

**MINUTES  
JULY 10, 2014**

**HEMPSTEAD PUBLIC SCHOOLS  
BOARD OF EDUCATION  
SPECIAL MEETING  
JULY 10, 2014  
MINUTES**

The special meeting of the Hempstead Public Schools Board of Education was held in the Superintendent's Office, 185 Peninsula Boulevard, Hempstead, New York 11550. The meeting was called to order at 6:03 P.M. All of the Board Members were present

**BOARD MEMBERS PRESENT:**

|                     |                                |
|---------------------|--------------------------------|
| Lamont Johnson      | President                      |
| JoAnn Simmons       | 1 <sup>st</sup> Vice President |
| Betty J. Cross      | Treasurer                      |
| Ricky A. Cooke, Sr. | Secretary                      |
| Shelley Brazley     | 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            |
| Dr. Nichelle Rivers | Director for School Improvement, Accountability & Grants |
| Allison Hernandez   | Assistant Superintendent for Special Education           |
| Patricia Wright     | District Clerk   |
| Monte Chandler      | General Counsel  |
| Jonathan Scher      | Labor Counsel  |
| Scott Kershaw       | Labor Counsel  |

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

**MOTION**

**YES 5**

**MOTIN CARRIED**

To approve the consent calendar.

**REJECTION OF REQUEST FOR PROPOSALS**

1. **RESOLVED**, that the Board of Education accept the Superintendent's recommendation to reject all RFP proposals for student transportation services in accordance with the attached backup pages.

**EXTENSION OF STUDENT TRANSPORTATION CONTRACTS**

2. **RESOLVED**, that the Board of Education accept the Superintendent's recommendation to extend the following transportation contracts in accordance with the attached backup pages.

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1. First Student
2. Independent Coach
3. **RESOLVED**, that the board of Education approves the 3<sup>RD</sup> **reading AND ADOPTION** of policy # 4711 & 4711-E “ Student Grading Policy & Procedure & Exhibit. (Attached as amended)

**PERSONNEL**

**I. PROFESSIONAL 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:**

| <u>Name</u>                     | <u>Position</u>                      | <u>Reason</u>   |
|---------------------------------|--------------------------------------|---|
| Marisa Belasco<br>Eff. 07/06/14 | Math Teacher – ABGS<br>Middle School | Letter of resignation submitted for personal reasons. |

- B. APPOINTMENTS - 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>         |
|---|--|-----------------------------|
| Judy Goris Moroff<br>Eff. 07/21/14<br>(Three (3)-year probationary period – 07/20/17) | Executive Director of Bilingual Education, ESL and LOTE              | \$145,000 (prorated)        |
| Marques McFarlin<br>Eff. 09/02/14<br>(Three (3)-year probationary period – 09/01/17)  | Special Education Teacher (Replacing T. Worthy – ABGS Middle School) | \$59,010 (Level 5 / Step 1) |
| Florence Simmons, Ed.D.<br>Eff. 07/14/14  | Secondary Education Consultant                                       | \$500 per day               |

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

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| <u>Name</u>                                | <u>Position</u>                         | <u>Reason</u>  |
|--|---|--|
| Kaitlin Pollin<br>Eff. 09/02/14 – 06/30/15 | Elementary Teacher –<br>Prospect School | Letter requesting Maternity<br>Leave/FMLA from 09/02/14 –<br>06/30/15. Using accrued time<br>from 09/02/14 - 09/17/14;<br>Remainder Maternity<br>Leave/FMLA without<br>pay.(Documentation on file) |

**D. RESOLVED, that the Board of Education approve the Superintendent’s recommendation to APPOINT the following personnel for the Math Summer Institute, effective June 30, 2014 – July 10, 2014, grant funded:**

| <u>Name</u>          | <u>Position</u> | <u>Compensation</u> |
|----------------------|-----------------|---------------------|
| Claudine Clarke      | Facilitator     | \$2,000             |
| Elizabeth Diglio     | Facilitator     | \$2,000             |
| Cathy Engelhardt     | Facilitator     | \$2,000             |
| LeAsia Shabazz-Earth | Facilitator     | \$2,000             |

