:

**Developmental Disabilities Institute (DDI)**

## **T. PUPIL PERSONNEL SERVICES**

## **U. MISCELLANEOUS- TRIPS**

**1. WHEREAS**, the ABGS Middle School Science Department is planning an out of state field trip to Medieval Times in Lyndhurst, NJ on March 13, 2019.

**BE IT RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to permit 25 girls, 25 boys and 6 chaperones from the Middle School to go on a field trip to Medieval Times in Lyndhurst, New Jersey on March 13, 2019.

**Purpose: To expose students to the historical and cultural existence of the middle age**

**Goal:** The improvement of student achievement

**Source of Funding:** From CSG Funds – F2110.460.18.3289

**2. RESOLVED:** That the Board of Education approves the Acting Superintendent's recommendations for Out of State trip to Norfolk, VA; Baltimore, MA and Washington DC from April 22, 2019 to April 25, 2019 for persistently struggling high school and authorizes the President of the Board to execute same.

**Purpose:** Out of State trip to expose Hempstead High School students to college campuses and develop an awareness to HBCU opportunities and scholarship.

**Strategic Goal(s):** Increase College and Career Awareness

**HBCU College Tour 2019 States 26 Students**

Norfolk State University Norfolk, VA **4 Chaperones**

Morgan State University Baltimore, MD

Howard University Washington, DC

**Funding Source:** Sig 6 Grant \$11,000

**V. PERSONNEL**

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPOINT** the following professional personnel: (In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive an annual composite or overall APPR rating of Highly Effective or Effective in at least three of the four preceding years. If the individual receives a rating of ineffective in the final year of the probationary period, he or she will not be eligible for tenure at that time).

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
Nickeisha Wilson Eff. 1/22/19 4-Year Probationary Period, 1/21/23), ELA, 7-12 Professional, Eff. 9/1/10	English Language Arts, High School (replacing J. Mullen, resigned)	p. \$81,202-prorated (Lv. 7, St. 8)  <b>RECOMMENDED BY:</b> Stephen Strachan <b>PURPOSE:</b> Fill vacant position
Carlos Ventura Eff. 1/31/19 4-Year Probationary Period, 1/30/23, Social Studies, 7- 12, Initial, Eff. 9/17/16	Social Studies Teacher, High School (replacing H. Gonzalez, resigned)	\$61,483-prorated (Lv. 5, St. 2) <b>RECOMMENDED BY:</b> Stephen Strachan <b>PURPOSE:</b> Fill vacant position
Susan Yalvac Eff. 1/22/19 - 6/30/19	Elementary Teacher, Middle School (Leave replacement for Ivonne	\$61,483-prorated (Lv. 5, St. 2) <b>RECOMMENDED BY:</b> Djuana Wilson <b>PURPOSE:</b> To fill vacant position

Garcia, resigned)

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

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>
Elia Estevez Eff. 2/4/19 - 5/3/19	Math Teacher, High School	Letter requesting Sick Leave of Absence/FMLA at half pay. (Not to exceed 90 days - Article XII(a) under HCTA contract) - Letter received on 12/18/18 in Human Resources Office. Medical documentation on file.
Karen Sloan Eff. 1/2/19 - 3/26/19	Speech Teacher, Jackson Main	Letter requesting a Sick Leave of Absence/FMLA, with pay, utilizing accrued sick time. (Letter received on 12/21/18 in Human Resources. Medical documentation on file)
Donald Levy Eff. 12/10/18 - 3/3/19	Science Teacher, High School	Letter requesting a Sick Leave of Absence/FMLA, with pay, utilizing accrued sick time. (Letter received on 12/18/18 in Human Resources. Medical documentation on file)
Lynne Albuquerque Eff. 1/1/19 - 6/30/19	Bil. Science Teacher, Middle School	Letter requesting a Sick Leave of Absence/FMLA, with pay, utilizing accrued sick time from 1/1/19 - 1/31/19 and a Medical Sabbatical at full pay from 2/1/19 - 6/30/19. (Letter received on 8/13/18 in Human Resources. Medical documentation on file)
Elisabeth Crawford Eff. 2/8/19 - 4/30/19	Special Ed. Teacher, Jackson Annex	Letter requesting a Maternity Leave of Absence/FMLA, with pay, utilizing accrued sick time eff. 2/8/19 - 3/29/19, remainder without pay. (Letter received on 12/21/18 in Human Resources. Medical documentation on file)
Jamisse Valentine Eff. 2/13/19 - 4/15/19	Elementary Teacher Prospect School	Letter requesting a Sick Leave of Absence/FMLA, with pay, utilizing accrued sick time. (Letter received on 1/8/19 in Human Resources. Medical documentation on file)

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **CHANGE** the following Board Action(s):

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Erika Winkler Eff. 9/4/18 (4-Year Probationary Period, 9/3/23) Childhood Ed. (1- 6) Conditional Initial, Eff. 5/5/18	Elementary Teacher, Barack Obama (replacing R. Langlois, retired) \$61,483 (Lv. 5, St. 2)	<b>CHANGE</b> appointment <b>FROM</b> Leave Replacement for R. Langlois <b>TO</b> Probationary Tenure Track appointment.
Mary Hopkins Eff. 2018-2019 School Yr.	Lead Teacher - 9th Gr. Math	Rescind Appointment
Mary Anne Roy Eff. 1/10/19 - 2/22/19	Elementary Teacher, Middle School	Rescind request for a Medical LOA/FMLA, with pay.
Jasmine Mays Eff. 2018-2019 School Yr.	Bus/Breakfast Monitor - David Paterson 7:15 am-8:15 am & 2:30 pm-4:00 pm	Change afternoon start time from 3:15 pm to 2:30 pm
Delorese Davis Eff. 2018-2019 School Yr.	Bus/Breakfast Monitor - David Paterson 7:15 am-8:15 am & 2:30 pm-4:00 pm	Change afternoon start time from 3:15 pm to 2:30 pm
Laveenus Davis Eff. 2018-2019 School Yr.	Bus/Breakfast Monitor - David Paterson 7:15 am-8:15 am & 2:30 pm-4:00 pm	Change afternoon start time from 3:15 pm to 2:30 pm

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

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Karen Jones-Moodie Eff. 12/14/18	Elementary Teacher Jackson Main - Saturday AIS Program	Letter of resignation for personal reasons.