**E. RESOLVED, that the Board of Education approve the Superintendent’s recommendation to APPOINT the following Adult and Community Education Program staff for the 2014 – 15 school year (funded with the district’s 2014 – 15 Employment Preparation Education aid allocation):**

| <u>Name</u>                                   | <u>Position</u>                  | <u>Compensation</u>     |
|---|----------------------------------|-------------------------|
| Walter Everett<br>Eff. 07/01/14 – 06/30/15    | Security Aide<br>@ CASA          | Contractual hourly rate |
| Leonardo Gonzalez<br>Eff. 07/01/14 – 06/30/15 | Security Aide<br>@ CASA          | Contractual hourly rate |
| Alan Beauvais<br>Eff. 09/02/14 – 06/30/15     | Security Aide<br>@ Middle School | Contractual hourly rate |
| Nery Rivera<br>Eff. 09/02/14 – 06/30/15       | Security Aide<br>@ Middle School | Contractual hourly rate |
| Inskip Brown<br>Eff. 09/02/14 – 06/30/15      | Security Aide<br>@ Middle School | Contractual hourly rate |
| Rashaad Payton                                | Security Aide                    | Contractual hourly rate |

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|  |                                  |                         |
|--|----------------------------------|-------------------------|
| Eff. 09/02/14 – 06/30/15                     | @ Middle School                  |                         |
| Edward McCormick<br>Eff. 09/02/14 – 06/30/15 | Security Aide<br>@ Middle School | Contractual hourly rate |
| Luis Cruz<br>Eff. 09/02/14 – 06/30/15        | Security Aide<br>@ Middle School | Contractual hourly rate |
| Juan Perez<br>Eff. 09/02/14 – 06/30/15       | Security Aide<br>@ Middle School | Contractual hourly rate |
| Robin Shelton<br>Eff. 09/02/14 – 06/30/15    | Security Aide<br>@ Middle School | Contractual hourly rate |
| Guy Banks<br>Eff. 09/02/14 – 06/30/15        | Security Aide<br>@ Middle School | Contractual hourly rate |
| Oluremi Oshen<br>Eff. 09/02/14 – 06/30/15    | Security Aide<br>@ Middle School | Contractual hourly rate |
| Leonel Gonzalez<br>Eff. 09/02/14 – 06/30/15  | Security Aide<br>@ Middle School | Contractual hourly rate |
| Debbie Cheaver<br>Eff. 09/02/14 – 06/30/15   | Security Aide<br>@ Middle School | Contractual hourly rate |

**F. RESOLVED, that the Board of Education approves the Superintendent’s recommendation to RECLASSIFY the following Adult and Community Education Program professional personnel:**

| <u>Name</u>                        | <u>Position</u>  | <u>Reason</u>   | <u>Compensation</u> |
|------------------------------------|------------------|---|---------------------|
| Clevin Brailsford<br>Eff. 09/02/14 | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour    |
| Michael Brown<br>Eff. 09/02/14     | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour    |
| Sandra Bynum<br>Eff. 09/02/14      | Adult Ed Teacher | Reclassified from<br>Substitute teacher<br>To Step 2 @<br>ABGS MS | \$35.72 per hour    |
| Yessenia Callas<br>Eff. 09/02/14   | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3                             | \$40.54 per hour    |

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@ ABGS MS

|                                   |                  |   |                  |
|-----------------------------------|------------------|---|------------------|
| Yoneydi Cuevas<br>Eff. 09/02/14   | Adult Ed Teacher | Reclassified from Substitute Teacher To Step 1 @ ABGS MS      | \$35.72 per hour |
| Ruth Cuevas<br>Eff. 09/02/14      | Adult Ed Teacher | Reclassified from Step 2 to Step 3 @ CASA                     | \$40.54 per hour |
| Cynthia Fiumara<br>Eff. 09/02/14  | Adult Ed Teacher | Reclassified from Substitute Teacher To Step 1 @ ABGS MS      | \$35.72 per hour |
| Rafael Garcia<br>Eff. 09/02/14    | Adult Ed Teacher | Reclassified from Step 3 to Substitute Teacher @ ABGS MS      | \$33.20 per hour |
| George Garrett<br>Eff. 09/02/14   | Adult Ed Teacher | Reclassified from ABE Teacher to Substitute Teacher @ ABGS MS | \$33.20 per hour |
| Muhammad Khan<br>Eff. 09/02/14    | Adult Ed Teacher | Reclassified from Substitute Teacher To Step 1 @ ABGS MS      | \$35.72 per hour |
| Jay Kemmet<br>Eff. 09/02/14       | Adult Ed Teacher | Reclassified from Step 2 to Step 3 @ ABGS MS                  | \$40.54 per hour |
| Stephen Lux<br>Eff. 09/02/14      | Adult Ed Teacher | Reclassified from Step 1 to Step 2 @ ABGS MS                  | \$37.99 per hour |
| Susan Meyerback<br>Eff. 09/02/14  | Adult Ed Teacher | Reclassified from Step 1 to Step 2 @ ABGS MS                  | \$37.99 per hour |
| Stephanie Morris<br>Eff. 09/02/14 | Adult Ed Teacher | Reclassified from Step 2 to Step 3 @ ABGs MS                  | \$40.54 per hour |