Ramon Mills Eff. 2018-2019	Boys Lacrosse Coach High School	Letter of resignation for personal reasons.
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**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following personnel as Teacher Mentors for the 2018-2019 school year (No more than (2) mentee's per mentor - not to exceed 38 hours per mentee)**

**RECOMMENDED BY:** HCTA Committee

**PURPOSE:** Provide support, mentoring and professional development to new teachers with initial certifications.

<u>NAME</u>	<u>POSITION/LOCATION</u>	<u>COMPENSATION</u>
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Beatriz Caban	ENL Teacher/ High School	\$40.54/hr.
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**RESOLVED, that the Board of Education APPROVES the Acting Superintendent's recommendation to APPOINT the following professional personnel as CLUB ADVISORS for the 2018-2019 school year:**

<u>NAME</u>	<u>POSITION</u>	<u>LOCATION</u>	<u>COMPENSATION</u>
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Maria Crowley Eff. 1/22/19	Student Government	Barack Obama	\$450.00 - pro-rated
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Pamela Leibowitz Eff. 1/22/19	Student Government	Barack Obama	\$450.00 - pro-rated
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**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following personnel for "DAVID PATERSON SATURDAY ACADEMY", effective for the 2018-2019 school year, 8:30 am- 1:00 pm, ADMINISTRATORS, CLERICAL, SECURITY, CUSTODIANS, 9:00 am-12:30 pm, TEACHERS & T.A.'s - as needed, pending enrollment and attendance – (SIGa Grant Funded.)**

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
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Venesia Heyward Eff. 1/26/19	Elementary Teacher	\$40.54/hr.
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**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following personnel for JACKSON MAIN SCHOOL - AIS**



**PROGRAM, EFFECTIVE for the 2018-2019 school year, Weekly - 4:05 pm - 6:05 pm for ADMINISTRATORS, CLERICAL, SECURITY & CUSTODIANS and 3:30 pm - 5:30 pm for TEACHERS & T.A.'S, Saturdays, 8:30 am - 1:00 pm for ADMINISTRATORS, CLERICAL, SECURITY, CUSTODIANS, TEACHERS & T.A.'S, 9:00 am - 12:30 pm - as needed, pending enrollment and attendance - (SIGa Grant Funded)**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>COMPENSATION</u></b>
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Saritha Perez Eff. 1/22/19	Teacher	\$40.54/hr.
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**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following personnel for A.B.G.S. MIDDLE SCHOOL - AIS PROGRAM effective for the 2018-2019 school year, Weekly - 4:05 pm-6:05 pm for ADMINISTRATORS,CLERICAL, SECURITY & CUSTODIANS and 3:30 pm -5:30 pm for Teachers & TA's, Saturdays 8:30 am-1:00 pm for ADMINISTRATORS, CLERICAL, SECURITY & CUSTODIANS and Teachers & TA's from 9:00-12:30 p.m. - as needed, pending enrollment and attendance – (SIGa Grant Funded.)**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>COMPENSATION</u></b>
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Beverly Moore Eff. 1/22/19	Special Education Teacher Middle School (Substitute)	\$40.54/hr.
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**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPOINT the following personnel to conduct Parent University Workshops, not to exceed 8 hours during the 2018-2019 school year (Title I Funding)**

**FRONT STREET**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>COMPENSATION</u></b>
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Rose Land Pierre	Elementary Teacher	\$40.54/hr.
Brenda Allen	Elementary Teacher	\$40.54/hr.
Laurie Hamilton	Elementary Teacher	\$40.54/hr.
Darla Blanco	Elementary Teacher	\$40.54/hr.
Amber Ball	Elementary Teacher	\$40.54/hr.
Lateef Myles	Elementary Teacher	\$40.54/hr.
Diana Santos	Elementary Teacher	\$40.54/hr.
Antonia Torres	Elementary Teacher	\$40.54/hr.
Ericka Tillman	Elementary	\$40.54/hr.

Tomasina	Teacher	
Minnecci	Elementary	\$40.54/hr.
Rebecca	Teacher	
Gilbert	Elementary	\$40.54/hr.
Beatrice Ortiz	Teacher	
	Elementary	\$40.54/hr.

**BARACK**  
**OBAMA**

**NAME**                      **POSITION**                      **COMPENSATION**

Cynthia Perez	Elementary	\$40.54/hr.
	Teacher	
Cecilia	Elementary	\$40.54/hr.
Capdevila	Teacher	
Candice	Elementary	\$40.54/hr.
Edwards	Teacher	
Carlos Acosta	Elementary	\$40.54/hr.
	Teacher	
Bernadette	Elementary	\$40.54/hr.
Johnson	Teacher	
Wendy Niles	Elementary	\$40.54/hr.
	Teacher	
Vicki McMillan	Elementary	\$40.54/hr.
	Teacher	
Jada	Teaching	\$23.99/hr.
Gillenwater	Assistant	
Jo-An Sydnor	Teaching	\$23.99/hr.
	Assistant	

**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPROVE the following personnel for the upcoming Spring Musical Production to be performed on April 12, 2019 and April 13, 2019:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>COMPENSATION</u></b>
Timothy Dolan	Director	\$3,500
Shawn Devito	Assistant Director	\$2,800
Kevin Winther	Accompanist	\$2,200
Simba Kalonji	Choreographer	\$2,000
Benjamin Coleman	Pit Band Director	\$1,800

**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPROVE the following personnel for the upcoming Spring Musical Production to be performed on April 12, 2019 and April 13, 2019:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>COMPENSATION</u></b>
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Timothy Dolan	Director	\$3,500
Shawn Devito	Assistant Director	\$2,800
Kevin Winther	Accompanist	\$2,200
Simba Kalonji	Choreographer	\$2,000
Benjamin Coleman	Pit Band Director	\$1,800

**EMPIRE STATES PULLED BY ASSISTANT SUPERINTENDENT RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPROVE** the following personnel for the **EMPIRE STATE AFTERSCHOOL PROGRAM**

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
<b>PULLED</b>		
Todd Mitnick	Teacher- David Paterson	\$45/hr. (Max 4 hrs/wk)
<b>PULLED</b>	Teaching Assistant- High	\$25/hr. (Max 4 hrs. wk)
Sylas Pratt	School	
<b>PULLED</b>	Teaching	
Anita Reynolds	Assistant- High School	\$25/hr. (Max 4 hrs. wk)

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPOINT PER DIEM SUBSTITUTE TEACHERS** for the 2018-2019 School Year:

<u>NAME</u>	<u>CERTIFICATION</u>	<u>COMPENSATION</u>
Alexander Prince Eff. 1/18/19	Music, K-12	All year \$125 per day

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **COMPENSATE** the following personnel for scoring of the January 2019 State Regents Exam effective January 28, 2019 - June 27, 2019 (\$40.54/hr - Not to exceed 20 hours each, including Saturday and Sunday) (PSSG Funding)

<u>NAME</u>	<u>NAME</u>
<u>SOCIAL STUDIES TEACHERS</u>	<u>ENGLISH TEACHERS</u>
Estate Alston	Robert Amoroso
Brad Becker	Tracey Brown
Darryl Burgess	Christopher Claro
Dagoberto Echeverria	Cara Franchino
Dana Falcone	Jennifer Garcia
Jason Gelardi	Dorothea Geiger
Herman Gonzalez	Patrick Horne
Craig Hanan	Tucker Hyde
Donald Jackson	Arlene Larsen
Kristin Kelly	Ameisha Moore
Beatriz Kresofsky	Stephanie Morris
Graciela Palacios	Yolanda Sampson-Ousley
Dana Ramirez	Katherine Travers
Mitchell Roseman	Linton Thomas
Kuriake Scarles	Nicole Zamore
Brendalyn Staton	Diana Perez
Carlos Ventura	

**SCIENCE TEACHERS**

Tamara Belcher  
 Richard Barkan  
 Bridget Billings  
 Tamara Darien  
 Darnell DeGraff  
 Claudia Diaz  
 James Edasery  
 Randi Eskenazi  
 Anthony Grant  
 Jaimee Hazel  
 Madeline Henriquez  
 Daniel Joscher  
 Rebecca Labarca  
 Betsy Leib  
 Cynthia Partee  
 Joseph Puleio  
 Emmanuel Ogogo

**MATH TEACHERS**

Sony Alexandre  
 Jean Anglade  
 Andy Boakye  
 Terrance Chapman  
 Vernard Dezil (Bil)  
 Weibert Dorestant  
 Aziz Elmrini  
 Jalila Givens  
 Maria Hallford  
 Mary Hopkins  
 Michael Khayan (Bil)  
 Dilek Kurt  
 Joseline Guerrero-Lacrete  
 (Bil)  
 Marvin Perez  
 Charlene Robinson  
 James Roy  
 Kuwata Williams  
 Calixte Zinsou

**SCHOOL PSYCHOLOGIST**

Elfrida Bonner

**SOCIAL WORKER**

Lisa Byrd-Watkins

**RESOLVED**, that in compliance with the provisions of Section 3012 of the Education Law and Part 30.3 of the rules of the Board of Regents and upon the recommendation of the Acting Superintendent of Schools that **Danielle Golub**, a probationary **ENL Teacher** in the **ENL Education** tenure, it having been shown that **Danielle Golub** holds a valid New York State Certification (No. on file in the Office of Human Resources) to serve in the aforementioned tenure area. It further having been shown that the probationary period of **Danielle Golub** to serve in the district will expire on 1/18/19. The Board of Education of the Hempstead Public Schools does hereby grant tenure and appoint to tenure, **Danielle Golub**, effective 1/18/19 to the position of **ENL Teacher** in the **ENL Education** tenure area.

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPOINT** the following personnel as **BUS MONITORS** (7:15 am – 8:15 am and 3:15 pm – 4:00 pm) for the 2018 – 2019 school year:

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>LOCATION</u></b>	<b><u>COMPENSATION</u></b>
Tiara Register Eff. 1/22/19	Bus Monitor	Front Street	\$23.99/hr.

**RESOLVED**, that the Board of Education approves the Acting Superintendent's recommendation to **APPROVE** the following personnel as **INSTRUCTIONAL COACHES/LEAD TEACHER** for the 2018-2019 School Year.

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
<u>MIDDLE SCHOOL INSTRUCTIONAL COACHES</u>		<u>(TITLE I)</u>
Elizabeth Diglio Eff. 1/22/19 - 6/30/19	Data/Instructional Coach	\$11,706 (pro-rated) Service Assignment I
Elias Mestizo Eff. 1/22/19 - 6/30/19	ENL Coach	\$11,706 (pro-rated) Service Assignment I
<u>LEAD TEACHERS</u>		<u>(SIG)</u>
Kellene Allen Eff. 1/22/19 - 6/30/19	Math Teacher	\$5,880 (pro-rated) Service Assignment II
Thomas Moran Eff. 1/22/19 - 6/30/19	Math Teacher	\$5,880 - (pro-rated) -Service Assignment II
Robin Branch Eff. 1/22/19 - 6/30/19	Elementary Teacher	\$5,880 - (pro-rated) - Service Assignment II
Stephanie Dubose Eff. 1/22/19 - 6/30/19	ELA Teacher	\$5,880 -(pro-rated) -Service Assignment II
Joy Vanhook Eff. 1/22/19 - 6/30/19	Special Education Teacher	\$5,880 -(pro-rated) -Service Assignment II
<u>HIGH SCHOOL INSTRUCTIONAL COACHES</u>		<u>(PSSG)</u>
Estate Alston Eff. 1/22/19 - 6/30/19	Lead Teacher - 9th Grade Academy, High School	\$5,880 (pro-rated) - Service Assignment II
Craig Hanan Eff. 1/22/19 - 6/30/19	Instructional Coach - Special Education High School	\$11,706 (pro-rated) - Service Assignment I