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|                                   |                  |   |                  |
|-----------------------------------|------------------|---|------------------|
| Arti Oliphant<br>Eff. 09/02/14    | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour |
| Mercedes Pillier<br>Eff. 09/02/14 | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour |
| Himilce Salcedo<br>Eff. 09/02/14  | Adult Ed Teacher | Reclassified from<br>Substitute Teacher<br>To Step 1 @<br>ABGS MS | \$35.72 per hour |
| Gene Toledo<br>Eff. 09/02/14      | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour |
| Irina Villacis<br>Eff. 09/02/14   | Adult Ed Teacher | Reclassified from<br>Step 2 to Step 3<br>@ ABGS MS                | \$40.54 per hour |
| Janine Washinger<br>Eff. 09/02/14 | Adult Ed Teacher | Reclassified from<br>Substitute Teacher<br>To Step 1 @<br>ABGS MS | \$35.72 per hour |

**2. CIVIL SERVICE PERSONNEL**

**TERMINATION – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to TERMINATE the following civil service personnel:**

| <b><u>NAME</u></b>                                     | <b><u>POSITION</u></b> | <b><u>REASON</u></b>    |
|--|------------------------|-------------------------|
| <b><u>PULLED</u></b><br>Kevins Wheeler<br>Eff. 7/14/14 | Security Aide P/T      | Abandonment of position |
| <b><u>PULLED</u></b><br>Kevin Saunders<br>Eff. 7/14/14 | Security Aide P/T      | Abandonment of position |
| <b><u>PULLED</u></b><br>Robert White<br>Eff. 7/14/14   | Security Aide F/T      | Abandonment of position |

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**APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendent’s recommendation to APPOINT the following Civil Service Personnel for SUMMER SCHOOL FOOD SERVICES, effective July 7, 2014 – August 14, 2014 (Monday – Thursday – NOT TO EXCEED 20 HOURS PER WEEK)**

| <u>Name</u>   | <u>Compensation</u> |
|---------------|---------------------|
| Jackson Hayes | Contractual Hourly  |

**APPOINTMENT(S) – RESOLVED, that the Board of Education approves the Superintendents recommendation to Appoint the following Security Aides for District Patrol (Saturdays & Sundays) effective July 12, 2014 – September 1, 2014:**

| <u>Name</u>     | <u>Compensation</u>     |
|-----------------|-------------------------|
| Jean Petitfrere | Contractual hourly rate |
| Nery Rivera     | Contractual hourly rate |
| Jean Leon       | Contractual hourly rate |
| Pierre Page     | Contractual hourly rate |

**Trustee Cross moved, seconded by Trustee Simmons to convene to executive session at 6:29 P.M. to discuss personnel.**

**MOTION YES 5 MOTION CARRIED**  
To convene to executive session

**Trustee Cross moved, seconded by Trustee Simmons to reconvene to open session at 7:45 P.M.**

**MOTION YES 5 MOTION CARRIED**  
To reconvene to open session

**Trustee Cross moved, seconded by Trustee Johnson to approve the addition of item B2 for additional work time for summer guidance counselors as indicated.**

**MOTION YES 5 MOTION CARRIED**  
To approve additional work time for summer guidance counselors

**B2. RESOLVED, that the Board of Education approves the superintendent’s recommendation to authorize the employment of high school guidance counselors for up to an additional fifteen (15) days during the summer to assist with the development of the high school master schedule for the 2014-2015 school year.**



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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 student grades on students' report cards handed out to students in the A.B.G.S. Middle School or Hempstead High School shall be the grades the student earns, **provided that the lowest grade any student shall receive quarterly is not lower than a 50.** The grade a student receives shall be the grade as determined by the teacher based upon class work, tests, quizzes, assignments, participation and attendance.

**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 **Administrator in charge of Superintendent's hearings** 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.

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In addition to maintaining a list of all students who are on home-bound status, the **Administrator in charge of Superintendent's hearings** 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.

**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 Director of **Technology**. The Director of **Technology** shall sign the Change of Grade Form to ensure he/she has viewed the approved grade change. The Director of **Technology** 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 Director of **Technology** 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 building Principal 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.

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**IV. REGENT CLASSES**

Students who pass the Regents should automatically pass the course. The Regents' score will serve as the final grade, if the student's final average is lower than 65.

**V. 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.

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.

**VI. 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 **or his/her designee** 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.

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**VII. Training For Teachers On PowerSchool Information System**

The Director of Technology shall provide a mandatory training session for all teachers and administrators in the use of PowerSchool, **at the start of each school year and as necessary** 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.

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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 Director of **Technology** \_\_\_\_\_

Entered Into PowerSchool By: \_\_\_\_\_