**W. CIVIL SERVICE APPOINTMENTS**

**ITEM W 1 CIVIL SERVICE APPOINTMENTS MOVED TO EXECUTIVE SESSION**

**CIVIL SERVICE PERSONNEL**

**APPOINTMENT(S) - RESOLVED**, that the Board of Education approves the Acting Superintendent's

**recommendation to APPOINT the following CIVIL SERVICE Personnel:**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Katirah Deans Eff. 1/21/19	Food Server, F/T, Prospect School	\$18,786 (Lv. 1, St. 3) <b>RECOMMENDED BY:</b> Yohanna Arevalo <b>PURPOSE:</b> Reclassify from P/T to F/T
Cindy Castillo Eff. 1/22/19	Food Server, F/T, High School	\$18,057 -prorated (Lv. 1, St. 1) <b>RECOMMENDED BY:</b> Yohana Arevalo <b>PURPOSE:</b> Replacing R. Williams, resigned
Teresa Carrera Eff. 1/22/19	Food Server, F/T, Middle School	\$18,057(Lv. 1, St.1 ) <b>RECOMMENDED BY:</b> Yohanna Arevalo <b>PURPOSE:</b> Replacing L. Kazalski, LOA
Tyshawn Brown Eff. 1/21/19	Groundskeeper, Central Maintenance	\$48,235-prorated (Lv. 3, St. 6) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing B. Jackson, appointed Grounds Supervisor
Calvin Graham Eff. 1/21/19	Groundskeeper, Central Maintenance	\$36,921-prorated (Lv. 3, St. 2) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing J. Cummings, appointed Custodian
Kasandra Torres Eff. 1/22/19	School Lunch Monitor, P/T, Marshall School	\$12.47/hr (Lv. 10A, St. 1) <b>RECOMMENDED BY:</b> Juanita Diaz <b>PURPOSE:</b> Replacing O. Ireland
Jonathan Gamble Eff. 1/22/19	Cleaner, P/T- Sub, District	\$12.00/hr <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Expand Substitute List. Services to be utilized by district as required.
Ivan Chatman Eff. 1/22/19	Maintainer, Central Maintenance	\$35,401-prorated (Lv. 2A, St. 1) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing A. Greene

**RESOLVED, upon the recommendation of the Acting Superintendent of Schools the hourly rates of the following substitute employees shall be increased, retroactive to January 1, 2019, to comply with the New York State Labor Law Section 652, the minimum wage law, as follows:**

<u>NAME</u>	<u>POSITION</u>	<u>COMPENSATION</u>
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Karen Huff Eff. 1/1/19	Food Server, P/T, Middle School	\$11.29/hr. TO \$12.00/hr.
Marlon Thomas Eff. 1/1/19	Food Server, P/T, Jackson Annex	\$11.29/hr. TO \$12.00/hr.
Yasmin Terrell-Tillman Eff. 1/1/19	Food Server, P/T, High School	\$11.52/hr. TO \$12.00/hr.

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

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Tyshawn Brown Eff. 1/21/19	Cleaner, F/T, David Paterson	Letter of resignation received contingent upon appointment as Groundskeeper.
Calvin Graham Eff. 1/21/19	Cleaner, P/T-Sub, District	Letter of resignation received contingent upon appointment as Groundskeeper.
Katirah Deans Eff. 1/21/19	Food Server, P/T-Sub, Jackson Annex	Letter of resignation received contingent upon appointment as Food Server F/T
Dexter Smith Eff. 3/30/19	Cleaner, F/T, David Paterson	Letter of resignation received for retirement purposes.
Ivan Chatman Eff. 1/21/19	Cleaner, P/T-Sub, Middle School	Letter of resignation received contingent upon appointment as a Maintainer.

**RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to CHANGE the following Board Action(s):**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
Brian Jackson Eff. 1/21/19	Supervising Groundskeeper \$60,361-prorated (Lv. 4, St. 17)	<b>CHANGE</b> salary <b>FROM</b> Level 4, St. 10, \$54,943 <b>TO</b> Level 4, St. 17, \$60,361

**LEAVE OF ABSENCE - RESOLVED, that the Board of Education approves the Acting Superintendent's recommendation to APPROVE the following LEAVE(S) of ABSENCE request(s) for the following CIVIL SERVICE personnel:**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>
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Rendy Bruce  
Eff. 12/16/18 - 2/1/19

Security Aide, F/T,  
Marshall

Letter requesting an extension of Sick Leave of Absence at half pay. (Letter received in Human Resources on 12/13/18. Medical documentation on file)

Micah Terry  
Eff. 12/26/18 - 2/7/19

Security Aide, F/T,  
High School

Letter requesting a Medical Leave of Absence/FMLA, without pay. (Letter received in Human Resources on 12/14/18. Medical documentation on file)

Ngozi Ezeocha  
Eff. 1/17/19 - 2/6/19

Registered Professional  
School Nurse,  
High School

Letter requesting a Personal Leave of Absence, without pay. (Letter received in Human Resources on 12/18/18)

Pauline Wellington  
Eff. 12/3/18 - 1/14/19

Typist Clerk, F/T,  
High School

Letter requesting a Medical Leave of Absence/FMLA, with pay, utilizing accrued sick time. (Letter received in Human Resources on 12/20/18. Medical documentation on file)

**Trustee Stith moved, seconded by Trustee Ayala to approve the extension of Administrative LOA with pay as indicated**

**HAND CARRY 1-17-19**

**RESOLVED**, that the Board of Education extends the placement of Employee 4622 on Administrative Leave of Absence with pay, which was previously set to expire on January 31, 2019 for two additional months, so that such leave shall not expire until, and shall be in effect through and inclusive of March 31, 2019.

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve extension of  
Administrative LOA with pay

**Trustee Ayala moved, seconded by Trustee Spleen to convene to executive session at 9:08 P.M. for legal counsel and personnel discussion.**

**MOTION**

**YES 5**

**MOTION CARRIED**

To convene to executive session

**Trustee Stith moved, seconded by Trustee Johnson to reconvene to open session at 11:57 P.M.**

**MOTION**

**YES 5**

**MOTION CARRIED**

To reconvene to open session

**Trustee Stith moved, seconded by Trustee Johnson to approve the civil service appointments as indicated**

**APPOINTMENT(S) - RESOLVED**, that the Board of Education approves the Acting Superintendent's



**recommendation to APPOINT the following CIVIL SERVICE Personnel:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>
Katirah Deans Eff. 1/21/19	Food Server, F/T, Prospect School	\$18,786 (Lv. 1, St. 3) <b>RECOMMENDED BY:</b> Yohanna Arevalo <b>PURPOSE:</b> Reclassify from P/T to F/T
Cindy Castillo Eff. 1/22/19	Food Server, F/T, High School	\$18,057 -prorated (Lv. 1, St. 1) <b>RECOMMENDED BY:</b> Yohana Arevalo <b>PURPOSE:</b> Replacing R. Williams, resigned
Teresa Carrera Eff. 1/22/19	Food Server, F/T, Middle School	\$18,057(Lv. 1, St.1 ) <b>RECOMMENDED BY:</b> Yohanna Arevalo <b>PURPOSE:</b> Replacing L. Kazalski, LOA
Tyshawn Brown Eff. 1/21/19	Groundskeeper, Central Maintenance	\$48,235-prorated (Lv. 3, St. 6) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing B. Jackson, appointed Grounds Supervisor
Calvin Graham Eff. 1/21/19	Groundskeeper, Central Maintenance	\$36,921-prorated (Lv. 3, St. 2) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing J. Cummings, appointed Custodian
Kasandra Torres Eff. 1/22/19	School Lunch Monitor, P/T, Marshall School	\$12.47/hr (Lv. 10A, St. 1) <b>RECOMMENDED BY:</b> Juanita Diaz <b>PURPOSE:</b> Replacing O. Ireland
Jonathan Gamble Eff. 1/22/19	Cleaner, P/T- Sub, District	\$12.00/hr <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Expand Substitute List. Services to be utilized by district as required.
Ivan Chatman Eff. 1/22/19	Maintainer, Central Maintenance	\$35,401-prorated (Lv. 2A, St. 1) <b>RECOMMENDED BY:</b> Allan Wakefield <b>PURPOSE:</b> Replacing A. Greene

**MOTION**

**YES 5**

**MOTION CARRIED**

To approve civil service appointments

Trustee Stith moved, seconded by Trustee Johnson to approve the civil service resignations as indicated.

**RESIGNATION – RESOLVED, that the Board of Education approves the Acting**

**Superintendent's recommendation to ACCEPT the resignation(s) from the following Civil Service personnel for RETIREMENT/PERSONAL PURPOSES:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>REASON</u></b>
Tyshawn Brown Eff. 1/21/19	Cleaner, F/T, David Paterson	Letter of resignation received contingent upon appointment as Groundskeeper.
Calvin Graham Eff. 1/21/19	Cleaner, P/T-Sub, District	Letter of resignation received contingent upon appointment as Groundskeeper.
Katirah Deans Eff. 1/21/19	Food Server, P/T-Sub, Jackson Annex	Letter of resignation received contingent upon appointment as Food Server F/T
Dexter Smith Eff. 3/30/19	Cleaner, F/T, David Paterson	Letter of resignation received for retirement purposes.
Ivan Chatman Eff. 1/21/19	Cleaner, P/T-Sub, Middle School	Letter of resignation received contingent upon upon appointment as a Maintainer.

**MOTION****YES 5****MOTION CARRIED**

To approve civil service resignations

**Trustee Stith moved, seconded by Trustee Ayala to adjourn the meeting at 11:58 P.M.**

**MOTION****YES 5****MOTION CARRIED**

Meeting adjourned

Respectfully submitted:

Patricia Wright  
District Clerk

## SOCIAL MEDIA

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Social media are defined as media designed to be disseminated through social interaction, created using highly accessible publishing techniques.

The term “social media” includes, but is not limited to:

- Social Networking Sites (Facebook, Myspace, Foursquare, Linkdin)
- Micro-blogging Sites (Twitter)
- Blogs (including school district and personal blogs, as well as comments)
- Video and Photo Sharing Websites (Flickr, YouTube, Instagram)
- Forums and Discussion Boards (Google Groups, Yahoo! Groups)
- Online Encyclopedias (Wikipedia, Sidewiki)
- Electronic Communication (Email, Texting and Snapchat)

When acting in a professional role using social media, employees are expected to follow the same behavioral standards online as they would in the classroom. The same laws, professional expectations, and guidelines for interacting with co-workers, students and parents apply to teachers and other employees when acting in a professional capacity on-line. When a teacher or employee is interacting with students on-line, a teacher/employee is presumed to be acting in his or her professional capacity. At all times, a teacher/employee is expected to utilize social media in a manner consistent with his or her capacity as a role model for students.

The following rules are applicable to all employees, faculty and staff regarding social media:

1. Employees, faculty and staff have no expectation of privacy in anything posted on the Internet using social media and/or social networking websites (like MySpace or Facebook).
2. Employees, faculty and staff must not misrepresent their personal views as those of the District. When an employee might be perceived online as an agent of the District, the employee needs to be clear that he/she is sharing his/her views as an individual and not as a representative of the District.
3. All employees, faculty and staff of the District who participate in social networking websites shall not post any data, documents, photos or inappropriate information on any website that might result in a disruption of the classroom and/or the school environment or the health, safety and well-being of students. This determination will be made by the Superintendent.
4. Inappropriate fraternization via the Internet and/or social media between employees, faculty or staff and students is prohibited.

5. Faculty is expected to conduct themselves in a manner consistent with their obligations as a role model when communicating with students via social media. Faculty communication with students via social media shall: (1) be consistent with his or her professional obligations as a role model; (2) not constitute bullying, harassment and/or discrimination; and (3) provide each student in a class with an equal opportunity to engage in the mode and manner of communication in order to avoid any favoritism or appearance of impropriety.
6. Access of social networking websites for individual use during school hours is prohibited. District employees shall maintain separate personal and professional accounts while using all forms of social media. Employees must never use their District e-mail account or password in conjunction with a personal social networking or social media site.
7. Employees shall not use the District logos, wordmarks, athletic logos, or any other marks or images on their personal online sites. Employees shall not use the District's name to promote or endorse any product, cause or political party or candidate.
8. Employees shall not post confidential or proprietary information about the District, its students, its alumni or District employees. Employees shall use good ethical judgment and follow District policies, as well as state and federal privacy laws.
9. The Board prohibits all conduct, including online activity, which may constitute bullying, harassment, and/or a violation of Board Policy, State and federal laws including the Dignity for All Students Act.
10. All use of social media utilizing the District's computers and/or network shall be subject to and comply with the District's Acceptable Use Policy.

## STUDENT WELLNESS

Given the documented connection between proper nutrition, adequate physical activity and educational success, the Board of Education adopts the following goals and authorizes the following actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

For purposes of this policy, “school campus” means all areas of district property accessible to students during the school day; “school day” means the period from the midnight before to 30 minutes after the end of the official school day; and “competitive food” means all food and beverages other than meals reimbursed under federal food programs available for sale to students on the school campus during the school day.

### I. Foods and Beverages Available to Students on School Campus During the School Day

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that all foods and beverages available for sale to students on the school campus during the school day meet or exceed the program requirements and nutrition standards found in federal regulations.

To accomplish this, the Board directs that the district serve healthy and appealing foods and beverages at district schools, following state and federal nutrition guidelines, as well as safe food preparation methods.

#### A. School Meals – the district shall:

1. Include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations.
2. Encourage students to try new or unfamiliar items.
3. Make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply.
4. Consider serving produce and food from local farms and suppliers.
5. Make free drinking water available at locations where meals are served.

#### B. Meal Scheduling – the district shall:

1. Provide adequate time to eat.
2. Schedule lunchtime between normal lunch hours (11 a.m. - 1 p.m.)

C. Foods and Beverages Sold Individually (e.g., a la carte, vending machines, school stores) – the district shall:

1. Ensure that all such items meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.
3. Work with existing vendors or locate new vendors that will comply with nutrition standards.

D. Fund-Raising Activities – the district shall:

1. Ensure that all fundraisers selling food or beverages to students on school campus during the school day meet the competitive foods nutrition standards set in federal regulations for whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Promote non-food items to sell, or activities (physical or otherwise) in which to participate.
3. Student groups conducting fundraisers which take place off the school campus or outside the school day must obey this policy.
4. Outside organizations (e.g., Parent groups, booster clubs) conducting fundraisers which take place off the school campus or outside the school day are encouraged to follow this policy.

E. School and Class Parties, Celebrations, and Events where food and beverages are provided, but not sold – the district shall:

1. This section applies to all school and classroom parties, snacks which have been brought in for the class or school, celebrations, food provided to learn about cultures or countries, and other events where food is provided but not sold.
2. Schools shall set guidelines for the frequency and content of classroom and school-wide celebrations where food and beverages are provided.
3. The district shall promote the use of food and beverage items which meet the standards for competitive foods and beverages, promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations.
4. Model the healthy use of food as a natural part of celebrations.

F. Marketing of Foods and Beverages

1. Any food or beverage that is marketed on school grounds during the school day must meet at least the federal nutrition standards for competitive items.
2. This restriction applies to all school buildings (interior and exterior), school grounds, school buses and other vehicles used to transport students, athletic fields, structures, parking lots, school publications, and items such as vending machines, equipment, posters, garbage cans, or cups.

3. Marketing includes all advertising and promotions: verbal, written, or graphic, or promotional items.
4. This restriction does not apply to personal opinions or expression, or items used for educational purposes.
5. This restriction applies to all purchases and contracts made after the effective date of this provision.

## II. Physical Activity

Physical activity is an important factor in staying healthy and being ready to learn. The Board encourages every student to develop the knowledge and skills necessary to perform a variety of physical activities, to regularly participate in physical activity, and to appreciate and enjoy physical activity as an ongoing part of a healthy lifestyle. In addition, staff, families, and community are encouraged to participate in and model physical activity as a valuable part of daily life. The district's Physical Education program shall adhere to the curricular requirements of the Commissioner of Education and the New York State Learning Standards.

### A. Physical Education

1. Students shall engage in physical education for at least the minimum number of hours or days per week under State requirements.
2. Physical Education classes shall incorporate the appropriate NYS Learning Standards.
3. Promote, teach and provide opportunities to practice activities that students enjoy and can pursue throughout their lives (e.g., yoga, fitness walking, step aerobics).
4. The performance or withholding of physical activity shall not be used as a form of discipline or punishment.

### B. Recess

1. Maintain daily allotment of recess time for elementary school.
2. Recess shall not be used for punishment or reward.
3. Permit scheduling recess before lunch.
4. Recess will be held outdoors whenever possible, and indoors during the most inclement weather, at the discretion of the Building Principal.

### C. Physical Activity in the Classroom

1. Promote the integration of physical activity in the classroom, both as activity breaks and as part of the educational process (e.g., kinesthetic learning).
2. If the district is under severe time or space constraints, consider meeting the state requirements for Physical Education through collaborative and integrative in-classroom activity, under the supervision of a Physical Education teacher.

#### D. Extracurricular Opportunities for Physical Activity

1. Promote clubs and activities that meet the various physical activity needs, interests, and abilities of all students (e.g., walking, hiking and climbing, snowshoeing), including before and after school activities.
2. Promote students walking/biking to school (with proper storage of bicycles), safe routes to school, and "walking" school buses.
3. The setting of extracurricular activity eligibility participation requirements does not constitute withholding opportunities.

#### III. Nutrition Promotion and Education

The Board believes that nutrition promotion and education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition promotion and education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition promotion and education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition promotion and education shall be appropriately certified and trained. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

The Board's goals for nutrition promotion and education include that the district will:

1. Include nutrition education as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects.
2. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
3. Promote fruits, vegetables, whole grain products, low fat dairy products, safe and healthy food preparation methods, and health enhancing nutrition practices.
4. Emphasize caloric balance between food intake and energy expenditure.
5. Teach media literacy with an emphasis on food marketing.

#### IV. Other School-Based Activities

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity. Such activities may include, but are not limited to, health forums or fairs, health newsletters, parent outreach, employee health and wellness activities, limiting the use of food as a reward, reviewing food marketing and advertising in school, hosting or promoting community-wide events, and offering wellness-related courses in the district's adult education program.

#### V. Implementation

The Board shall designate the School Lunch Manager as District Wellness Coordinator responsible for ensuring that the provisions of this policy are carried out throughout the district.



The Board may also designate one person in each building as School Wellness Coordinator to ensure that the wellness activities and actions are being implemented at the building level.

#### VI. Monitoring and Review

The School Lunch Manager, as District Wellness Coordinator, shall report every three years to the Board and the public on the implementation and effectiveness of this policy. Every three years, the District Wellness Coordinator, in consultation with appropriate personnel and advisory committees, shall monitor and review the district's wellness activities to determine the extent that district schools are complying with this policy, how this policy compares to model wellness policies, and the progress made toward attaining the goals of this policy and whether this policy is having a positive effect on increasing student wellness and decreasing childhood obesity in the district. Based on those results, this policy, and the specific objectives set to meet its goals, may be revised as needed.

Parents, students, food service professionals, physical education teachers, school health professionals, school administrators, the general public, and the school board shall be provided with the opportunity to participate in the development, implementation and periodic review and update of this wellness policy. To do this, the district shall establish an advisory committee, and invite participation via notices in school publications; staff and student announcements, handbooks and memos; the district website; and outreach to school-associated organizations interested persons and those with valuable expertise.

The district shall inform and update the public (including parents, students and others in the community) about the content and implementation of this wellness policy by posting this policy (and any updates) on the district website and in each school lunch area, referencing the policy and its availability on school publications and notices, and providing information about new and ongoing wellness policy activities to parents, staff and students via established communication channels.

The district shall monitor and review the implementation and effectiveness of this policy by conducting:

1. Periodic informal surveys of Building Principals, classroom staff, and school health personnel to assess the progress of wellness activities and their effects.
2. Periodic checks of the nutritional content of food offered in the cafeterias for meals and a la carte items, and sales or consumption figures for such foods.
3. Periodic checks of the nutritional content of food available in vending machines, and sales or consumption figures for such foods.
4. Periodic checks of the amount of time students spend in Physical Education classes, and the nature of those activities.
5. Periodic checks of extracurricular activities of a physical nature, in the number of offerings and rates of participation by students.
6. Periodic checks of student mastery of the nutrition education curriculum.
7. Periodic completion of relevant portions of the CDC School Health Index.
8. Periodic review of data currently collected by the district, including:

- a. attendance data, particularly absences due to illness;
  - b. test scores;
  - c. rates of suspension, discipline, and violent incidents;
  - c. physical education scores on flexibility, endurance, and strength (i.e., fitness test results);
  - d. student BMI (Body Mass Index) statistics, as collected in accordance with the State Department of Health efforts; and
  - e. revenues generated from vending machines and a la carte food items.
9. Periodic surveys of student/parent opinions of cafeteria offerings and wellness efforts.
  10. Periodic review of professional staff development offered which focuses on student wellness.
  11. NYSSBA's Student Wellness Assessment Checklist [*every three years*] to review the effectiveness of this policy.

## VII. Recordkeeping

The district shall keep records as required by federal regulations, including documentation of the following: this policy; the district's community involvement activities described above; that the policy is made available to the public; the assessments done every three years; how the public is informed of the assessment results; and when and how the policy is reviewed and updated.

Ref: P.L. 111-296 (The Healthy, Hunger-Free Kids Act of 2010), §204 amending 42 USC §1758b  
 P.L. 108-265 (Child Nutrition and WIC Reauthorization Act of 2004), §204  
 42 USC §§1758(f)(1); 1766(a) (Richard B. Russell National School Lunch Act)  
 42 USC §1779 (Child Nutrition Act)  
 7 CFR §§210.10; 210.11; 210.12; 210.15; 210.18; 210.30 (National School Lunch Program participation requirements – nutrition standards for lunch and competitive foods; community involvement; recordkeeping; state review; local wellness policy)  
 7 CFR §§220.8; 220.12 (School Breakfast Program participation requirements – nutrition standards for meals and competitive foods)  
 8 NYCRR Part 135 (Health and Physical Education curricular requirements); §114.1 (School Breakfast Program Requirements)  
*Appeal of Phillips*, 37 EDR 204 (1997) (dec. no. 13,843) (physical education requirements)  
*Appeal of Williams*, 32 EDR 621 (1993) (dec. no. 12,934) (physical education requirements)

Adoption date:

( ) Required  
(X) Local  
(X) Notice

## AUDIT COMMITTEE

*NOTE: Education Law §2115-c requires each school district, except those districts employing fewer than eight teachers, to establish an audit committee by January 1, 2006 by resolution of the Board. The role of the audit committee is to advise the board on issues relating to the district's external and internal audit functions. However, the ultimate responsibility for review and action on audit reports remains with the full board.*

*The audit committee may be structured as: (1) a sub-committee of the Board, (2) a committee of the whole board; or (3) an advisory committee that may include or be comprised entirely of non-Board members, if the Board deems that such composition is advisable to providing the requisite accounting, auditing and financial reporting expertise.*

*The policy has been updated to include a provision addressing executive session.*

The Board of Education will designate and appoint an Audit Committee for purposes of overseeing and carrying out the Board's audit policies and the performance of related duties and responsibilities. The district's Audit Committee shall be comprised of at least three members. At least three members shall be appointed to serve on the committee on an annual basis. Employees of the school district are prohibited from serving on the committee.

*NOTE: Although audit committee members are considered district office-holders under the law so that they can be covered by district policies and indemnity powers, they may be selected from outside of the district in order to ensure the appropriate level of expertise and experience. Committee members must serve without compensation but are allowed reimbursement for any actual and necessary expenses incurred in relation to attendance at committee meetings. Employees of the district are prohibited from serving on the audit committee.*

The Audit Committee shall:

1. Recommend internal and external audit plans to the Board, specifying the areas of District operations to be reviewed for compliance with legal and regulatory requirements, operating efficiency and effectiveness;
2. Receive and review the resulting audit reports; and propose recommendations to the Board for action as may be necessary and appropriate;
3. Receive and review the report of the external auditor on any findings commented on during the annual audit report, and the management response thereto, and propose recommendations to the Board for action as may be necessary and appropriate;

## NYSSBA Sample Policy 6690

4. Oversee the selection of the internal auditor and the external auditor, pursuant to the relevant Board policies, and make recommendations to the Board for appointment to said positions; and
5. Perform any other responsibilities outlined by the Board and/or as listed in the District's Audit Committee Charter (see attached exhibit, 6690-E).

The audit committee may conduct an executive session in accordance with law and Commissioner's regulation. Any member of the board of education who is not a member of the audit committee may be allowed to attend an executive session if authorized by a resolution of the board of education.

It is not the intent of the Board of Education that the Audit Committee participate in or be responsible for the day to day operations of the school district or in the decisions that are the responsibility of the Superintendent of Schools or Assistant Superintendent for Business, or the other district administrators.

Ref: Education Law §2116-c  
8 NYCRR §170.12 (d)

Adoption date:

## AUDIT COMMITTEE CHARTER TEMPLATE

*NOTE: NYSSBA has updated the audit committee charter template because the one issued three years ago was completed before the Office of the State Comptroller finalized its version and before the issuance of the Commissioner's most recent regulations. This version is not substantively different, but language has been clarified and simplified in some instances. Two items that have been changed are the addition of language addressing executive session and eligibility for membership has been brought into conformance with OSC's template. Please note that NYSSBA's template is not identical to the Comptroller's Office version. NYSSBA offers some additional provisions for the Board's consideration. The OSC's charter template is available on their website at: <http://www.osc.state.ny.us/localgov/schoolsfa/accharter.pdf>*

*All italicized sample wording represents statutory requirements contained in Education Law §2116-c or Commissioner's Regulations (§170.12). All other (non-italicized) sample wording should be tailored or modified to meet the requirements and guidance developed by the trustees or board of education of each district.*

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### Audit Committee Authority

Pursuant to resolution number [insert number of resolution], dated [insert date of resolution], the Board of Education of the [insert name of district] has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c. *According to §2116-c(4), the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.* The District's resolution also states that [insert any other relevant wording from the establishing resolution for your district].

### Mission

The Board of Education has established an audit committee to provide independent assistance to the Board in the oversight of the following matters:

- Assist the Board in providing oversight of the internal and external audit functions, including the appointment of the internal and external auditors.
- Oversee the competitive Request for Proposal Process (RFP) used to solicit quotations for the District's annual external audit.
- Review the scope, plan and coordination of the external audit.
- Provide a communications link between the external and internal auditors and the Board.

### Composition and Requisite Skills

The District's Audit Committee is comprised of [insert number of members must be at least three]. The committee shall include:

[insert composition of the audit committee as established by the Trustees or the Board of Education]

The Committee members collectively should possess the expertise and experience in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit of those statements and the district's internal audit activities. Accordingly, the Audit Committee's members should:

- Possess the requisite skills and experience necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with, and offer advice and assistance to, public finance officers and auditors.
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.

### Duties and Responsibilities

The duties and responsibilities of the District's Audit Committee include the following:

- External Audit Focus

*NOTE: All but item 4 below are statutory requirements contained in Education Law §2116-c.*

- o *Provide recommendations regarding the selection of the external auditor to the Board of Education.*
- o *Meet with the external auditor prior to commencement of the audit to review the engagement letter.*
- o *Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable.*
- o *Review the external auditor's assessment of the district's system of internal controls.*
- o *Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Board of Education in interpreting such documents.*

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- o *Make a recommendation to the Board of Education on accepting the annual audit report.*
- o *Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plans.*

### • Internal Audit Focus

*NOTE: All but item 3 and part of item 4 below are statutory requirements contained in Education Law §2116-c.*

- o *Make recommendations to the Board of Education regarding the appointment of the internal auditor.*
- o *Assist in the oversight of the internal audit function.*
- o Review the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested.
- o *Review the results of internal audit activities and significant recommendations and findings of the internal auditor.*
- o *Monitor implementation of the internal auditor's recommendations by management.*
- o *Provide input on the performance evaluation of the internal auditor.*

### • Administrative Matters

- o Hold regularly scheduled meetings.
- o Administer other related duties as prescribed by the Board of Education.
- o Review and revise the Audit Committee Charter.

## Membership

The membership duties of the [insert name of district] Audit Committee includes the following:

- **Good Faith** – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- **Independence** – The following individuals are precluded from being an Audit Committee member:
  - o Someone currently employed by the District
  - o Someone currently or previously providing goods or services to the District during the past two years.

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- o Someone of the immediate family (spouse, spouse equivalent or dependent, whether or not related) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing goods or services to the district.
  - o Someone who is the owner of or has a direct and material interest in a company providing goods or services to the district.
- **Confidentiality** – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the district to maintain the confidentiality of such information.
- **Oath of Office** - All non-board members, who are members of the Audit Committee, should be administered the district's oath of office by the District Clerk.

### Meetings and Notification

The [insert name of district] Audit Committee shall meet a minimum of [insert number] times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. The audit committee may conduct an executive session in accordance with law and Commissioner's regulation. Any member of the board of education who is not a member of the audit committee may be allowed to attend an executive session if authorized by a resolution of the board of education.

The Audit Committee shall prepare minutes of each meeting. At a minimum, the minutes will include the following:

- Copies of the meeting agenda
- Date, attendance and location of the meeting
- As appropriate, brief summary of the topics discussed
- Except as otherwise provided by law in connection with executive session, copies of materials discussed or presented at the meeting
- A record of all actions or recommendations agreed to by the committee

### Decision-Making Process

A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present. All decisions shall be reached by vote of a simple majority of the total membership.



## Reporting Requirements

The [insert name of district] Audit Committee has the duty and responsibility to report its activities to the Board of Education. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Board on key decisions and responsibilities. The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes of meetings which clearly record the actions and recommendations of the Committee.
- Report on their review of the District's draft annual audit report and accompanying management letter and their review of significant findings and recommendations of the internal auditor.
- Report on suspected fraud or abuse or material defects in the internal control systems.
- Report on indication of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that should be disclosed to the Board of Education.

## Review of the Charter

The [insert name of district] Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action.

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